



## Rental Information & Contract – Wedding Ceremony

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

**Facilities and Availability-** Wedding ceremonies are conducted at the Ijams Home site location, which is the only section of the property specifically designated for wedding day events. The Ijams Nature Center Home Site is available for Wedding Ceremony rentals on Saturdays from 9am to 7pm. Rentals include an optional rehearsal time\* and one of the two following wedding packages:

**Outdoor Package** \$350 for 4 hrs. (Additional hourly fee: \$125/hr.)

An outdoor ceremony includes the use of the lawn, covered pavilion and outdoor restrooms at the Home site, but does not include the use of the Miller Education building. It is a four-hour rental.

**Homesite Package** \$600 for 4 hrs. (Additional hourly fee: \$125/hr.)

The Homesite Package includes the use of the Miller Education Building in addition to its lawn and covered pavilion. The Miller Building contains a large main room, a full kitchen and restrooms. This is a four-hour rental.

- Ijams Nature Center does not permit private parties, including wedding receptions, on park property. Wedding Ceremony rentals include the use of Ijams facilities for wedding ceremonies only.
- Renters are expected to leave the rental property in its original state.
- An outdoor wedding rehearsal at the Home site is included in the cost of Wedding Ceremony rentals. Renters can hold up to 2-hour rehearsals after 6pm any day during the week before their Ceremony.
- **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 described in this contract are upheld.

### Setting Your Rental Time

1. Wedding ceremonies can be held between **9 a.m. and 7 p.m. on Saturdays only**. Wedding packages include a 4-hour block of time. Additional hours (see above) can be purchased if needed.
2. When you set your rental time with the Development Coordinator 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, another \$50 will be deducted.
3. 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.

\_\_\_\_\_ I understand the policies as they apply to Damage/Cleaning Deposit and Rental Time and will follow them accordingly.

### Booking and Payment of Rentals

1. 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.
2. 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.
3. 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.

\_\_\_\_\_ I understand the policies as they apply to Booking and Payment and will follow them accordingly.

### Rental Guidelines

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.

1. **Recycling and Trash** - We ask that you use recyclable materials whenever possible during your rental. Ijams provides recycling containers for both indoors and outdoors events. Please place your recyclable items in these

containers. Containers for non-recyclable waste are also provided for both indoor and outdoor events. Trash will be removed by Ijams Staff.

**2. Prohibited Items**

The following items are prohibited on the premises: rice, confetti, balloons, candles, fires, grills and inflatable play areas. All alcoholic beverages are prohibited and are not be served or consumed during the event.

**3. Miscellaneous**

Ijams reserves the right to use damage/cleaning deposit to cover costs of repairs or replacements if an Ijams facility or site incurs damage during my event due to either fire or breakage and/or if Ijams property is lost or stolen during the event. All pets must be leashed at all times. All pets, with the exception of canine-assistants or service animals, are prohibited from all of Ijams' indoor facilities.

**4. Tables and Chairs**

Ijams Nature Center provides a limited number of tables and chairs for **indoor** use only. Ijams Nature Center does not provide tables and chairs for outdoor use. Therefore, if you require them for your event you must rent them from a local supplier. If a signature is required at the time of delivery an Ijams Staff member will sign to acknowledge delivery but not verify specific quantities delivered.

\_\_\_\_\_ I understand the policies as they apply to Rental Guidelines and will follow them accordingly.



**Renter Contact Information:**

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

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

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

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

**Rental Information:**

Package Rented \_\_\_\_\_ Date of Rental \_\_\_\_\_

**Rental** begins at \_\_\_\_\_ and ends at \_\_\_\_\_ Total hours \_\_\_\_\_

**Event** begins at \_\_\_\_\_ and ends at \_\_\_\_\_ Number of people \_\_\_\_\_

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

Additional hours purchased \_\_\_\_\_ x \$125.00 = \_\_\_\_\_

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

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

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

**Ijams Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Ijams Use:

Damage Deposit Received: Amount \_\_\_\_\_ Date \_\_\_\_\_

Rental Monies Received: Amount \_\_\_\_\_ Date \_\_\_\_\_ Balance Due Date: \_\_\_\_\_

Charges deducted from damage deposit: \_\_\_\_\_

Reason for Deduction: \_\_\_\_\_