

DeVries Wedding Facility Rental Agreement

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

Rental Fees

Number of guests	Fee
Fewer than 100	\$150
Between 100 and 150	\$225
Between 150 and 250	\$325
More than 250	<i>Please contact us for approval</i>

Procedures and Terms

- Rental includes changing space and 24 hours before and after event for rehearsal, set-up and clean-up.
- A signed rental agreement, a non-refundable 20% down payment, and a refundable \$500 damage deposit are required to hold a reservation (please use a separate check for the damage deposit, dated with the wedding date).
- Payment in full is due at least 30 days in advance of rental.
- A 20% cancellation fee is charged for cancellations made 48 hours or fewer from the rental date.
- 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.
- The renter is responsible for the cost of any repairs and/or cleaning needed as a result of the rental.
- Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after event.
- 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 people.
- Ceremonies must conclude before dark.
- No smoking or alcoholic beverages are permitted anywhere on the property, at any time.
- Special accommodations must be requested in advance and approved by DeVries staff.
- 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			_____ \$500
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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