



## THE RONALD REAGAN LODGE

### LAKEVIEW ROOM

The Ronald Reagan Lodge at Voice of America MetroPark is an ideal setting for weddings, receptions, dinner parties, formal dances, luncheons, galas, and business meetings. The Lakeview Room comfortably seats up to 200 people and overlooks the scenic 35-acre lake. Guests are welcomed into the beautifully appointed room trimmed in warm earth-toned wood and wall to wall carpeting. The Lakeview Room offers access to the patio, the 12 X 18 dance floor, a fully equipped catering kitchen, wireless internet access, audio-visual capabilities and support equipment. The Lakeview Room is "cater-only" by pre-qualified caterers; no food can be brought in.

### TROPHY ROOM

The Trophy Room at Voice of America MetroPark is adjacent to the Lakeview Room and offers an elegant lodge feel and comfortable setting for more intimate wedding receptions, dinner parties, dances, luncheons and birthday parties. The room seats up to 48 people comfortably and is perfect for corporate meetings and presentations. The room has a gas fireplace, wireless internet access, audio visual capabilities and support equipment. The Trophy Room is "cater-only" by pre-qualified caterers; no food can be brought in.

*\*The Lakeview and Trophy Rooms can be combined to provide seating for approximately 250 people.*

### COMMUNITY ROOM

The Community Room is a public rental space located at Voice of America MetroPark. The room is located next to the Welcome Center just across the breezeway from the Banquet Center that houses the Trophy Room and Lakeview Room rentals. The 445 square foot room seats up to 25 people and has a breathtaking view of the lake, Rental Gazebo and 435 acre park. The Community Room is the perfect location for less formal gatherings such as children's birthday parties, community gatherings, scout meetings or small business staff meetings. It features Wi-Fi, high-definition TV monitor, coffee service machine, kitchen sink, tiled floors, tables, chairs, and linens. The Community Room is "cater-only" by pre-qualified caterers; no food can be brought in.

### GAZEBO

The Gazebo at Voice of America MetroPark is located on the waterfront of the 35 acre lake and offers visitors a beautiful setting for an outdoor wedding ceremony, anniversary dinners, graduation parties and more. The 1100 square foot lakeside Gazebo will seat from 64 to 110 people. The Gazebo is equipped with picnic tables' electric outlets and a nearby outdoor grill.

#### Other Amenities:

Weekday, daytime rentals include use of flip charts (max. of 2), easels, AV equipment, Wi-Fi, free parking, lecterns, microphones, ceiling projectors and built in wall projection screens ( if previous arrangements for usage are made with MetroParks staff).

All reservation fees include a 20% service fee which includes: 1 Hr. Planning Meeting, Set-up and Breakdown of Room, Room Host/Bartender, AV Equipment, White, Ivory or Black Linens, Clean-up and Table Removal.

When a facility is rented, customers are permitted to bring outdoor activities as space allows and previous arrangements are made.



## Voice of America MetroPark

7850 VOA Park Drive

West Chester, OH 45069

(513) 867-5835

Located in West Chester Township. Easily Accessible from the Tylersville Road or Liberty Way interchanges in Butler County, Ohio just off of I-75

### From the Hamilton area....

Follow SR 129 east to I-75. Take ramp onto I-75 South/Liberty Way. Veer right onto the Liberty Way exit ramp and follow to light. Turn left onto Liberty Way. Turn right onto Cox Road. Follow Cox Road to next light and turn left onto VOA Park Drive. Turn left onto first drive and follow roadway to Lodge.

### From the Warren County area...

Follow Tylersville Road west to Cox Road. Turn right onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive. Turn left onto first drive and follow roadway to Lodge.

### From the Dayton area...

Follow I-75 South to the Liberty Way exit. Turn left at light onto Liberty Way. Turn right onto Cox Road. Follow Cox Road to next light and turn left onto VOA Park Drive. Turn left onto first drive and follow roadway to Lodge.

Alternative: Follow I-75 south to the Tylersville Road exit. Turn left off of the exit ramp onto Tylersville Road and follow to Cox Road. Turn left onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive. Turn left onto first drive and follow roadway to Lodge.

### From the Cincinnati area...

Follow I-75 north to the Tylersville Road exit. Turn right off of the exit ramp onto Tylersville Road and follow to Cox Road. Turn left onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive. Turn left onto first drive and follow roadway to Lodge.



OF BUTLER COUNTY

## Rental Fee(s)

Butler County Residents will receive a 10% discount with proof of residency at the time of reserving the facility.

