



LIVINGSTON LODGE

RENTAL INFORMATION

RESERVATIONS

Livingston Lodge is available for rent throughout the calendar year. Persons reserving the Lodge must be at least 25 years of age or older. To reserve the Lodge, please call the Village of Indian Hill Department of Public Works at (513) 831-3712. Within 14 days of making a reservation, you must submit the following:

- Signed Rental Lease Agreement
- Signed Indemnity Agreement
- \$200.00 refundable Security Deposit

Checks can be made payable to the Village of Indian Hill. Failure to return the aforementioned will result in forfeiture of requested date.

- Rental of the facility is for the date stated on the Rental Lease Agreement only.
- Rental hours are between 10:00 a.m. and 1:00 a.m. Access to the Lodge is not available before 10:00 a.m. on the day of your rental.
- The Lodge may be rented out the day before if additional time is required. A 10% discount off the total price will be offered for two-day rentals.
- A \$200.00 Security Deposit is required to reserve your event date. This will be returned after use of the Lodge, provided subsequent inspection by the Village reveals no damage and the Lodge is left in such a fashion as described within the Rental Lease Agreement.
- All clean up must be completed by 1:00 a.m. Additional set-up or clean-up time is not permitted. Anything left in the Lodge at 1:00 a.m. will be disposed of by the cleaning personnel.

RENTAL RATES

Residents - \$350.00

Non-Residents - \$500.00

- Rental rates include all-day rental and post-event clean-up service.
- The balance of payment of the full rental fee must be paid at least 14 days before the event date.

**9350 GIVEN ROAD
CINCINNATI, OHIO 45243**

Livingston Lodge is available to rent year-round. Rental hours are between 10:00 a.m. and 1:00 a.m. on the date reserved.

Rental rates:

Residents - \$350.00

Non-Residents - \$500.00

A \$200.00 refundable Security Deposit, signed Rental Lease Agreement and signed Indemnity Agreement are required to secure your reservation.

Livingston Lodge provides occupancy for up to 125 persons if tables and chairs are set up and 350 persons standing-room-only. Round tables and folding chairs are provided.

Lessee can provide their own food and beverages, including alcohol, or choose a caterer to provide all food and beverage service.

CANCELLATION

- Cancellation of reservations must occur 30 days or more prior to the event date.
- If cancelled within 30 days of the event date, or if full payment is not received, the Security Deposit will be forfeited unless a new renter is found, in which case the Security Deposit will be returned less a \$25.00 administration fee.

AMENITIES

- Livingston Lodge provides occupancy to 125 persons if tables and chairs are set up and 350 persons standing-room only.
- Lessee is responsible for setting up tables and chairs. These items are property of the Lodge and must remain inside the building at all times. Failure to comply will result in the loss of your Security Deposit. Upon the conclusion of your function, do not take down the tables and chairs as they must be washed before storing and this service is included in the rental fee.
- The Lodge has a kitchen prep area that includes a refrigerator, small freezer, microwave, and sink. The Lodge does not include a stove or oven. The Lodge kitchenette can be used for staging, plating, and organizing.
- The Lodge has heat and air conditioning. During the winter months, fire wood is provided for use in the grand fireplace.
- The Lodge includes an elevated stage for a live band or DJ.

TENTS

Tents or canopies may be erected for events. If you are planning to erect a tent or canopy for your function, you must obtain a temporary building permit. This permit can be arranged by contacting the Assistant City Manager at (513) 561-6500. The required permit must be returned with the completed Rental Agreement no later than 14 days prior to event date.

DECORATIONS

- You may use string, twist ties, wire ties, or zip ties to hang decorations if you chose to decorate.
- When decorating you may use garland, tulle, streamers and crepe paper inside the Lodge only. Please do not decorate the outside as items tend to stain the wood.
- When decorating the Lodge, the following items are prohibited: glitter of any kind, silly string, thumb tacks, staples, duct tape, or nails on wood surface. Use of scotch or masking tape only is permitted. Candles must be in non-flammable containers.
- Signs cannot be attached to Park entry signs or placed in the yard. All decorations must be removed at the end of the event.

Door keys may be picked up at the Indian Hill Rangers Station, 6525 Drake Road, Cincinnati. Keys must be returned to the Rangers Station at the end of your event.

Parking is available at the Camp Livingston lot adjacent to the Lodge. Parking spaces cannot be reserved and are available on a first-come, first-served basis.

Any rental equipment, including tents and beverage dispensers that you have delivered to the Lodge, must be removed from the property at the end of your event. Nothing can be left overnight.

Wi-Fi access provided and the Lodge is handicap accessible

Livingston Lodge is a smoke-free facility.

In case of emergency, dial 911. For non-emergency Ranger response, call (513) 561-7000.

You must abide by all terms of the Agreements and all local, state and federal laws.

To make reservations, or to arrange to view the Lodge, call:

**The Village of Indian Hill
Department of Public Works**

(513) 831-3712

7:30 a.m. – 4:00 p.m.

Monday - Friday

