

Pg 1: Wedding Rentals - Cost & Rental Guidelines



Nature and Wildlife Discovery Center - River Campus

PO Box 99

Beulah, CO 81023

Phone: 719-549-2414

Office Hours: Thurs 12pm - 5pm & Fri – Sun 9am - 5pm

We do not accept checks.

Cost Sheet:

Initial Wedding Cost: \$325 for a half day (5 hours or less) Use of wedding arch, 50 day passes, use of indoor bathrooms, an on-duty staff member. \$40 /hour for time extension.

Add Cost of space(s) for wedding and/or reception:

Deck: (Incl. 12 picnic tables)	\$55 / hour
Pavilion: (incl. 12 picnic tables):	\$45 / hour
Herb Garden: (incl. 6 tables)	\$35 / hour
Plaza: (incl. 6 tables)	\$35 / hour
Plum Garden: (incl. 6 tables)	\$35 / hour

Only available May 1 through July 31:

Yurt (incl. 4 tables, 40 chairs) \$100 1-4 hours, \$200 4+ hrs

- **Additional Fees:** After-Hours Rentals outside of our office hours require an additional \$30 per hour. The **Rental Access Gate Fee (\$35)** is to open/close gate for unloading/loading at Pavilion and Herb Garden areas. The gate should be closed at the end time of rental. The fee is **double (\$70)** if the gate is closed late, after rental end time, and will be taken out of damage deposit.
- **Discounts:** Nonprofit organizations and NWDC members receive a 10% discount on rental fees.

Guidelines:

1. The **total facility rental fee** must be paid in full one week before the event or the reservation will be cancelled.
2. A non-refundable **rental deposit** (of 25% of total rental fee) must accompany a signed rental form before the reservation is held. Payments beyond this deposit are only refundable if event is canceled **2 weeks in advance**.
3. **If on the day of the reservation, additional time is required to setup before the allocated start time and pack up afterward, price adjustments will be required or taken out of the damage deposit.**

4. **We do not accept checks.** We accept credit cards (MasterCard / Visa / Discover) and cash.
5. NWDC will keep your credit card information on file in place of a **damage deposit**. We will inspect the rental area after your rental; in the event that there is damage to NWDC facilities/property or excessive trash/decorations left causing extra work for our maintenance staff, you will be notified and your card will be charged accordingly:
 - \$25 excessive cleaning fee for trash left outside of totes
 - \$25 cleaning fee for decor/artificial flower petals/plastic confetti/etc.
 - Additional charges of \$75+ may apply if significant damage occurs to NWDC property (tables, chairs, grills, facility structures, etc.).Once we have inspected the rental area, you will either be notified/charged, or your credit card information will be shredded.
6. **All Catering** must be through the **NWDC's designated catering company, Coyote Grille**. Grocery food brought in for picnicking or BBQ is allowed. For a catering menu and information, call Veronica at 719-549-2230.
7. **No personal alcohol is allowed.** All arrangements for alcoholic beverages must be made with our designated caterer, Coyote Grille.
8. **Groups serving alcoholic beverages must provide security officers during the entire time the group is on the premises.** Proof of security services must be provided with rental payment one week before the reservation.
9. **Additional day passes** will be \$2 per vehicle.
10. **Smoking** is permitted outside; however, there is no smoking in any structure. If cigarette butts are left behind after the event, it will affect the amount returned in the security deposit.
11. **Noise curfew** is 9 PM. Rentals end at 9 PM. The NWDC gate locks at 10 PM and everyone must be off our grounds by 10 PM.
12. **Music** must be kept at low volume in order not to impact nesting birds, local wildlife or our other guests. We strongly encourage acoustic music in place of amplified music.
13. **Candles** for mosquito control are permitted; no decorative candles due to fire hazard. **ALL DECOR** must be weighted or tied down for the safety of our wildlife. NO artificial flowers/confetti allowed (damage fees apply).
14. **100 metal folding chairs** can be scheduled in advance.
15. **Charcoal grill** use is \$10 (supplies provided by renter).
16. **Propane grill** use is \$15 (supplies provided by renter except propane).

