

Ballard Nature Center Rental Application for Weddings/Ceremonies

Contact person: _____ Phone number: _____

Address: _____ City: _____ State: _____

Email: _____

Wording for Reserved Sign: _____

Rental Information:

Kids' Fishing Pier and/or Location on the Grounds \$200 Rental Fee

Date of event: _____ Time of the event: _____

Number of expected guests: _____ Weddings of more than 125 guests are not allowed.

Specify the location below:

Fishing Pier

Yard West of Large Pavilion

North Side of Fishing Pond

Other _____

A **non-refundable** reservation fee of **\$200** must be paid at the time of arranging the reservation.

A refundable deposit of **\$50** as a cleanup/damage fee is also due. The cleanup/damage fee will be returned after staff inspects the area and is satisfied with its condition.

The rental fee assures you that no other major event will be going on at the time of your ceremony and you will have use of the pavilion.

_____ I have enclosed a non-refundable **\$200** to reserve the **pier** and/or **location on the grounds** and the refundable **\$50 deposit**. (Make a separate check for deposit, dated the day of the event.)

Policies: In order to receive the refundable deposit, the following must be adhered to:

- The grounds must be free from trash.
- Decorations must not be attached by nailing or stapling into any wooden structures. Decorations must be removed afterward and disposed of in the trash receptacles.
- If tables, benches, etc. are moved out of the pavilions for the ceremony, they must be returned.
- No alcoholic beverages are allowed at Ballard Nature Center.
- Grounds close at dark.
- The visitor center and the Ballard Nature Center grounds will be open to the public during normal hours of operation.
- No balloon releases or live animal releases allowed.

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)

date

Office Use: _____ Rental Fee received (\$200) _____ Deposit Received (\$50) _____ Deposit returned
_____ *Deposit was not returned. Reason* _____

Ballard Nature Center • 5253 E. US Highway 40 • Altamont, IL 62411