Lakeview Room**	Rental Fee
Monday - Thursday 2-4 hours	\$300.00*
Monday - Thursday 4-8 hours	\$430.00*
Friday (10am-12am)	\$1,200.00*
Saturday (10am-12am)	\$1,610.00*
Sunday 2-4 hours	\$430.00*
Sunday 4-8 hours	\$870.00*

Trophy Room**	Rental Fee
Monday - Thursday 2-4 hours	\$180.00*
Monday - Thursday 4-8 hours	\$230.00*
Friday (10am-12am)	\$540.00*
Saturday (10am-12am)	\$750.00*
Sunday 2-4 hours	\$230.00*
Sunday 4-8 hours	\$465.00*

Community Room**	Rental Fee
Monday - Thursday 2-4 hours	\$85.00*
Monday - Thursday 4-8 hours	\$110.00*
Friday-Sunday (Hourly)	\$50 per hour \$350 cap per day

Gazebo***	Rental Fee
8 am to 1 pm	\$110.00*
2 pm to Dusk	\$145.00*
8 am to Dusk	\$250.00*

\*All reservation fees include a 20% service fee which includes: 1 Hr. Planning Meeting, Set-up and Breakdown of Room, Room Host/Bartender, AV Equipment, Linens, Clean-up and Table Removal.

\*\*Any customer wanting to reserve the Lakeview or Trophy Room for a rehearsal dinner may reserve the room based on the full price rates listed above. The Lakeview, Trophy & Community Room are "cater-only" by pre-qualified caterers; no food may be brought in.

\*\*\*The Gazebo can be used free of charge for short rehearsals on Wednesday through Friday if not already reserved the Monday prior to the event. Otherwise, the Gazebo can be reserved at regular rates as posted above for a rehearsal.

Extra Hours	Additional Fee
Lakeview & Trophy – Day of Event (7am – 10am) per hr.	\$100.00
Lakeview & Trophy – Day Prior to Event (7am – 10am only) per hour	\$100.00

	Rental Fee	Comments
Chill Hill Fire Pit	\$45	4 hours (Between 10a-Dusk) 3 bundles firewood included



## Pre-Approved Caterers

### Chef's Choice Catering

11350 Grooms Road  
Cincinnati, OH 45242  
(513) 489-6006

[www.chefschoicecatering.com](http://www.chefschoicecatering.com)

### Destinys Catering

10 Enfield Street  
Greenhills OH 45218  
(513) 851-5434

[www.destinyscatering.com](http://www.destinyscatering.com)

### Jeannette's Delicacies

5595 Beckett Ridge Blvd.  
West Chester, OH 45069  
(513) 309-7973

[www.jeannettesdelicacies.com](http://www.jeannettesdelicacies.com)

### Chaska Grill

7743 Tylersville Road, Suite G  
West Chester, OH 45069  
(513) 746-1789

[www.chaskagrill.net](http://www.chaskagrill.net)

## In-House Food Service Options

Exec. Continental Breakfast		Deluxe Boxed Lunch		All American Grill Out	
Fresh Sliced Fruit Salad Assorted Pastries, Scones, Muffins Granola breakfast bars Orange Juice/Coffee/Hot Tea/Water		Choice of Sandwich Wraps or Club Sandwich Jumbo Pickle Spear Potato Chips Cookie, Brownie or Lemon Bar Fountain Drinks, Water, Coffee, Hot Tea		Choice of Hamburger or Hot Dog Choice of Side Dish Potato Chips Cookie, Brownie or Lemon Bar Fountain Drinks, Water, Coffee, Hot Tea	
Cost: \$8.00/Per Person (10 Person Minimum) Add yogurt \$1.50/each*		Cost: \$9.50/Per Person*		Cost: \$10.00/Per Person*	
Ala Carte Items*					
Fruit Platter (Sm.)	Serves 8-12	\$37.00	Cheese/Meat/Cracker Platter (Sm.)	Serves 8-12	\$35.00
Fruit Platter (Med.)	Serves 10-18	\$45.00	Turkey Sandwich Platter (Med.)	Serves 10-18	\$52.00
Fruit Platter (Lg.)	Serves 20-30	\$62.00	Pretzel/Healthy Snack Platter (Sm.)	Serves 8-12	\$32.00
Veggie Tray (Sm.)	Serves 8-12	\$35.00	Sterno	Each	\$3.00
Veggie Tray (Med.)	Serves 10-18	\$43.00	Chafe Rack	Deep/Shallow	\$10.00
Veggie Tray (Lg.)	Serves 20-30	\$60.00			
Cookie Tray (Med.)	Serves 10-18	\$35.00			





OF BUTLER COUNTY  
**Usage Policy**

All renters are expected to abide by the rules and regulations set forth in this Usage Policy and to assume responsibility for the appearance and condition of the rented facility.

