



# JOHN BUNKER SANDS WETLAND CENTER ROOM 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 \$175 Hourly Rate  
 \$125 Hourly Rate

Seats 40 w/o tables/25 with tables  
 Private, Corporate  
 Non-Profit, proof of 501c3

Rate: \_\_\_\_ hrs. x \$ \_\_\_\_ = \$ \_\_\_\_

Multipurpose Lab Room \$175 Hourly Rate  
 \$125 Hourly Rate

Seats 60 w/o tables/36 with tables  
 Rate Private, Corporate  
 Non-Profit, proof of 501c3

Rate: \_\_\_\_ hrs. x \$ \_\_\_\_ = \$ \_\_\_\_

Gallery Space \$300 Hourly Rate  
 \$200 Hourly Rate

Seats 125 w/o tables/80 with tables  
 Private, Corporate  
 Non-Profit, proof of 501c3

Rate: \_\_\_\_ hrs. x \$ \_\_\_\_ = \$ \_\_\_\_

David Keith Sands Silo \$175 Hourly Rate  
 \$125 Hourly Rate

60 Seats w/o tables/36 with tables  
 Private, Corporate  
 Non-Profit, proof of 501c3

Rate: \_\_\_\_ hrs. x \$ \_\_\_\_ = \$ \_\_\_\_

Steven Seay Silo \$175 Hourly Rate  
 \$125 Hourly Rate

60 Seats w/o tables/36 with tables  
 Private, Corporate  
 Non-Profit, proof of 501c3

Rate: \_\_\_\_ hrs. x \$ \_\_\_\_ = \$ \_\_\_\_

Guided, one-hour boardwalk tour; includes project overview Rate: \$100.00 \$ \_\_\_\_

Total Rental Cost: \$ \_\_\_\_

Note: That one hour set up and one hour clean up are always included in rental. Clean up is responsibility of group/person renting the venue.

**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.

[contact@wetlandcenter.com](mailto:contact@wetlandcenter.com)

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