The Nature and Wildlife Discovery Center promotes environmental stewardship and population health through nature education, wildlife rehabilitation, and outdoor recreation.

Pg 2: Wedding Facility Rental Form - Nature and Wildlife Discovery Center

This portion to be filled out by renter:

Contact Person _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Event/Name of Group _____ Date of Rental _____

Arrival & Setup Time: _____ End Time: _____
(including cleanup)

Total Rental Timeframe: _____

Visitors to Attend: _____ # Vehicles: _____

Facility Rental Fee: (Staff to figure this section)

Hours		Cost / Hr	Total Cost	Area
5	x	\$325.00	\$325.00	Initial Wedding Cost
	x	\$	\$	
	x	\$	\$	
	x	\$	\$	
	x	\$	\$	
		Total	\$	

Renter to sign here:

I take full responsibility for implementing and abiding by the guidelines on the reverse side of this form and cooperating with the staff of the NWDC before, during, and after our rental agreement. I understand that if I need additional time to setup before my reservation time and pack up afterward, price adjustments will be required or will be taken out of my damage deposit.

I also understand that I am renting this space entirely at my own risk, and I assume all responsibility for the condition of the facility and equipment used in conjunction with this contract. Furthermore, I will protect, maintain, save, and hold harmless the NWDC and its owners, directors, members, and employees from and against any and all claims, expense, and liabilities arising out of the damage, loss, or destruction of any property and/or any injury (including death) to any person that may occur before, during, or after my rental period.

Lessee _____ Date _____

Rental Fee: (Staff to figure this section) \$ _____

Minus Discount of: _____ % Less - _____

Total Rental Fee: \$ _____

Non-refundable deposit due with form: \$ _____

(25% of rental cost, excluding additional expenses)

#1 Rental Payment: \$ _____

Payment Date: _____ Type: Credit Card or Cash

Remaining Rent Due: \$ _____

Additional Expenses:

\$ 30/hour for after-hours / Mondays x _____ hrs. \$ _____

\$ 2/extra day Pass x # _____ Requested \$ _____

Electrical outlet? _____

\$10/charcoal Grill? \$ _____

\$15/propane Grill? \$ _____

Wedding arch? _____

Additional picnic tables _____

Tables removed from picnic area _____

Folding chairs requested _____

\$35 Gate Fee – **Double (\$70)** for late closure \$ _____

Total Due (Rent Due + Additional Expenses): \$ _____

#2 Payment: \$ _____

Payment Date: _____ Type: Credit Card or Cash

Remaining Payment Due: \$ _____

#3 Payment: \$ _____

Payment Date: _____ Type: Credit Card or Cash

Remaining Payment Due 1 Week before Event: \$ _____

Additional Rental Hours/Fees Added Later:

_____ \$ _____

_____ \$ _____

#4 Final Payment: \$ _____

Payment Date: _____ Type: Credit Card or Cash

#5 Damage Deposit, Due with Final Payment: \$ _____

Payment Date: _____ Type: Credit Card or Cash

Renter needs to fill out this section:

All Alcohol & Catering through Coyote Grille

No Personal Alcohol. Security Must Be Arranged for Serving Alcohol.

Alcohol - Coyote Grille: Yes / No Security for Serving Alcohol: Yes / No

Catering - Coyote Grille: Yes / No Documents Handed In? Yes / No

Security Name: _____

MAINTENANCE CHECK LIST

Picnic Tables Set Up? yes

Picnic Tables Removed? yes

Chairs Packed Out? yes

Chairs Packed Away? yes

OFFICE STAFF CHECK LIST

Paid In Full? yes

Day Passes Printed: _____

Date Passes Taken: _____

Gate Opened? yes

Gate Closed? yes