- Reservations**—Reservations for the Lakeview Room, Trophy Room, Community Room or Gazebo at Voice of America Park must be made through MetroParks of Butler County at 2051 Timberman Road, Hamilton, Ohio, (513) 867-5835, Monday through Friday 9:00 a.m. to 4:00 p.m. A “hold” on an event date does not confirm the reservation. A hold will be released after 10 days unless a lease agreement is pending. Facilities cannot be “held” for events scheduled less than 30 days in advance. The reservation is considered binding when MetroParks has issued a lease agreement and the Lessee(s) has paid a 50% deposit. The balance of the facility rental fee is due no later than 30 days in advance of the event. If complete rental fee is not made by the agreed date, the reservation will be released and the rental deposit will be forfeited.
- Payment Policy** – MetroParks accepts cash, checks, money orders, and most major credit cards. Personal checks can be accepted up to two weeks (14 days) prior to final payment due date. MetroParks charges a \$35 service fee for any returned checks.
- Event Hours**—Use of the facility is only for the date and time period stated on the Lease Agreement. Friday and Saturday rental hours are between 10:00 a.m. and Midnight; additional hours may be added to facility rental fees on Friday and Saturday from 7 a.m. to 10 a.m. for \$100/hour as available. Events must be kept to contracted times unless pre-authorized by Park Management. All set-up and take-down must be completed on the day of your event and take-down must be completed by Midnight. The Lessee(s) is responsible for meeting with MetroParks staff concerning set up requirements, furniture, equipment needs, and final guest count no later than 14 days prior to the event. Rooms will be set up to Lessee(s) requirements prior to the start of the event and cannot be re-set during the event. Gazebo can only be rented until dusk unless additional staff time is purchased. A fee of \$150 per hour for events running longer than the SCHEDULED time will be assessed without notice.
- Holidays**— There is a 20% increase on all Federal Holidays and/or MetroParks observed Holidays.
- Rehearsals**—Should a customer wish to host their rehearsal dinner at a facility they will need to rent at the full price. The Gazebo may be used free of charge for short rehearsals on Wednesday through Friday at no charge if not already reserved to be confirmed Monday prior to event (table removal not included), otherwise, Gazebo can be reserved at regular rental rates.
- Smoking**—All facilities are **SMOKE FREE**.
- Food Service**—**Only MetroParks food service and/or Pre-Qualified Caterers may supply food at events held in the Facilities. Lessee(s) may not bring in their own food.** A caterer list will be provided with the lease agreement. MetroParks and Pre-Qualified Caterers are fully licensed and meet all requirements for insurance, health codes, and security. Lessee(s) must inform MetroParks of their selected caterer no later than 14 days prior to the event. Lessee(s) renting the Gazebo are not required to use a caterer.
- Alcoholic Beverages\***—The Ronald Reagan Lodge is a licensed premises with the State of Ohio. According to state law, all alcoholic beverages consumed on the premises must be purchased from MetroParks of Butler County. Alcoholic beverages may not be brought into or removed from the premises. The premises are defined as the interior of the Lodge which includes the Lakeview and Trophy Rooms, Community Room, Outdoor Patio and Gazebo. It is the Lessee(s) responsibility to inform their guests of the rules and regulations. MetroParks staff and Park Rangers reserve the right to control any and all alcohol consumption. All alcoholic beverage service will end 30 minutes prior to the end of the event. Alcoholic beverages will not be served past 11:30 p.m. It is MetroParks’ policy not to serve shots or double shot drinks. All beverages must be paid for 14 days prior to your event or at the time of service (cash bar). A credit card must be held in the cash register for ala carte or cash bar invoiced to be paid at the end of event. Amounts owed for beverages cannot be invoiced after an event has occurred. Minimum \$100 Alcohol Beverage Package required.
- Non-Alcoholic Beverages\***— All non-alcoholic beverages consumed in the Lakeview, Trophy and Community Rooms must be purchased from MetroParks of Butler County.  
\* All beverage orders must be placed through the Ronald Reagan Lodge staff at Voice of America Park by calling 513-755-4402. All beverage orders shall be paid in full 14 days prior to the date of the event. Beverage prices are subject to change with a 60 day notice. See beverage package for details.
- Minimum Age**—The individual signing the lease agreement must be 21 years of age or older and is responsible for organizations/groups conduct, and respect for the facility.
- Residency**— Any individual signing the lease agreement must provide proof of Butler County residence in order to obtain the fees states. Otherwise, the out-of-county rental fees will apply.
- Decorations**—Lessee(s) may not attach any fixtures, change, alter or make additions to the walls, doors, windows, floors or ceilings of the rented facility. Decorations are limited to tables only in order to protect walls and other surfaces. No confetti, rice, glitter, punch-outs, sparklers, chewing gum, etc. are permitted. Open flames are not permitted. Candles may be used if they are enclosed within a holder made of non-flammable materials. No smoke effects, fog machines, explosives, or pyrotechnics are allowed in the facility.
- Personal Property**—MetroParks of Butler County personnel and volunteers are not responsible for any materials, equipment and or personal property brought to or used at or for the Lessee’s function. All such items must be removed immediately following the renter’s function.
- Facility Access**—MetroParks of Butler County staff will have access to any rented space during the rental period provided the activities of MetroParks personnel do not unreasonably interfere with the authorized activities of the renters. A MetroParks employee or representative





