

Nature Center Reservation Rental & Responsibility Agreement

(Lower-Level Rental)

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 foundations, one serving counter, wireless internet, and televisions are also provided. 26 Eight-foot tables and 200 gray stack chairs are available. Capacity – 180 people.

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

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

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

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

Rental Fees: Half of the rental fee (down payment) is due at the time reservation is made and is *non-refundable*. The remaining half of the rental fee (final payment) is due 6 months prior to the reservation date and is *non-refundable*.

Rental Rates (Down payment is 50% of the rental fee)

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 you would forfeit any payment(s) made, including if you made payment(s) earlier than required. 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)

Deposit: The deposit of \$500 is due 6 months prior to the rental date. The renter is responsible for cleaning, sweeping, putting away tables/chairs, and taking 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 LCCB at least 60 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 Nature Center area no later than at 10:30pm
- b. No smoking in the Nature Center or recreation area.
- c. No pets allowed inside the Nature Center. Outside they must be on a leash at all times.
- d. Park Rangers reserve the right to enter the center in case of maintenance or security problems.
- e. Park Rangers are given the authority to refuse rental privileges and rescind any, and all rental permits for cause.
- f. All rules and regulations of Lyon County Conservation Board facilities and parks are in effect.

Emergency: In case of an emergency after hours, weekends or holidays, call 911 during your rental.

Instructions

1. Return this completed form with your rental down payment to ensure the Nature Center will be reserved for you.
2. Make checks payable to: Lyon County Conservation Board, 1651 180th St., Inwood, IA 51240.
3. \$30.00 Service charge on all returned checks.
4. Remember 6 months prior to the rental date the final rental fee & down payment are due.

Your reservation request will not be processed if this form and down payment fee is not received.

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

Requested date: _____

Number of people: _____

Person Responsible (Name): _____

Street: _____ City, State, and Zip: _____

Cell Phone # _____ 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 confirm I have read the "Nature Center Rental & Responsibility Agreement". I agree to assume full responsibility for the acts, negligence, or omissions of members of the listed group while using the center. I also acknowledge that all rental fee payments are non-refundable once those payments are made.

Signature: _____ Date: _____

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

To be filled out by LCCB staff.

Rental Down Payment: _____

Rental Final Payment: _____

Deposit Check#: _____

(Due at time reservation is made)

(Due 6 months prior to rental date)

(Due 6 months prior to rental date)