

Valley Nature Center Rental Contract

Valley Nature Center and its employees will act ONLY as your venue manager and can assist you with details that are pertinent to using the facility. Loading and unloading of event materials is solely the responsibility of the lessee.

Lessee: (person responsible for signing the contract and payment)

Name: _____ Date: _____

Bus/Org.: _____

Non-profit Organization: Yes / No (circle one) If yes, tax ID#: _____

Phone Number: _____ Fax Number: _____

Cell Number: _____ E-mail address _____

Address/Zip: _____

It is Valley Nature Center's policy to only accept event change requests from ONE Event Coordinator Contact Person.

Lessee's Event Coordinator: (person on site coordinating the event before, during and after)

Name: _____

Bus/Org: _____

Work Phone: _____ Home Phone: _____ Cell: _____

Email: _____

Event Logistics:

Event Date: _____ Day of the week: _____

Purpose/Event: _____ Rental Time: _____

Guests: _____ Time of Event: _____

Arrival (guests arrive at the event): _____ a.m. / p.m.

Departure (guests leave the event): _____ a.m. / p.m.

Special needs/requests: _____

Checklist of Rental Policies

Please share with those involved in your event

RESERVING YOUR DATE

_____ 1. MAXIMUM OCCUPANCY

Due to parking, staffing, safety and fire issues, the facility is designed to safely accommodate 200 guests for private events. Lessee must agree to and adhere to 200 guests or under.

_____ 2. TENTATIVE HOLDS

Valley Nature Center does NOT tentatively hold dates. All dates must be confirmed with a non-refundable down-payment and signed contract.

_____ 3. DOWN-PAYMENT

A **non-refundable down-payment** (one half of the total rental fee) and signed contract are required to confirm all facility rentals. Payment in full is due 7 days prior to the event. We do not accept payments by 3rd parties. Valley Nature Center accepts cash, check, and charge. Any payment received less than 5 days prior to the event MUST be made with cashier's check, credit card or cash only.

_____ 4. CANCELLATION

In case of cancellation, the Rental Manager at Valley Nature Center must be notified in writing. If the cancellation occurs 7 days or less prior to the event, the full rental fee is forfeited. The Damage Deposit is returned. If cancellation occurs 7 or more days from the event, the down-payment will be forfeited, (one half of the total rental charge).

_____ 5. DAMAGE DEPOSIT

The rental fee does not include cleaning so please leave the room **EXACTLY** as you found it when you arrived (All floors cleaned, all trash thrown out). ****Cleaning can be provided by VNC for an additional cost of 150.00.**** In situations which require more intensive cleaning (due to number of guests, alcohol, food, other) a portion of your deposit will be kept in order to hire a professional to clean and restore the facility. **Damage deposit will be returned within 7 working days.**

FOOD AND BEVERAGE

_____ 6. APPROVED CATERERS

The rental manager must be notified of the selected caterer by the lessee 14 days in advance of the event date. To help ensure a memorable event, all food service companies must be "certified Food Handlers" at VNC.

_____ 7. CATERING: CLEAN UP AND SUPPORT

Make sure to hire a caterer who will provide clean up after the event within the time allotted. If not addressed, the client will lose their DAMAGE DEPOSIT. The caterer must check with the "Manager on

Duty” at VNC before leaving to make sure clean up is done to the satisfaction of VNC. The caterer may not leave prior to the conclusion of the of the event, and all clean up must be addressed by the lessee.

_____ 8. ALCOHOLIC BEVERAGES

Lessee will not sell or allow beer, wine, or any alcoholic beverage to be sold, given away or used upon said premises without the prior written consent of the VNC Rental Manager. **If alcohol is approved, an off duty officer needs to be present during the event at a rate of 30.00 per hour.**

_____ 9. FLAMES:

Open flames such as flambé, stir frying, propane or butane may NOT be used INSIDE. Such items may be used outdoors with approval in advance by the Rental Manager. Also, locations for all food stations using small sterno cans must be approved in advance by the Rental Manager.

_____ 10. ELECTRICAL REQUIREMENTS:

All catering electrical needs must be coordinated with the Rental Manager prior to the event. Depending on the electrical needs, the city electrician may be required during the event for an additional fee of \$20 per hour. This requirement will be determined by the Rental Manager in advance of the event.

EVENT REQUIREMENTS

_____ 11. DELIVERIES

All items should be delivered the day of your event unless you receive prior approval. All items and rentals must be removed following the event, on the same day/evening unless approved in writing by the Rental Manager prior to the event.

_____ 12. SET-UP AND TAKE-DOWN

30 minutes of time for set up is allowed for each event. If more than 30 minutes is needed, rental time must be increased to accommodate the event set up. Clean-up must happen immediately after the event. **Clean up includes trash removal, sweeping of the floor and take down are completed within the allotted rental time. Any overage of time will be deducted from the security deposit.** Any items left behind, decorations and other materials, will be disposed of and a fee will be deducted from the Damage Deposit. Items may not be stored overnight unless prior written consent by the Rental Manager has been obtained. The lessee must remove all items immediately following the event. Items left on the property are not the responsibility of VNC.

_____ 13. APPROVAL & SIGN OFF

A date and time will be set-up with the lessee to approve/sign-off on the physical set-up of the VNC furniture in advance of the event. Larger heavy pieces of furniture cannot be moved.

_____ 14. DECORATIONS

Pinatas, confetti, cascarones, aerosol silly string, streamers, sparklers, glitter and other similar items are NOT permitted on the grounds. Nails, tacks, wire, staples, glue and similar items may NOT be used. (Pinatas can be used in Gibson Park)

_____ 15. EXHIBITS

Exhibits will NOT be removed for events.

_____16. PARKING

The drive in front of the building is for DROP OFF ONLY. There are to be no cars parked around the building except for approved vehicles in advance, such as the caterer.

_____17. MUSIC DURING BUSINESS HOURS

The use of live music is not allowed during business hours unless approved prior to your event. Thank you for respecting the business of the Nature Center and the children and families on the grounds during business hours.

_____18. CLOSING HOURS

It is necessary to strictly adhere to the event "Closing Hours" of 12:00 a.m. Please allow one hour for take down and clean up so that everything is completed by the closing hour. All music must STOP at the "Closing Hour". If this policy is not followed, the lessee will NOT be refunded their Damage Deposit, as the trust with our neighbors will be damaged.

_____19. SMOKING

Smoking is strictly prohibited indoors and outdoors. Smoking will be allowed inside Gibson Park ONLY. A deduction will be made from the damage deposit for the expense of cleaning trash and/or cigarette butts.

_____20. RAIN PLANS

Tents and other items will be the responsibility of the lessee. It is highly recommended that the Event Coordinator have a "back-up" plan in place, prior to the day of the event.

_____21. INDEMNIFICATION

Lessee agrees to indemnify VNC, City of Weslaco and incurs all responsibility for actions, losses, damages, claims and liability resulting from the event.

_____22. LESSEE'S RESPONSIBILITY

All other set-ups, receiving of rentals, meetings with caterer/florist/band/etc., unloading and loading of party items, decorations, confirmation/directions for vendors and other important details are the responsibility of the LESSEE. VNC staff does NOT serve as the Event Coordinator and Event Labor prior to, during or after the event. VNC staff is to be present at events to secure the safety of the guests and VNC property.

I have read and agree to abide by the rules stated on this rental form.

Lessee Signature _____ Date _____

Rental Manager _____ Date _____