

FACILITIES RESERVATION REQUEST

GUIDELINES, POLICIES & AGREEMENT

Return to: Catherine Worley, Senior Coordinator – Center Operations
 Iain Nicolson Audubon Center
 44450 Elm Island Rd. Gibbon, NE 68840
rowesanctuary@audubon.org 308-468-5282

RENTER

Name/Organization:
 Point of contact:
 Physical address:

Phone Number:
 Email address:

EVENT

Type of Event: <i>(Start time is when set-up begins in rented room(s); finish time is when building is vacated, no later than 10:00 pm.) Est. Number of Attendees:</i>	Date(s):	Staff Use Only:
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Availability	Location	Start Time:	End Time:	Total Hours	Rates	Total Cost
During Business Hours (M-F, 9-5)	Discovery Room/Cope Hall				\$100 cleaning fee plus \$40 hourly or \$320 for 8 hours	
After Hours - Indoors Minimum 2 hours <30 attendees	Visitor Center Spaces: Discovery Room/ Cope Hall/Lauritzen Great Hall				\$200/2 hrs, \$55/+ 1hr \$100 cleaning fee	
After Hours - Combined Minimum 2 hours >30 attendees	Visitor's Center Spaces + Outdoor Events Lawn				\$400/2hrs, \$100/+ 1hr \$200 cleaning fee	
After Hours - Outside	Discovery Stations/Trails				\$250/hr \$55/+ 1hr	
Total Fees =						

Fee: \$ _____ - \$100 deposit = \$ _____ (checks payable to Iain Nicolson Audubon Center)

Credit Card # _____ Expiration Date _____

Name on Card: _____ CVC: _____ Billing Zip Code: _____

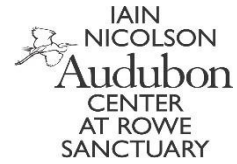
** A \$100 deposit (or payment of the total fee if less than \$100) and this signed contract are required at least 45 days prior to event to reserve requested space, date, and time. The deposit will be applied to the total rental fee upon a satisfactory inspection after the event. Renter will be billed for the remaining fee.*

CATERER/VENDOR (All caterers must provide certificate of insurance to facility; fax to 308-468-5627.)

Catering Company/Vendor(s):	Arrival Time: _____ am/pm
Phone number:	Departure Time: _____ am/pm
Contact:	Equipment Pick-up time: _____ am/pm
Will you need to use our dishware? Yes No Dishware use	Please specify dishware needs (renter will be informed if INAC cannot meet needs):

<p>Will alcohol be sold at the event? Yes No Will alcohol be served at the event? Yes No Contact: Alcohol must be served in accordance with Nebraska State Liquor Laws by a licensed provider with their own insurance.</p>	<p>Names and contact info of people from your group responsible for clean-up and equipment removal immediately following event:</p>
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FACILITIES RESERVATION REQUEST GUIDELINES, POLICIES & AGREEMENT



Review this agreement thoroughly before signing it. Failure on your part to comply with all rules, regulations, and policies set forth in the agreement may result in immediate termination by Audubon of the agreement before or during your event and forfeiture of all fees and deposits paid.

Please note the following requirements:

- INAC is a nature center, not a banquet hall. We are pleased to make it available for special events, but the priority is our conservation work. Exhibits, grounds, and habitat must remain undisturbed.
- Renter is responsible for the supervision of all guests.
- **For after-hours rentals, building is to be vacated by 10:00 p.m.**
- Renter will arrange for any catering and extra equipment rentals (tables, chairs, etc.). - INAC has ten 8 foot long rectangular tables, and 80 chairs.
- **Catering and equipment set-up must be arranged with INAC staff at least one week in advance. Caterer must provide certificate of insurance.**
- Tents or other structures are prohibited without special arrangement and additional rental fees.
- Outdoor grill available only with prior arrangement and extra fee.
- Smoking is prohibited indoors; no alcohol or smoking on trails.
- Exhibits and display cases may not be moved or used for any reason.
- No fire, candles, or fireworks permitted.
- Rental of facilities does not imply co-sponsorship or endorsement of your event.

CLEAN-UP POLICY:

As renter, you are responsible for all clean-up immediately following your event. Communicate with your caterers and your on-site event helpers to ensure all clean-up activity is arranged for prior to your event. Trash and recycling must be removed immediately following the event. **The deposit will be retained for any damage, maintenance, special cleaning (e.g., drink stains), or failure to adhere to the facilities reservation guidelines.**

NOTE: With prior notification, we will allow a delayed equipment pick-up time, provided the items to be held are cleaned of all remaining food and drink, and are stacked and stored without obstructing exhibits or passageways.

The renter will ensure that all activities at this event comply with state law and city ordinances and protect the health and safety of all persons involved. By signing this **Facilities Reservation Request**, the renter agrees to hold Audubon harmless from all claims for suits for bodily injury, including death, and for property damage arising out of the use of facilities as described in this agreement.

Thank you for helping us keep Iain Nicolson Audubon Center a clean, safe environment. Your cooperation is greatly appreciated!

Renter Signature

Date