

## Wedding Ceremony & Reception Facility Rental Agreement

**RENTAL RATES:** Less than 100 guests—\$400; between 100 and 150 guests—\$650; more than 150 guests—\$950  
*(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/reception date)
- Receptions that extend beyond 10:00pm will be billed \$100 for each additional hour. The grounds must be vacated by midnight.
- Receptions require \$1,000,000 worth of liability insurance to be carried by the renter—listing DeVries Nature Conservancy as co-insured.
- Receptions require rental toilets to be hired by the renters. The nature center restrooms should be used for the wedding party 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 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 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			
	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 \_\_\_\_\_

*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 \$ \_\_\_\_\_



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