



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

Invoice Number _____

Organization: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Address: _____ City/State/Zip: _____

Email: _____

Date of Rental: _____ Number of Attendees: _____

Arrival Time: _____ Departure Time: _____

Multipurpose Classroom – Seats 40 without tables / 25 with tables Rate: \$ ____ hrs. x \$ ____ = \$ ____
\$100 Hourly Rate Private, Corporate
\$75 Hourly Rate Non-Profit, proof of 501c3

Multipurpose Lab Room – Seats 60 without tables / 36 with tables Rate: \$ ____ hrs. x \$ ____ = \$ ____
\$100 Hourly Rate Private, Corporate
\$75 Hourly Rate Non-Profit, proof of 501c3

Gallery Space – Seats 125 without tables / 80 with tables Rate: \$ ____ hrs. x \$ ____ = \$ ____
\$200 Hourly Rate Private, Corporate
\$150 Hourly Rate Non-Profit, proof of 501c3

Total Rental Cost: \$ _____

Deposit Amount of 50% of total: \$ _____

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 policies and guidelines, and billing policies.

Contact's Signature _____ Date _____

Credit Card to be kept on file to cover damages/incidental expenses; can also be used for deposit.

Card #: _____ Exp. _____ Security # _____ Zip Code _____

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

**John Bunker Sands Wetland Center, 655 Martin Lane, Seagoville, Texas 75159
972.474.9100**

JBS Wetland Center Rental Policies & Guideline

1. All rentals require a 50% deposit payable by check, credit card, cash or money order at least 14 days prior to the reservation day. The remaining balance is due on the day of your reservation; payable by check, credit card, cash or money order.
2. Rates are based on an hourly rental. Monday-Friday rental times are 8:00 a.m. – 5:00 p.m.
3. All rentals include catering kitchen, table and chairs according to room size, and access to back deck and boardwalk.
4. A projector and screen are included for all rentals.
5. **Set-up and Take Down**
 - a. Set-up of events will begin at the time listed on the agreement form. Take down of event will be completed by the departure time listed on the agreement form.
 - b. **Early/Late Arrivals & Departures:** As listed above, take down and set up are to begin and end by the times listed in the agreement. There will be a fee of \$35.00 fee assessed for every 15 minutes prior to arrival time or past departure time for room use.
 - c. Renters are responsible for arranging all catering services, including delivery and set up of tables, chairs, audio visual equipment etc...
6. **Rental Clean-Up:**
 - a. Everything brought into the Wetland Center for the rental, must be removed. Including all food items, plasticware, plates, condiments etc...
 - b. Rooms must be left in the condition they were found. There will be a cleaning fee assessed if rented facility is left in disarray. Cleaning supplies are supplied by Wetland Center.
7. After filling out the proper paperwork and prior to the rental date, renters shall contact the Wetland Center **by phone** to discuss room set-up and other issues matters that can possibly affect the rental.
8. Renter must have a contact person who will act as liaison for the group coordinating all facets of their event. i.e. greeting their guests, showing them where to go etc...
9. 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.

All rentals include a 15 minute overview of the wetland project. An hour long overview which includes a guided board walk tour can be added for \$25.00 for up to 25 people.