



**John Bunker Sands Wetland Center
Facility Rental Agreement Form**

Invoice Number _____

Organization: _____ Contact Person: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Date of Rental: _____ Hours of Rental: _____

Number Attending Event: _____

Multipurpose Class Room – Seats 60 without tables / 36 with tables Rate: \$ _____
\$250 4 Hour Rate Private, Corporate
\$150 4 Hour Rate Non-Profit, proof of 501c3

Multipurpose Lab Room – Seats 60 without tables / 36 with tables Rate: \$ _____
\$250 4 Hour Rate Private, Corporate
\$150 4 Hour Rate Non-Profit, proof of 501c3

Gallery Space – Seats 125 without tables / 80 with tables Rate: \$ _____
\$500 4 Hour Rate Private, Corporate
\$400 4 Hour Rate Non-Profit, proof of 501c3

Entire Facility – Gallery Space, Classroom, Lab, Catering Kitchen, Deck Rate: \$ _____
\$900 4 Hour Rate Private, Corporate
\$600 4 Hour Rate Non-Profit, proof of 501c3

Total Rental Cost \$ _____

- Availability based on prior education use of the Center.
- Rates based on a four hour base rental with catering kitchen available for all rentals.
- Coordinate furniture set up with JBS Wetland Center staff. Groups over 60 will require off site furniture rental.
- All rentals require a 50% deposit payable by check or money order only at least 14 days prior to the reservation day. Please bring the remainder of the total cost, by check or money order, on the day of your reservation.
- Renters are responsible for arranging all catering services, including delivery and set up of tables, chairs, audio visual equipment. Removal of these items should be arranged prior to the rental day.
- The JBS Wetland Center is not responsible for any personal articles or possessions that may be lost or stolen from Renter and/or Renter's guests, participants, or contracted service providers during their use of the facilities and/or grounds.

If requested by the JBS Wetland Center, Renter will furnish, prior to the event, a certificate of insurance in form and substance acceptable to the JBS Wetland Center.

I have read the John Bunker Sands Wetland Center Facility Rental Agreement Form and agree to the JBS Wetland Center's expectations and billing policies.

Contact's Signature _____ Date _____

Please scan/email or mail this form at least two weeks before the date of your rental.
jdefillipo@wetlandcenter.com