



## Rental Information & Contract - Large Group Events

Thank you for choosing Ijams to hold your event! This contract must be read and signed by person who **will be present** at the rental for which this contract is filled out. By signing you agree to follow Ijams' facility rental policies and take full responsibility for ensuring all members of your party are aware of the same policies.

Group Event rentals include the use of the entire Main Site and/or Home Site.

### Facilities and Availability

	<u>Fee</u>	<u>Includes</u>	<u>Hourly rate/Overtime penalty</u>
Ijams Main Site And/or Ijams Home Site	\$1,500	up to 8 hours	\$200

### **Wild Experiences!**

For an additional \$300 you can treat your group to a Wild Experience. Your group will enjoy a short hike or an encounter with a wild animal as they spend up to two hours with two of the Ijams Nature Center Naturalists. You can choose any of these Wild Experiences to suit your group:

#### **Owl Prowl**

Many outspoken animals inhabit Ijams. You'll hear buzzing and croaking, screeching and howling. But the birds with the coolest "coos" are our resident owls. An Ijams Naturalist will prep prowlers with a slide presentation and short discussion on the history of the owl and you'll meet one of our resident owls in person. Then, they will lead your group on a trail walk to try to hear, and see, the cooing creatures in their natural habitat.

#### **Can You Hear the Frogs?**

This presentation about some of Ijams' favorite inhabitants includes a slide show of local frogs, samplings of their vocalizations and an on-site frog hunt. Frogs are environmental indicators and have been compared to "canaries in the coal mine." In learning about frogs and other amphibians your group will also learn about urban environmental issues like habitat loss, the importance of wetlands and the effects of chemical pollution.

#### **Creating a Bird Friendly Yard**

Backyard bird watching is enormously popular. Birds, like all other animals need food, water and shelter. This program provides pointers on creating a more "bird-friendly" yard. You'll also learn easy tips that will attract a wider variety of avian visitors, especially the ever-popular hummingbird. Ijams Naturalists will discuss, with your group, how to effectively use different styles of bird feeders and how to keep out of them unwanted "raiders".

### Setting Your Rental Time

- Ijams facilities can be rented for Group Events and Wild Experiences on Monday through Saturday between 8 a.m. and 9 p.m. for up to 8 hours.
  - Ijams reserves the right to give a short welcome presentation at your gathering before your event begins.
- When you set your rental time with an Ijams staff member and write it on this contract, keep in mind that the time for which you book your rental includes the amount of time it takes to set up, have your event and clean up afterwards. For each additional hour you go over your rental fee, \$200 will be deducted from the damage deposit.
- You will have access to your rented space at the time you indicate as the beginning of your rental and you must be ready to leave your rented space by the time you indicate as the end of your rental.

### Booking and Payment of Rentals

- A rental is not booked until a signed contract, a damage/cleaning deposit\* and 50% of the rental fee is received. The remaining balance of the rental fee must be paid 30 days prior to the event. A reminder/invoice will be mailed to you in advance of this time.
- If a rental is scheduled within 30 days of its date, the rental fee must be paid in full, along with the damage deposit, to be booked.
- If a rental is cancelled 30 days or less in advance of the rental date the deposit check will be returned, but Ijams will retain 50% of the total rental fee.

**\*Damage/Cleaning Deposit**-The damage/cleaning deposit will be a separate check equal to the total rental fee. This check will not be cashed and will be returned, in its entirety, to the renter upon completion of the rental event if the policies and stipulations described in this contract are upheld.

**Rental Policies/Stipulations** -Ijams Nature Center is first and foremost an education facility and wildlife sanctuary. Please keep this in mind when planning your event. We request that you keep your event as low-impact as possible and that all guests show respect for all plant and wildlife in the park. As a result, Ijams Nature Center operates within unique guidelines compared to other traditional sites.

**Please agree to the following guidelines by reading and initialing each statement:**

Ijams provides recycling containers for both indoors and outdoors events. If the amount of recyclable waste your event produces exceeds the space in these containers you are required to take your recycling to an off-site recycling center. Containers for non-recyclable waste are provided for both indoor and outdoor events. These containers will be empty when you come for your rental and you are required to empty them when you leave. Place your non-recyclable waste in the blue dumpster located to the right as you leave Ijams grounds. If the dumpster is full or if your event produces more waste than it can hold, you must take your waste to an off-site dump.

\_\_\_\_ I understand the policies/stipulations as they apply to trash removal and will follow them accordingly.

\_\_\_\_ I understand that the following items are prohibited on the premises: rice, confetti, balloons, candles, fires, grills and inflatable play areas.

\_\_\_\_ I understand that all alcoholic beverages are prohibited and will not be served or consumed during my event.

\_\_\_\_ In requesting the use of Ijams Nature Center grounds or buildings you agree to assume full financial responsibility and liability for any damage or loss to buildings or contents, to the flora or fauna of Ijams grounds or any personal injury or other damage caused by you or your guests. By renting space at Ijams, the renter agrees to indemnify and release Ijams Nature Center from any and all claims that may arise during the time usage of their said event.

**Equipment Availability**

**1.Tables and Chairs**

- a. Ijams Nature Center provides a limited number of tables and chairs for **indoor use only**.
- b. The renter is responsible for the set up and removal decorations.

**2.Audio/Visual Equipment**

- a. Some audiovisual equipment is available for use. These items include a slide projector, an overhead projector and a sound system with microphones. Free Wireless Internet is available.
- b. The cost of lost or damaged equipment will be deducted from your damage deposit. Any cost not covered by the damage deposit will be billed to the renter.

**Catering**

- a. Ijams does not provide catering or hire catering for rentals.
- b. By signing this contract you agree to inform your event caterer of the guidelines contained within this contract as it relates to the damage/cleaning deposit.

**Equipment Availability**

**1.Tables and Chairs**

- c. Ijams Nature Center provides a limited number of tables and chairs for **indoor use only**.
- d. The Development Coordinator will set up tables, chairs and audiovisual equipment for rentals of up to 60 people for no extra charge. The renter is responsible for the set up and removal decorations.

**2.Audio/Visual Equipment**

- c. Some audiovisual equipment is available for use. These items include a slide projector, an overhead projector and a sound system with microphones.
- d. The cost of lost or damaged equipment will be deducted from your damage deposit. Any cost not covered by the damage deposit will be billed to the renter.

**Catering**

- c. Ijams does not provide catering or hire catering for rentals.
- d. By signing this contract you agree to inform your event caterer of the guidelines contained within this contract as it relates to the damage/cleaning deposit.

**Renter Contact Information:**

Name \_\_\_\_\_ Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (eve) \_\_\_\_\_

**Rental Information:**

Facilities Rented \_\_\_\_\_ Date of Rental \_\_\_\_\_

Rental begins at \_\_\_\_\_ rental ends at \_\_\_\_\_ Total hours \_\_\_\_\_

Event begins at \_\_\_\_\_ and ends at \_\_\_\_\_

Number of people \_\_\_\_\_

Rental fee \_\_\_\_\_

Additional hours purchased \_\_\_\_\_ x \$200 = \_\_\_\_\_

**Rental Total** \_\_\_\_\_

**Rental Grand Total** \_\_\_\_\_

For Ijams use
Damage Deposit received date _____
Rental monies received:
Amount _____ date _____
Balance due _____ date due _____
Balance received date _____
Charges deducted from damage/cleaning deposit (amount) _____
Reason _____

**I, the undersigned, have read and agree to the facility rental guidelines as set forth in this contract.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ijams Development Staff** \_\_\_\_\_ **Date:** \_\_\_\_\_