



Rental Information/Contract Group Day Meetings

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 so may result in loss of all or part of your deposit.

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
- Ijams members and non-profit organizations receive a 10% discount on the total rental fee.

Setting Your Rental Time

1. Group Day Meetings can be held between 8 a.m. and 6 p.m. Monday through Friday and between 9 a.m. and 5 p.m. on Saturday. 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.
 - a. Ijams reserves the right to give a short (2 or 3 minute) welcome presentation at your gathering before your event begins.
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. **Do not attempt to gain access to the rental space before the time you indicate as the beginning of your rental.** If you do, the charge for the additional time will be deducted from your damage deposit*.

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

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 \$50 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 \$50 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 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.

___I understand that Ijams staff will make photocopies for me, in an emergency, up to a reasonable number. If I need more than just a few copies I will have to make them off site or pay Ijams staff \$.10 per copy.

Equipment Rental

1.Tables and Chairs

- a. 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.

- b. The Development Coordinator will set up tables, chairs and audiovisual equipment for rentals of up to 60 people for no extra charge. The Development Coordinator will set up tables, chairs and audiovisual equipment for rentals of more than sixty people for a charge of \$50, or the renter can opt to set up him/herself. The renter is responsible for the set up and clean up of any additional decorations.

2.Audio/Visual Equipment

- a. Some audiovisual equipment is available for rental. These items include a slide projector, an overhead projector and a sound system with microphones. These items can be rented for a fee of \$10 each.
- b. Ijams audiovisual equipment can be rented for indoor use only and must not be taken out of the room in which your rental is taking place.
- c. 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 any catering for rentals. The Development Coordinator will be happy to make recommendations.
- 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. Failure to do so may result in deductions from your damage/cleaning deposit as per previously stated policies.

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 _____

Set up (check one): [] I will set up. [] I would like the Development Coordinator to set up (I understand that \$50 will be added to my total if my rental is for over 60 people).

Rental fee _____

Additional hours purchased _____ x \$50 = _____

Set up fee _____

Audiovisual equipment rented _____

_____ at \$10 each = _____

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 Development Coordinator _____ **Date:** _____