



Ney Nature Center Wedding Application
Please Review "Conditions of Use" Before Submitting

P.O. Box 93 Henderson, MN 56044
 (507) 248-3474

neynaturecenter@frontiernet.net or www.neycenter.org
(Please print double sided to reduce paper waste)

Date of Use: _____ Time of Use: _____
 Bride's Name: _____ Groom's Name _____
 Ceremony Time: _____ Proposed Location _____ N/A
 Reception Time: _____ Proposed Location _____ N/A
 Estimated Group Size: _____ (Please confirm date/time with NNC Staff before submitting form.)
 Tent Tent Size: _____ Tent Rental Company: _____
 Tent Location _____ (Tent placement in the yard must be approved before setup)

Contact Person's Name _____ E-mail: _____
 Address: _____
 Phone Number: _____ Are you a Ney Nature Center Member?*(Circle) Yes No

The Ney Nature Center has available for use the following.

Tables (12 in education building only)	Included	Wireless Internet
Chairs (100 in education building only)		Picnic Tables (6)
Coffee Pot, Microwave, Sink, and Full Size Refrigerator		Projector Screen

Additional Charges
Please Check Box

- Firewood (additional \$15 fee) for use in Campfire Ring (Firewood collection not allowed) People Mover (additional charge of \$150/ check for availability)

Use of the people mover requires the dedication of at least two ushers to assist guests on and off. A driver will be provided. The use of the people mover is for transporting guests to and from the ceremony site.

To open the building at the time of use, a key box is located to the left of the entryway. Your code will be the last four digits of the phone number you listed above. Enter this code and the box opens with a key inside. Return the key to the box at the end of your rental, using the same code. Code: _____

Ney Nature Center Usage Fees Please Check:

- One Day Rental: \$100
 Half Days Before and After Rental: \$50/day: Before After
 Firewood: \$15/ wheelbarrow
 People Mover: \$150 (taking guests to and from ceremony site)

Liability and Supervision Statement:

The purpose of this statement is to determine liability in the event of damage to buildings and/or bodily injury that occurs as a result of the applicant using the facility. Any individual or group who is authorized to use the facilities may be judged responsible for liabilities resulting in bodily injuries or building damages that occur during the time the facility is authorized for use by the applicant. The Ney Nature Center as well as their staff, board of directors, and volunteers, is here by released from any and all liability for injuries that may occur during building use. The applicant takes responsibility for supervising the actions of their group while occupying the building and grounds.

By signing below you are indicating that you have read and understand this liability and supervisory statement and that you agree to pay rental fees and follow conditions of use as outlined in the NEEF Building Use Policies.

Applicant Signature

Date

Please provide a certificate of insurance for us to copy and keep in our records.

For Office Use:

Building Rental Fee _____ Firewood Fee _____ Deposit _____ Other Fees _____

People Mover Rental _____ Total Due _____ Amount Received _____ (Date)

Deposit Returned _____ (Date) Ceremony Location _____

Tent Location Approved _____ (Date) Certificate of Insurance _____

*Become a member at the \$25 Household level to receive member discounts and invitations to special events. For more information on membership visit <www.neycenter.org> or contact Michelle at 507-248-3474 or michellei@neycenter.org.

Date 3.19.15

Conditions of Use

- The users of the facilities will be expected to clean up after themselves and to secure the facilities as listed in our “After Building Use Checklist” that can be found at the end of this form. The deposit will be returned if all aspects of the checklist are complete in a satisfactory manner as determined by the Ney Nature Center staff.
- Food, with the exception of beverages, may not be prepared at the Ney Nature Center; however, food that has been prepared elsewhere may be served on-site.
- Alcohol is permitted if served in cans or plastic cups. Please recycle.
- Beer kegs and glass bottles are not allowed (In event situations, special permission can be obtained. Contact the office with questions and requests).
- If tobacco will be used at an event, please provide your guests with proper waste receptacles to keep the grounds clean.
- Firearms are not permitted on the premises.
- Open fires are permitted only in the fire ring that is located in front of the Education Building and only when scheduled with Building Use. Firewood will be provided with an additional cost of \$15. Collecting firewood is not permitted.
- Users of the facilities are responsible for reimbursing the Ney Nature Center for damaged or lost property and unreturned key.
- Tent location: Discuss with Ney Nature Center staff for acceptable tent placements as there are underground wires to be cautious of.
- Parking: Handicap parking is available by the Education Building while the majority of guests will park in the mowed field found along the trail South of the Education Building.
- Set up take down: One half day before and after the rental date is allowed for set up and take down at a rate of \$50 per day. It is acceptable for the rental company to pick up rented items after that time as long as they are stacked neatly until pickup, unless otherwise noted.
- Alarm system: The Education Building alarm shuts off at 7:00 a.m. and arms itself at 10:00 p.m. so we ask that those times be respected for being out of the building (In event situations, special permission can be obtained to extend alarm activation time. Contact the office with questions and requests).

Anyone who fails to abide by the established rules or causes damage to property will not receive their deposit back and will be prohibited from future use of the facilities.

After Building Use Checklist

Please:

- Put Education Building chairs back along the West wall in stacks no higher than 5 chairs.
- Wash, dry, and put away any dishes used. Dishtowels are under the kitchenette sink.
- Pick up all trash outside.
- Make sure there are no cigarette butts on the ground.
- Pick up debris off of education building floor. We will vacuum.
- Take garbage out to the dumpster. Bags are provided and can be found under the kitchenette sink.
- Turn off and clean coffee maker.
- Make sure all windows are closed and latched.
- Turn all lights off.
- Close the interior entryway door.
- Make sure the back door is locked, lock the front door, and return the building key to the key box.
- Be out of the Education Building before 10:00 pm as that is the time the alarm arms itself.