



## Rental Information/Contract Weddings

### IMPORTANT

This contract must be read and signed by a person who **will be present** at the rental for which the contract is filled out. Please read this contract carefully before signing. 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. Failure to do may result in loss of all or part of your deposit.

**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 Home site features our Miller Education Building situated on a large lawn surrounded by gardens and a beautiful forest. On the lawn, couples can choose to say their vows below any one of our vine-cover arbors or under the covered wooden pavilion. 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.

#### \*Wedding Ceremony Rehearsal

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. Rehearsals must conclude by park closing time. Due to Ijams educational program priorities, if you plan to rehearse you must notify Ijams staff to discuss timing and impact on the park. **Indoor facilities will not be available during your rehearsal.**

1. 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.
2. Renters are expected to leave the rental property in its original state; remove decorations, trash, etc. Renters who do not meet this expectation will incur additional fees.
3. Ijams members and non-profit organizations receive a 10% discount on the total rental fee.

### 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. If you go over the rental time you have designated in this contract a \$50 fee will be deducted from your damage/cleaning deposit\*. 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. **Access to the rental space before the time you indicate as the beginning of your rental will not be permitted.** If you do, the charge for the additional time may be deducted from your damage deposit\*.

**\*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.

## **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. A reminder/invoice will be mailed to you in advance of this time
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.

**\*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:

1. **Trash Removal**- An important part of Ijams' mission is to teach its visitors how they can live in a manner that makes less of an impact on our environment. One way to achieve this is to be aware of the amount of solid waste we create and work to reduce it.
  - a. Recycling reduces the amount of solid waste that goes into our landfills. We ask that you use recyclable materials whenever possible, especially when renting our facilities. Ijams provides recycling containers for both indoors and outdoors events. If it is unclear to you which containers to use, the Development Coordinator will gladly show you. You are required to place your recyclable items in these containers. 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.
  - b. Containers for non-recyclable waste are also 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.
  - c. A cleaning fee of \$25 per bag will be deducted from your damage/cleaning deposit if you fail to take out your garbage or leave bags behind. Do not leave garbage bags outside of the dumpster. This attracts wildlife and will cause it harm. A cleaning fee of \$25 per bag will be deducted from your damage/cleaning deposit if you leave bags outside of the dumpster.

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

## 2. **Prohibited Items**

\_\_\_\_I understand that the following items are prohibited on the premises: rice, confetti, balloons, candles, fires, grills and inflatable play areas. Should I be found to use any of the above, a \$100 fee will be deducted from my deposit.

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

## 3. **Other**

\_\_\_\_I understand that Ijams will use my 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 my event.

\_\_\_\_I understand that 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.

\_\_\_\_ I understand that any items left at Ijams for seven (7) days after the event such as tables, flatware, plates, linens, carpet runners, dollies, etc. will become the property of Ijams.

**Equipment Rental**

**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 it is not possible for rented equipment to be delivered during your event set up time, you are required to arrange a suitable delivery time with the Ijams Development Coordinator. If a signature is required at the time of delivery the Ijams Development Coordinator will only sign to acknowledge delivery but not verify specific quantities delivered. Ijams' educational program schedule may affect certain delivery times.

**Renter Contact Information:**

Name \_\_\_\_\_ Organization \_\_\_\_\_ 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 = \_\_\_\_\_  
Set up fee \_\_\_\_\_

**Rental Total** \_\_\_\_\_  
**% Discount** - \_\_\_\_\_  
**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 Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_