

DeVries Nature Conservancy

Facility Rental Agreement

Thank you for choosing DeVries Nature Conservancy as the venue for your event! Please read this entire document carefully to familiarize yourself with our rental procedures and terms, located on the back of this form.

Rates	Regular (hourly/daily)	Nonprofit (hourly/daily)
Weekdays	\$30/\$150	\$15/\$75
Weekends	\$40/\$200	\$20/\$100
Weddings	\$300 for up to 250 guests *special permission required for more than 250*	

Name of event: _____ Est. Number of Attendees: _____

Contact Person: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Alternate Phone Number: _____

Event Schedule:

Date	Start Time	End Time	Fee
Set-Up			
Event			
Clean- Up			

- What's included in your rental fee:
- Use of exhibit & conference rooms
 - Use of full kitchen
 - Tables and chairs for 30 people
 - Use of projector & screen (upon request)
 - Use of grill or golf cart (upon request)
 - For weddings only:
 - Includes rehearsal time on day before & clean-up on day after, if requested

Non-refundable 20% down payment: _____

Refundable damage deposit (\$100): _____

Add-On Fees*:

- 1-hour education program - \$75
- 1-hour museum tour - \$75
- Use of indoor fireplace - \$20
- Use of outdoor bonfire - \$30

Subject to staff availability _____

Total Amount Due: _____

..... Office Use Only:

Emergency contact: _____

PAYMENT: Date _____ Check # _____ Amount Paid \$ _____

PAYMENT: Date _____ Check # _____ Amount Paid \$ _____

Using (circle):

- | | | | | |
|-----------|-------------|-------------------|-----------|-----------|
| Projector | Screen | Grill | Golf Cart | Fireplace |
| Bonfire | Museum Tour | Education Program | | |

Notes: _____



Procedures:

Before the rental

Submit all required materials to us well ahead of the rental date. You will need to pay in full if reserving a date less than a month in advance. Provide a separate check for the damage deposit, dated with the rental date, and indicate on this form whether you want it destroyed or mailed back to you after the rental. We keep this check on file to pay for any repairs and/or cleaning needed as a result of the rental. Please provide a detailed schedule for your event. Make sure all dates and times are accurate, and let us know of any changes.

During the rental

A DeVries staff member will stop by before your event to unlock the *front door* and the *garage side door*. This will be done about one hour before your event begins, according to the schedule that you provide on this form. It is unlikely that a staff member will be here to greet you when you arrive. Once inside you can unlock and use any door you like, but remember to lock them up before you leave. If you are using the fireplaces, our groundskeeper will set them up and light them for you. Please follow the posted instructions and stop feeding the fire at least 90 minutes before leaving to let it burn down safely. *Don't ever leave a roaring fire unattended!*

After the rental

When the event is over, please clean up after yourselves. You are expected and required to sweep, wipe down dirty surfaces, wash your dishes, and *remove ALL trash!* DNC practices a *Leave No Trace* policy, so all spaces must be left exactly as you found them. When you are done with the facility, please lock the doors. Don't worry about the deadbolts or the alarm system; a staff member will stop by to take care of them after you leave. There *will not* be a staff member present to see you off.

Terms:

1. A signed rental agreement and minimum 20% down payment are required to hold your reservation.
2. A 20% cancellation fee may be charged for cancellations made 48 hours or fewer from the rental date.
3. It is the renter's responsibility to set up for the event, clean up afterward, and return everything to its original condition. *This includes the removal of ALL trash from the premises.*
4. A refundable damage deposit of \$100 is required for all rentals. The renter is responsible for the cost of any repairs and/or cleaning needed as a result of the rental.
5. No smoking or alcohol is permitted anywhere on the property, at any time.
6. Storage facilities are not included in the rental. Renter's equipment, materials, and/or personal effects must be removed after event.
7. If renting the fireplace and/or bonfire pit please note that DeVries staff will stock it with wood, prepare it for use and safely extinguish the fire. Use of the fireplace/bonfire is subject to weather.
8. Any special accommodations must be requested in advance and approved by DeVries staff.



I have read and accept these procedures and terms:

Renter's signature: _____

Date _____



FACILITY RENTALS AT DEVRIES NATURE CONSERVANCY

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What's included:

- Use of exhibit space & conference room
 - Exhibit space fits approx. 30 people
 - Conference room fits approx. 20 people
- Tables and chairs for 30 people
- Full kitchen to use
- Use of projector & screen (upon request)
- Use of grill or golf cart (upon request)
- For weddings only:
 - Includes rehearsal time on day before
 - Includes clean-up on day after, if needed

Add-Ons:*

- Hour-long education program or museum tour - \$75
- Use of the indoor fireplaces - \$20
- Use of the outdoor bonfire - \$30
- Ask about our wagon ride options

*Add-ons are subject to staff availability/weather



Exhibit room (equipped with full kitchen)



Conference room



Natural setting perfect for wedding ceremonies

**Call today to schedule a tour
of our grounds and facilities!
989-723-3365**