will unlock/lock the facility at the time requested by the person responsible for the use of the facility. The person responsible for the use of the facility must be present at all times; the facility will not be unlocked until that person arrives.

15. **Park Rangers**—Rangers of MetroParks of Butler County and other law enforcement officers patrol this site regularly.
16. **Firearms**—No firearms are permitted on the premises or in any building in the Park unless carried by a law enforcement officer.
17. **Branding**—The Lessee(s) will not use the MetroParks of Butler County or the Voice of America Park name and/or logo on any materials in a manner that infers the Park District is a sponsor/co-sponsor or in any way affiliated with the renter's group without written permission. MetroParks of Butler County or the Voice of America Park name may be used only for reference of event location unless a sponsorship or co-sponsorship agreement has been authorized in writing by the Executive Director.
18. **Parking**—Parking is free, however, there may be other events scheduled at the same time as your event, consequently parking may be limited at times. The MetroParks Lodge is fully handicapped accessible.
19. **Miscellaneous**—Weekday, daytime rentals include use of flip charts (max. of 2), easels, AV equipment, Wi-Fi, free parking, lectern, microphone, projectors and projection screens as available and if previous arrangements for usage are made with MetroParks staff. Room setup and white, ivory or black linens are also included with rental fee. When a facility is rented, customers are permitted to bring outdoor activities (corn-hole, volleyball, etc.) as space allows and previous arrangements are made with MetroParks staff. Also, to make your event more exciting and enjoyable, group fishing and/or pedal boat rentals are available (check with MetroParks staff for current rates).
20. **Setup and Deliveries**—MetroParks labor is required for setup of furniture and equipment and normal janitorial service is included. Deliveries with outside vendors must be within hours agreed upon with MetroParks staff for the day of the event. A minimum of one (1) MetroParks staff person will be on site for the duration of any event booked at the facilities.
21. **Cancellations**— If Lessee desires to cancel this Agreement, and if notification is given in writing to MetroParks at least 90 days prior to the date reserved, MetroParks will refund any previous payment made by the Lessee for this rental less a processing fee of 10% of full facility rental. If the Lessee cancels the reservation less than 90 days prior to the event, the refund request will be honored, minus 10%, when, or if, another party confirms a reservation for the time of the originally planned use. It will be the responsibility of the Lessee, who has cancelled the use, to contact MetroParks to inquire if they are eligible for a refund. If eligibility of a refund is not applicable the user will be offered a credit minus the 10% processing fee to use for a future date within one year of the cancelled date. Cancellations received less than 14 days prior to the scheduled event will not be eligible for a refund of the deposit or any other payments made.
22. **Terminations**—MetroParks of Butler County reserves the right to grant or refuse rental to anyone or to terminate rentals at its discretion. MetroParks may terminate Facility Lease Agreements if Lessee fails to perform any of its obligations hereinafter set forth or, if in MetroParks's opinion appears to be financially insecure, in violation of the law, or about to default under the terms of the Agreement or Usage Policy. Upon termination of the Agreement, for whatever reason, Lessee agrees to immediately remove, at Lessee's expense, all its property from the premises and to forfeit all advance payments made to MetroParks. MetroParks will not be liable to the Lessee's suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services for the event.
23. **Damage Deposit**—The individual signing the lease agreement agrees to be fully responsible for all damages, expenses, and losses, including theft and property loss caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Lessee(s). A valid credit card must be provided 14 days in advance of event to cover any additional fees incurred due to clean-up or repair of facility beyond normal janitorial service at the rate of \$150 per hour. Lessee(s) caterer must leave facility clean and free of trash and hazardous materials. Any area not left in proper order and repair will be cleaned and repaired by the park district as necessary and the Lessee agrees to be billed and shall be liable for any and all costs.