

Ballard Nature Center Rental Application

Name of Group: _____

Contact person: _____ Phone number: _____

Address: _____ City: _____ State: _____

Rental Information:

_____ Basement (\$200) _____ Large Pavilion (\$50) _____ Small Pavilion (\$35)

Date of event: _____ Hours of the event: _____

Pavilion:

_____ I have enclosed a non-refundable deposit of \$25 to reserve the facility, which will be applied to the rental fee and I will send the rest of the rental fee at least two weeks prior to my event.

_____ I have enclosed the entire rental fee rather than just the non-refundable deposit.

Basement:

_____ I have enclosed a non-refundable deposit of \$25 to reserve the facility, which will be applied to the rental fee and I will send the rest of the rental fee at least two weeks prior to my event. A refundable deposit of \$100 as a cleanup/damage fee, which will be returned after staff inspects the room and are satisfied with the room's condition, is also due at that time.

_____ I have enclosed the entire rental fee rather than just the non-refundable deposit.

After-Hours Rental of Basement:

I wish to rent the facility outside of normal business hours for a total of _____ Hours. As a result, I understand I must pay an additional \$15 an hour for the facility during these off hours. This will add an additional _____ to the rental fee.

Policies:

- In order to receive the refundable deposit, the basement facility must be clean, including the floors swept, the tables wiped off, and the trash emptied in the dumpster.
- Renting the basement facility does not entitle renter to the entire Nature Center. The Visitor Center and the Ballard Nature Center grounds will be open to the public during normal hours of operation. If children visit the display room, they must be supervised.
- No food or beverages are allowed on the main level of the Visitor Center.
- No alcoholic beverages are allowed on the Ballard Nature Center's grounds.

I, _____, understand the above fees and policies.

(Renter's signature)

(Staff's signature)

Office Use _____ Rental Fee received _____ Deposit Received

_____ Non-refundable reservation deposit received _____ Deposit returned
Deposit was not returned. Please see reasons attached on a separate sheet of paper.