

Wedding Ceremony Facility Rental Agreement

RENTAL RATES: Less than 100 guests—\$150; between 100 and 150 guests—\$225; more than 150 guests—\$325
(includes rehearsal time 24 hrs prior to event and changing space. 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 wedding date)
- Ceremonies must conclude before dark
- 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 and chairs are available and are included as part of the facility rental.

PROCEDURES AND TERMS:

1. Payment in full is due 30 days in advance of rental.
2. No smoking or alcoholic beverages are permitted anywhere on the property.
3. Room 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			
	Rehearsal			—
	Wedding Ceremony			
	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 _____

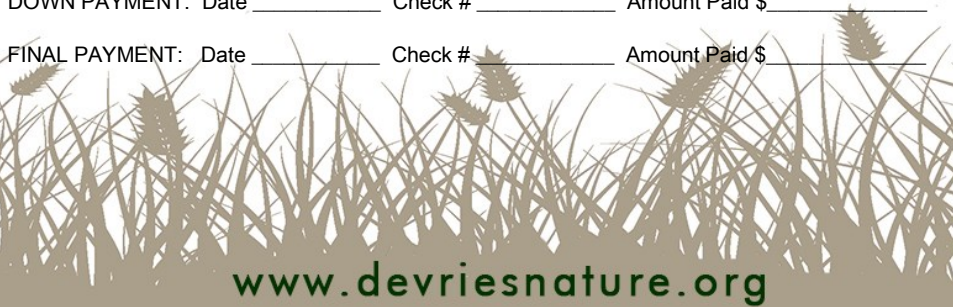
Email _____

In acceptance of these rates and terms: Renters Signature _____ Date _____

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

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

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



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