

Ballard Nature Center - Pavilion Rental Application

Contact person: _____ Phone number: _____

Email: _____

Address: _____ City: _____ State: _____

Rental Information:

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

Approx. number of people attending: _____

Preference for wording on reservation sign: _____
(example: *Smith Family Reunion*)

_____ Large Pavilion (\$75) _____ Small Pavilion (\$50)

_____ I have enclosed the non-refundable rental fee.

Policies:

- Groups are limited to 100 people in large pavilion and 50 people in small pavilion.
- No alcoholic beverages are allowed on the Ballard Nature Center's grounds.
- Please do not use nails or staples to fasten down tablecloths on the picnic tables or other decorations.
- All trash and decorations need to be placed in the provided trash barrels. No balloon releases.
- If tables and/or benches are moved out of the pavilion, they must be returned.
- Grounds close at dark.
- Please leave the pavilion clean, someone may have it reserved after you. Thank you.
- If you put down the screens, please put them back up before leaving.
- If children visit the display room, they must be supervised.

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).

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 _____ Rental Fee received Date _____