



Rental Information & Contract - Meetings

Thank you for choosing Ijams to hold your event! This contract must be read and signed by a 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.

Facilities and Availability-You can rent any of the following five areas in which to hold your corporate, organizational or group meeting at Ijams.

Visitor Center Locations	<u>4 hours</u>	<u>8 hours</u>	<u>Additional hourly rate</u>
Ijams Room (1/3 of room or whole)	\$75 or \$150	\$125 or \$300	\$50
Media Room	\$60	\$85	\$20
Outdoor Pavilion	\$200	\$400	\$100
Home Site locations			
Miller Education Building	\$150	\$300	\$50
Outdoor Pavilion	\$200	\$400	\$100

-Please see the Building Capacity Guide in order to determine which is the appropriate facility for your meeting

Setting Your Rental Time

- Group Day Meetings can be held between 8 a.m. and 6 p.m. Monday through Friday only. Meetings can be scheduled in half-day (four-hour) blocks or for a complete (eight-hour) day. Additional hours (see above) can be purchased if you feel that your rental will take more than four hours but less than eight. No less than four and no more than eight hours can be purchased.
 - Ijams reserves the right to give a short (2 or 3 minute) welcome presentation at your gathering before your event begins.
- When you set your rental time with Ijams 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 hour you go over your rental fee, \$50 will be deducted.

Please note- Ijams will be open for business and visitors will continue to use the park and Visitor Center building even while your rental is going on. We ask that you do not set up or carry out your rental in such a way that it interferes with the daily goings on of the center.

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.
- 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.

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 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

- 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.

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 \$50 = _____

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 Assitant _____ **Date:** _____