

Ballard Nature Center Rental Application

Name of Group: _____

Contact person: _____ Phone number: _____

Address: _____ City: _____ State: _____

Rental Information:

Kids' Fishing Pier and/or Grounds \$100 Rental Fee

Date of event: _____

Hour of the event: _____ (One hour limit)

_____ I have enclosed a non-refundable \$50 to reserve the pier for rental of the pier on the date designated above. This deposit will be applied to the \$100 rental fee.

_____ I have enclosed a non-refundable \$50 to reserve a location on the BNC grounds for rental on the date designated above. This deposit will be applied to the \$100 rental fee.

An additional \$100 will be due at least 1 week prior to my event. (A refundable deposit of \$50 as a cleanup/damage fee is part of this amount. The cleanup/damage fee will be returned after staff inspects the area and is satisfied with its condition.)

Policies:

- Decorations must not be attached by nailing or stapling into the pier's or bridge's wooden structure or the kids' fishing pond sign or any other sign.
- In order to receive the refundable deposit, the pier and grounds must be free from trash. All decorations must be removed. The trash must be placed in the dumpster on the south side of the building.
- The Visitor Center and the Ballard Nature Center grounds will be open to the public during normal hours of operation. If children of your party visit the display room within the visitor center, they must be supervised.
- No alcoholic beverages are allowed at the Nature Center.

I, _____, understand the above fees and policies.

(Renter's signature)

(Staff's signature)

Office Use _____ Rental Fee received

_____ Deposit Received

_____ Deposit returned

Deposit was not returned. Please see reasons attached on a separate sheet of paper.