

Large Event Facility Rental Agreement

RENTAL RATES: Less than 100 guests—\$400; between 100 and 150 guests—\$650; more than 150 guests—\$950

(Set-up and clean-up time outside the 24 hours prior/after is billed at \$30 per hour)

- All rentals require a non-refundable 20% down payment and a refundable \$500 damage deposit to hold your reservation. (Use a separate check for the \$500 damage deposit, dated with the event date)
- Events should conclude before dark. After dark, renters are billed at \$100 per hour and must vacate the grounds by midnight.
- Receptions require \$1,000,000 worth of liability insurance to be carried by the renter—with DeVries Nature Conservancy listed as co-insured.
- Large events require rental toilets to be hired by the renters. The nature center restrooms should be used for the event staff only. Rental should equal 1 toilet for every 50 guests.
- Set up and tear down is the renter's responsibility. Your time to set up and tear down is part of the rental period. A very limited number of tables are chairs are available and are included as part of the facility rental and must be returned to their original state.

PROCEDURES AND TERMS:

1. Payment in full is due 30 days in advance of rental.
2. No smoking or alcohol is permitted anywhere on the property.
3. Room/grounds set up and returning it to the clean, original condition is the renter's responsibility, including removal of all trash from the premises (no dumpster is available on site).
4. Renter is responsible for the cost of repairs for any damage, or cleaning needed as the result of a rental.
5. Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after facility use.

Date	Use	Start Time	End Time	Fee
	Set-up			
	Event			
	Clean-up			

Non-refundable 20% down payment				
Refundable damage deposit				\$500
Amount due				
Balance due 30 days prior to the event				

Name of Event _____ # of Attendees _____

Contact Person _____ Phone _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

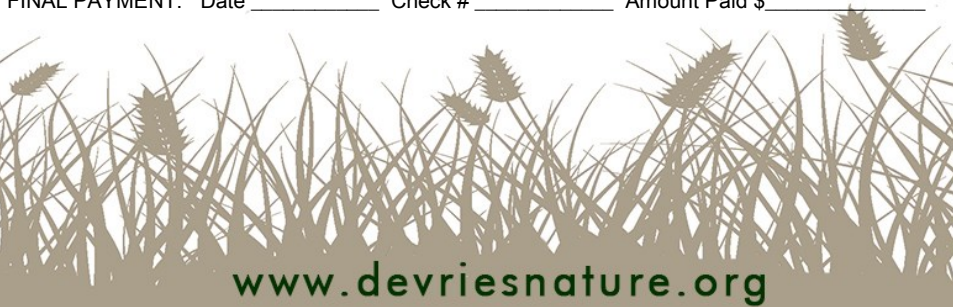
I have read and understand this agreement, and I accept and agree to all of its terms and conditions:

Renters Signature _____ Date _____

-----Office use Only-----

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

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



www.devriesnature.org

2635 N. M52
P.O. Box 608
Owosso, MI 48867

Phone: 989.723.3365
Fax: 989.729.0724
info@devriesnc.org