

JOHN BUNKER SANDS WETLAND CENTER VENUE RENTAL AGREEMENT

INVOICE NUMBER: _____

Event Hosts: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Address: _____ City/State/Zip: _____

Email: _____

Date of Rental: _____ Number of Guests: _____

Arrival Time: _____ Departure Time: _____

The Center

Spaces - Gallery Space, Two Classrooms, and Back Porch
Includes 12 6-foot rectangular tables and 60 chairs

\$2,500 - 10 hour rental
(includes setup and breakdown time)

The Pavilion Silos

Spaces - Two Silo Classrooms, Terrace, Lawn, and Pavilion
Includes 12 6-foot rectangular tables and 60 chairs

\$3,500 - 10 hour rental
(includes setup and breakdown time)

The Center and Silos

Spaces - All spaces listed in The Center and The Silo
Includes 24 6-foot rectangular tables and 120 chairs

\$4,750 - 10 hour rental
(includes setup and breakdown time)

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.

Total Rental Cost: \$ _____

Total from other page: \$ _____

Total Cost of Rental: \$ _____

Deposit Amount of 50% Total: \$ _____

I have read the John Bunker Sands Wetland Center Event Venue Rental Agreement 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.

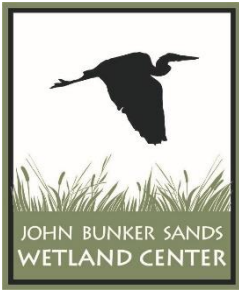
kbourne@wetlandcenter.com

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

JOHN BUNKER SANDS



WETLAND CENTER



JOHN BUNKER SANDS WETLAND CENTER EVENT VENUE RENTAL OPTIONS

Please note that we have a limited number of chairs and tables based on the venue you are renting. After receiving your rental agreement, we will confirm the number of tables and chairs we are able to provide.

		Total
Additional Chair Rental		
# of chairs needed _____	\$10.00 ea.	_____
Additional Table Rental		
# of tables needed _____	\$25.00 ea.	_____
Microphone Rental (1 mic)	\$30.00	_____
Speaker Rental (one speaker and stand)	\$70.00	_____
AV Coordinator - JBS team member will be available for tech needs.	\$200.00	_____
Use of Campfire and Space	\$75.00	_____
Campfire Set-up (includes 2 bundles of wood bench seating around fire ring, lighting and extinguishing of fire)	\$200.00	_____
Total Additional Amount:		_____

If additional items are needed beyond those stated above, they will be added to the overall cost of the rental.

