

Lyon County Nature Center

Lower-Level Rental Agreement

8:00am – 10:30pm

Please understand there will be no access to the upper level during this time, if rented outside normal business hours.

Furnishings and Capacity: The Nature Center is heated and air conditioned. Two bathrooms, water foundation, one serving counter, wireless internet, and televisions are also provided. 26 Eight-foot tables and 200 gray stack chairs are available. Capacity – 180 people.

Added kitchen rental: The kitchen has a standard range with oven, standard three compartment sink, handwashing sink, dishwasher, microwaves, full upright fridge, and full upright freezer.

Viewing of the rental area: The facility may be viewed by appointment only. Appointments can be made by calling the main office (712) 753-2033.

Minimum Age: The person responsible for the rental must be at least 21 years of age.

Reservations: Reservations are made through the Lyon County Conservation Office 712-753-2033 and completed request form email to lyonccb@lyoncountytia.com.

Rentals: A \$500 deposit is due at the time the reservation is made. The Full Rental Fee is due at the Lyon County Conservation Office two weeks prior to the reservation date.

Rental Rates

Wedding Related: Friday: \$2,500
Saturday: \$3,000
Setup, evening before - \$250

Other Rentals: \$500

Special Rates: \$250

Special rates include government, church events, and fundraisers.

Refunds: Should you choose to cancel at least 60 days prior to your event, you will not be charged. The rental fee will be refunded in full when cancellation occurs due to circumstances beyond the Conservation Board's control (i.e.: fire, natural disasters, damaged facility)

Renters that cancel within 60 days of the reservation date will forfeit their \$500 deposit.

Deposit: The renter is responsible for cleaning, sweeping, and take out trash, prior to closing at 10:30pm. The deposit check will be securely shredded if the center is vacated in good, clean condition, equipment and furnishings are not lost or damaged. All or part of the deposit may be retained against cleanup costs, damage or loss incurred. If the deposit amount does not cover such costs, the renter is held responsible for additional payment.

Alcohol: Beer and Wine only. No hard liquor is allowed. Keg permits can be applied for by contacting the LCCB at least 30 days prior to the reservation date.

Decorating: Use masking tape or scotch tape only. No staples, screws, pushpins, thumbtacks, or nails are to be used.

Other Regulations:

- a. Guests must go directly to their campsite or immediately leave the park at 10:30pm.
- b. Lyon County Nature Center is a smoke free facility.
- c. Park Rangers reserve the right to enter the center in case of maintenance or security problems.
- d. Park Rangers are given the authority to refuse rental privileges and rescind any, and all rental permits for cause.
- e. All rules and regulations of Lyon County Conservation Board facilities and parks are in effect. For more

Information: Please contact the Lyon County Conservation Board office during regular hours Monday through Friday, 8:00 AM to 4:00 PM. The office is located at 1651 180th St, Inwood, IA 51240. Telephone (712) 753-2033. Email: lyonccb@lyoncountyia.com

Emergency: In the case of an emergency after hours, weekends or holidays, call 911

Nature Center Reservation Request and Responsibility Agreement

Instructions

1. I confirm I have read the "Lower-Level Rental Agreement".
2. Read, complete, and sign this form.
3. Return this completed form and the \$500 deposit to ensure the Nature Center will be reserved for you.
4. Make checks payable to: Lyon County Conservation Board, 1651 180th St., Inwood, IA 51240.
5. Beer and Wine only. No hard liquor is allowed. Keg permits can be applied for by contacting the LCCB at least 30 days prior to the reservation date.
6. No smoking allowed.
7. No pets allowed.
8. \$30.00 Service charge on all returned checks.

Your reservation request will not be processed if this form and deposit fee are not received at the above address. For more information, call (712) 753-2033.

Fill in all the blanks and confirm this information: (PLEASE PRINT)

Requested date: _____

Person Responsible (Name): _____

Number of people: _____

Street: _____

City, State, and Zip: _____

Phone daytime: _____ Evening: _____

Email Address _____

I, the undersigned, being 21 years of age or older, am authorized to make this reservation request for the above-mentioned group/organization. I agree to assume full responsibility for the acts, negligence, or omissions of members of the listed group while using the center.

Signature: _____ Date: _____

*** Provide a copy of a valid driver license or identification card *****

To be filled out by LCCB staff.

Rental Payment: _____ 60 days prior to event: _____ Deposit Date: _____

Deposit Ck# _____
