



Kitchen



The perfect venue for
your special event . . .



Back porch

nestled in the rolling hills of
Granger Township



Medina County
Park District

6364 Deerview Lane
Medina, Ohio 44256
(330) 722-9364

website: www.medinacountyparks.com
email: parks@medinacountyparks.com

revised 12-1-17



Fire ring with benches



Raymond's Room

The Lodge at Allardale is made possible by generous donations
from the Allard Family Fund and Linda Allard Gallen.

The Lodge at Allardale is the perfect venue for a variety of events . . .
weddings • fundraisers • retirement parties • reunions • corporate retreats
• bridal showers • baby showers • birthday parties

Address:

141 Remsen Road
Medina, OH 44256

GPS coordinates

41°11'18.11"N 81°41'29.78"W

Building:

- 98-person occupancy
- Site is handicap accessible
- Lobby (18'-11" x 23'-8")
- Raymond's Room (13'-3" x 23'-8") with conference table and six chairs
- Large gathering room (31'-11" x 66'-7")

Reservable hours:

9 a.m. to 11:30 p.m.

Rental Fees:

Fridays, Saturdays, Sundays, or holidays

(not available Christmas day)

Medina County residents: \$575

Out-of-county: \$675

Key/cleaning deposit: \$100

Weekdays (Monday through Thursday)

Medina County residents: \$300

Out-of-county: \$350

Key/cleaning deposit: \$100

Alcohol is permitted inside the building only.

Amenities:

Indoor

- Gas log fireplace
- Heat/AC
- Kitchen area with stainless steel work tables
- Refrigerator
- Sink
- Microwave
- Warming cabinet
- Ceiling fans
- 15 round (60") and 16 rectangle tables (36x72"); 98 chairs
- Audio-visual system includes: Screen, DVD, computer input, input for Ipod and MP3 players, and microphones
- Internet access on request
- Rest rooms

Outdoor

- Fire ring
- Charcoal grill
- Covered back porch (16'x68')
- Lighted parking lot
- Pond
- Sledding hill
- Hiking trails

Items subject to change. Call for verification.



Lobby



Large gathering room

The Lodge at Allardale Rules and Regulations

Thank you for reserving The Lodge at Allardale. We hope you enjoy your use of this facility. Please abide by the following rules so the building will remain beautiful for the next group.

Fee Schedule:

Fridays, Saturdays, Sundays, or holidays (not available Christmas day)
Residents: \$575 Out-of-county: \$675

Weekdays – Monday through Thursday
Residents: \$300 Out-of-county: \$350

A **refundable \$100 key fob/cleaning deposit is required** when you pick the key fob up at the park district headquarters the business day before your reservation. For weekend reservations, you must pick the key fob up either Thursday or Friday as **the park office is open Monday - Friday from 8 a.m. to 4:30 p.m.** and is closed weekends and holidays. The key fob must be returned in person to the park district office. Please wait at least two business days to return the key fob to allow time for office staff to receive the building inspection report. Please **do NOT** mail the key fob.

The key fob/cleaning deposit will be refunded provided the key fob is returned, and the building is left clean and undamaged. If the key fob is lost, \$25 will be retained from the deposit for replacement. Should damage to the facility occur at a cost that exceeds the maintenance deposit, the patron will be billed the difference.

Payment Schedule:

The Lodge at Allardale may be reserved one year in advance of your event. The reservation must be paid in full when you return the signed reservation paperwork to the park office.

Payment must be made by check or cash. Credit cards cannot be accepted. Please make the check payable to Medina County Park District and mail it to 6364 Deerview Lane, Medina, OH 44256.

Access:

Building hours are from 9 a.m. to 11:30 p.m. You may only enter this site on the date(s) and times you have reserved. If you wish to set up for your event the night before, you must reserve that date as well.

The maximum occupancy of the building is 98. At least one adult (18 years of age or older) must be at the site at all times during the reserved time period.

Please do not interrupt another group's reservation asking to see the building. If you wish to see inside prior to your reservation, contact the park office at 330-722-9364. If the building isn't reserved that day, we will be happy to set up an appointment to view the facility.

Responsibilities and Regulations:

1. Setup/Tear Down

The patron is responsible for setup and tear down and must leave the premises as they were in their original state. Cleanup is the patron's responsibility. Cleaning products will be supplied. The kitchen area must be cleaned thoroughly along with tables, chairs, spills or other accidents, and all floors should be swept and/or vacuumed. Bring your own dish towels, rags, and sponges. They are not supplied. Trash bags will be supplied; please put trash in the dumpster located out the side kitchen door.

No tacks, tape, nails, or staples are to be used to secure decorations on walls, windows, doors, tables, woodwork, etc. Stand-alone decorations are recommended. Open-flame candles are permitted for ceremonies only; for dinners/receptions, candles must be contained in enclosed candle holders.

Table and chair arrangement is the responsibility of the patron. After use, all tables and chairs must be wiped off and stacked in the appropriate racks. Standing on tables and/or chairs is not permitted. Tables and chairs must remain indoors. The patron is responsible for providing table service and table linens (if desired).

Rectangle Tables:	16 – 36" x 72"
Round Tables:	15 – 60" diameter
Chairs:	98

Other furnishings must be returned to their original locations if they have been moved during the reservation.

2. Kitchen/Food Service

Medina County Park District does not provide catering services and does not have a food-preparation license. The kitchen is for warming-purposes only and is equipped with a warming rack with six trays, microwave, refrigerator, and a sink for cleanup. Be sure to remove all items from the refrigerator before you leave.

Personal grills are permitted outside but are not to be placed on park tables.

3. Sale of Food/Beverages/Other Items

The user may not sell items of any kind unless the patron has applied for and received a special-use permit from the park district. The patron is responsible for securing a food permit from the Medina County Health Department (330-723-9511) if food is to be sold.

4. Alcohol

Alcohol may be served by the patron; however, the sale of alcoholic beverages is prohibited. Alcoholic beverages are permitted **INSIDE** the building only. Any user group serving alcoholic beverages **may opt** to hire a park ranger to provide security for the event at \$25 per hour (minimum of four hours) cash payment made directly to the ranger by the conclusion of the event. Contact the park office to arrange this service at least 30 days prior to the reservation.

5. No Smoking

This is a non-smoking facility – this means all areas inside the building. Appropriate containers have been placed outside.

6. Parking

Parking is permitted in designated areas only

7. Securing the Building After Use

It is the patron's responsibility to secure the building before leaving. After all doors and windows are closed and locked, and everyone else has exited the building, stand at the alarm keypad in the lobby. When the keypad message reads *Allard Lodge*, swipe the key fob on the Securitec label. When the keypad message reads *Armed*, you have one minute to exit the building.

8. Contacts

For maintenance and building concerns, please call 330-635-4821. Report all accidents or problems to a park district ranger through the Medina County Sheriff's Department, 330-725-6631, or to the Medina County Park District Office during normal business days/hours (M - F, 8 a.m. - 4:30 p.m. except holidays).

In case of emergency, dial 911.