

**Ballard Nature Center Rental Application
for Lower-Level Meeting Room**

Contact person: _____ Phone number: _____

Address: _____ City: _____ State: _____

e-mail: _____

Rental Information:

Date of event: _____ Hours of the event: _____ to _____

Approx. number of people attending _____

Type of Event: _____ (No rentals mid-April through July)

Meeting Room Rental is \$200. (This fee is non-refundable.)

A refundable deposit of \$100 as a cleanup/damage fee is due at the time of reservation arrangement. This fee will be returned after a staff member inspects the room and is satisfied with the room's condition. (Make a separate check for deposit, dated the day of the event.)

_____ I have enclosed the non-refundable rental fee (\$200) and refundable deposit (\$100).

After-Hours Rental of Meeting Room:

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.

I have enclosed additional payment of _____ for rental after hours.

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.
- Only painter's tape can be used on the walls for any decorations.
- 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. The renter is welcome to visit the grounds and display room, when 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 at Ballard Nature Center.
- No smoking or open flames.
- Limited to 80 people.
- Put tables & chairs taken off the racks back on the racks.

It is fully understood and agreed that the Renter guarantees to hold Ballard Nature Center board, volunteers, & staff harmless against any and all suits, claims or actions of any manner which might arise as the result of any activities, and the Renter agrees to defend Ballard Nature Center and indemnify it against any and all expenses incurred in the defense of any suit, claim of any time arising out of the activity or any damages, judgements or decrees which might be awarded against Ballard Nature Center in the event that a suit should be brought as a result of the activity(ies).

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I, individually and on behalf of the Renting Group or its participants further agree to assume all responsibility for the conduct and safety of the Renting Group and its members, and to make payments to Ballard Nature Center for any damages done to the facility used by the Renting Group. I also agree to clean the facility following the event as to return it to the same condition as it was prior to the event. In the event the Renting Group fails to return the facility to the above condition, it shall forfeit all deposit herein.

I, _____, understand and agree to the above fees and policies.

(Renter's signature) (Date) (Staff's signature)

Office Use _____ Non-refundable Rental Fee received Date _____
_____ Refundable Deposit (for damages) received _____ Deposit returned
 ___ *Deposit was not returned. Reason* _____