

DeVries Facility Rental Agreement

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

Rental Fees

Rates	Regular (hourly/daily)	Nonprofit (hourly/daily)
Weekdays	\$20/\$100	\$10/\$50
Weekends & Evenings	\$30/\$150	\$15/\$75

Procedures and Terms

1. A signed rental agreement and minimum 20% down payment are required to hold your reservation.
2. Payment in full is due at least 30 days in advance of rental.
3. A 20% cancellation fee is charged for cancellations made 48 hours or fewer from the rental date.
4. It is the renter's responsibility to set up for the event, clean up afterward, and return everything to its original condition, *which includes the removal of ALL trash from the premises*. We allow 24 hours before and after the event date to do so. Set-up and clean-up outside this period is billed at \$30/hour. Note that there is no dumpster on site.
5. A refundable damage deposit of \$100 is required for all general rentals. The renter is responsible for the cost of any repairs and/or cleaning needed as a result of the rental.
6. No smoking or alcohol is permitted anywhere on the property.
7. Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after event.
8. A projector is available to rent for \$5, and a grille for \$10. We can provide one golf cart for event use at no extra charge if it is needed, such as to transport attendees with special health issues. The cart seats 4.
9. Please contact us if you are planning a children's event to include an educational demonstration or some other form of staff participation.
10. Any special accommodations must be requested in advance and approved by DeVries staff.
11. Please notify us in advance of any changes to your event schedule.

Event Schedule

	Date	Start Time	End Time	Fee
Set-up				
Event				
Clean-up				
Non-refundable 20% down payment				_____
Refundable damage deposit				\$100
Additional fees				_____
Total amount due				_____

Name of event _____ Number of attendees _____

Contact person _____ Phone number _____ Alt. number _____

Address _____ City _____ State _____ Zip code _____

Email _____

In acceptance of these rates and terms: Renter's signature _____ Date _____

-----office use only-----

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

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