



Indian Creek Nature Center Wedding Facility Rental Agreement

This agreement is between Indian Creek Nature Center (owner) and _____
(renter) for the purpose of renting facilities.

1. Rental Details:

Rental Date: _____

Rental Start Time: 4:00pm Friday

Rental End Time: 12:00pm Sunday

NOTE: Rental start/end time includes set-up and tear-down.

Will a caterer be used during this event? Yes No

Caterer Name: _____

2. Alcohol:

Will alcohol be served during this event?* Yes No

**If answered no, please proceed to Facilities Rented Section 3.*

If alcohol will be furnished, served, or consumed as part of this rental agreement, renter agrees to the following additional terms.

- a. Hard liquor is not permitted (renters may serve beer and wine only). Initial
- b. An additional non-refundable deposit of \$100 is due at the signing of this rental agreement.
- c. Renter, or renter's licensed alcohol vendor, must provide proof of liability insurance naming Indian Creek Nature Center as an additional insured. Minimum limits must be as follows: \$1,000,000 per occurrence and \$1,000,000 aggregate. Proof of insurance must be provided three weeks prior to the event. Initial
- d. Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them alcohol.

Will alcohol be (select one):

Provided and served by a State of Iowa licensed and insured vendor?

Licensed Vendor Name: _____

Provided and served by the renter?

3. Facilities Rented: This agreement covers only the specific facilities referenced on Attachment A on the above date(s). Use of these facilities will be reserved for renter's sole use during designated times. Indian Creek Nature Center is open to the public and public spaces including trails, interior exhibits, restrooms, parking lot, picnic areas, and other spaces will be open during hours stated by the owner and not reserved solely for renter, unless otherwise stated.

4. Access: Access will be granted to facilities rented only during the times specified in this agreement. Unless otherwise specified, Owner will provide a representative to check-in Renter at the beginning of this contract who will provide access to facilities as needed.

5. Catering: Any caterer must be pre-approved by Nature Center staff, though there are no restrictions on the type of caterer that may be used. Caterer must adhere to environmental practices discussed later in this agreement.

6. Kitchen Facilities: Owner has kitchen facilities available for use only if designated as part of this facility rental. Use of kitchen facilities includes all kitchen appliances, plates, cookware, and utensils. Also included are coffee pots and reusable cups. Coffee is the responsibility of the renter. Any disposable materials are the responsibility of the renter to provide and must adhere to our environmental practices.

7. Restrooms: Restrooms are provided free of charge with any rental of an indoor facility. For outdoor only rentals, restrooms are only available during owner's public hours.

8. Internet: A public, wireless internet connection is available inside the main Nature Center building and on the patio outside the auditorium free of charge.

9. Audio-Visual Equipment: AV systems may include projector, screen, television, and/or sound system and are available based upon the location rented.

10. Miscellaneous: No staples or tape will be allowed on any walls, doors, or structure. Do not hang anything on painted surfaces, as this will cause damage. Do not obstruct or tamper with handicapped parking signage.

11. Tables and Chairs: Tables and chairs will be provided for an indoor facility rental only. If additional tables or chairs or those of another style are needed, it shall be the responsibility of the renter to provide. Use of the tables and chairs outdoors are available for an additional charge. Use of high top tables belonging to the Nature Center are available for an additional charge.

12. Environmental Practices: Renter must comply with environmental standards established by owner. No Styrofoam plates, cups, or other similar products made with polystyrene foam may be used onsite. No cleaning products containing chlorine may be used onsite. Disposal of waste, recycling, and compost must be done according to posted policies. No rice, glitter, or confetti may be used as it poses a threat to animals and the environment. No helium balloons may be released.

Initial

13. Smoking: Smoking is prohibited on any premise, building, or land owned or operated by Indian Creek Nature Center. All individuals must comply with this requirement. Initial

14. Animals: Service animals only are allowed inside any premise. Dogs are allowed on the property provided that they are on leashes and are cleaned up after.

15. Cleaning: At the end of the rental, renter will remove any and all personal items including glass bottles. Renter will be responsible for washing dishes and returning kitchen items to their original location in a clean, dry condition. Owner shall provide cleaning service which is included in the cost of rental. Owner shall provide appropriate receptacles for disposing of waste, recycling, and compost.

16. Fee: Renter agrees to pay required fees prior to start of event. Owner reserves the right to terminate this agreement if payment in full is not received at least one week prior to start of event.

17. Damage: Renter will be responsible for, and liable to the owner for all repairs to the Facility as a result of damage caused by renter and/or renter's guest.

18. Key Card: If an electronic key card is provided you must return this card the first business day immediately following your rental or be subject to a replacement charge of \$100.

19. Deposit: Wedding rentals require a deposit of \$1,000. No reservation is confirmed until the deposit is paid in full. The deposit will be applied towards total rental fee.

20. Cancellation: Renter may cancel rental agreement and receive a refund of 100% of rental deposit if written cancellation is received at least 365 days from event. Renter may cancel rental agreement and receive a refund of 50% of rental deposit if written cancellation is received 120-364 days from event. Rental deposit will be forfeited if event is cancelled less than 119 days from the date of event. Alcohol deposit is non-refundable.

21. Indemnification: Renter shall indemnify and hold the Owner harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with Renter's use of the Facilities, provided the Owner promptly notifies Renter of such claims, damages, expenses, losses or suits and cooperates fully with the defense thereof. Owner reserves the right to review all copy and approve all forms of advertising or publicity in which the Owner's name is used. The parties agree that no partnership between them respecting any event or the use of the Facility shall be implied in any way, and Renter agrees to indemnify and hold the Owner harmless from and against any claims to the contrary.

**Agreement By Renter:
Nature Center:**

Signature

Printed Name

Date

Agreement By Indian Creek

Signature

Printed Name

Date

Contact Information:

Contact Address

Contact Phone

Contact Email

Attachment A: Rental Schedule & Fees

Renter Type (if applicable)

Indian Creek Nature Center Staff

Wedding Rental Details

	Package Options	AV- Access	Fee	Total
Package A				
<input type="checkbox"/>	Exhibit/Reception Hall	Yes	\$3,200	
	Auditorium/Banquet Hall	Yes		
	Kitchen	No		
	Classrooms (both)	Yes		
	Conference Room	Yes		
	Bird Room	No		
	Deck/Patio	No		
	Cleaning Service	N/A		
Add-on Options				
<input type="checkbox"/>	Outdoor Amphitheater (ceremony)	No	\$500	
<input type="checkbox"/>	High Top Table Rental (10)	N/A	\$100	
<input type="checkbox"/>	Patio Chair Delivery	N/A	\$50	
Package B - Ceremony Only (4 Hours)				
<input type="checkbox"/>	Outdoor Amphitheater	No	\$1,000	
	Classrooms (both)	Yes		
	Auditorium (rain location)	Yes		
Package C - Ceremony Only (4 Hours)				
<input type="checkbox"/>	Outdoor Amphitheater	No	\$500	
	Classrooms (both)	Yes		
Total Rental Fee:				\$
Wedding Rental Deposit:				\$1,000
Alcohol Deposit (if applicable):				\$100
Additional Fee(s) (if applicable) :				
Total Deposit Required:				\$
Balance Due One Week Before Rental:				\$

Wedding Rental Notes

1. Weddings can be booked two years in advance.
2. Hourly wedding rentals are not available.
3. Certain days may be blacked out from renting due to Nature Center programming or activities.
4. Package A includes use of the kitchen/banquet room for rehearsal dinner.