

Wildcat Glades Conservation & Audubon Center
201 W Riviera Drive, Suite A
Joplin, MO 64804
417-782-6287

GENERAL INFORMATION FOR RENTALS

Thank you for your interest in holding your special event at the Wildcat Glades Conservation & Audubon Center. Audubon is a non-profit organization whose mission is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. We do this through nature programs and hands on activities that connect people to nature. By choosing to hold your function at the Wildcat Glades Conservation & Audubon Center, you are helping to support these broad objectives.

Audubon reserves the right to carefully screen applicants before granting permission to rent the facilities. Accordingly, no contract exists until renter provides Audubon with an initial rental payment (50% of total rental fee) and the Facilities Rental Agreement is signed by Audubon. In event of rental cancellation 50% of the deposit will be refunded if cancellation is made 2 weeks prior to event. No refund will be made for cancellations after 2 weeks prior to date.

The Audubon Center facilities are generally available for rent for weddings and private functions between 8 a.m. and 10 p.m. Call the Wildcat Glades Conservation & Audubon Center at (417)782-6287 to check for specific date availability.

The outdoor venues listed below are available for rent (in 4 hour increments) according to the following fee schedule:

1. \$200 Redings Mill Bridge
2. \$200 Wildcat Spring
3. \$200 Lower Park Pavilion
4. \$200 Gazebo

Price does not include any additional amenities.

The indoor facilities are available to rent for private functions. Pricing is determined by time of event and the amount of space required. Classrooms can be sectioned into 1, 2 or 3 rooms. We do have sound system, projection and screen equipment available as well as table and chair options. We do allow minimal setup and tear down time at no additional cost. Renter is responsible for cleanup.

Business hour pricing:

\$35 per hour per room

After hours pricing: (event and cleanup must be completed by 10:30 p.m.)

\$150 per hour

Wedding pricing:

\$1000 (5 hours event and cleanup must be completed by 10:30 p.m.)

\$250 deposit (to be held until after the event for any damages incurred)

This allows the use all classrooms, exhibit hall, kitchen and changing room. Round tables and chairs are available upon request.

AFTER HOUR RENTAL REQUIREMENTS:

Food from an outside vendor, requires a written serving plan and approval from the Center Director.

_____ *Director Signature* _____ *date*

If any alcohol will be served a professional licensed bar tender must be hired and a written agreement with bar tender approved by the Center Director.

_____ *Director Signature* _____ *date*

It is the responsibility of each renter to arrange all details directly with the Center Staff and to provide the Wildcat Glades Conservation & Audubon Center with an event plan.

_____ *Director Signature* _____ *date*

All fees are subject to periodic change. No fee will change after a Facilities Rental Agreement is signed by both renter and Audubon. If you have any questions, please contact Wildcat Glades Conservation & Audubon Center at (417)782-6287

Wildcat Glades Conservation & Audubon Center
201 West Riviera Drive, Suite A
Joplin, MO 64804
(417)782-6287

FACILITIES RENTAL AGREEMENT

Review this agreement thoroughly before signing it. Failure on your part to comply with all rules, regulations and policies set forth in the agreement may result in immediate termination by Audubon of the agreement BEFORE or DURING your event and forfeiture of all fees and deposits paid.

This Agreement is between the renter identified below (“Renter”) and National Audubon Society, Inc. /Wildcat Glades Conservation & Audubon Center (“Audubon” or the “Audubon Center”). The Rules and Regulations attached hereto as Insert A are incorporated into and made a part of this Agreement.

DATE OF EVENT: _____

HOURS OF EVENT: _____

RENTER SETUP TIME REQUESTED: _____

ROOM SETUP INSTRUCTIONS: _____

RENTER

Name and Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

CONTACT (if different than Renter)

Name and Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

EVENT

Description of Event _____

Number of Attendees _____

Is the Event Public or Private? _____

FOOD

Food from an outside vendor, requires a written serving plan and approval from the Center Director.

Renter selected following caterer: _____

ALCOHOL

Any alcohol must be served by a professional licensed bar tender. A written and signed agreement with bar tender must be presented and approved by the Center Director.

REQUIRED APROVAL

Approval from the Executive Director indicating a presentation of all required information on event plan, food serving plan and caterer, alcohol bar tender agreement is required.

Failure to provide such may result in cancellation of your event by Audubon, revocation of the Agreement and forfeiture of all fees and deposits paid

RENTAL FEES AND DEPOSITS

To secure a date, 50% of the total rental fee and \$250 damage deposit (if required)

Is required upon signature of this Agreement. The remainder is due in full before or on day of your event.

In event of rental cancellation 50% of the deposit will be refunded if cancellation is made 2 weeks prior to event. No refund will be made for cancellations after 2 weeks prior to date.

Damage deposit will be refunded after clear event inspection.

Total Rental Fee _____

50% Deposit of Rental Fee _____

Damage Deposit _____

Balance of Rental Fee due on or before _____

INDEMNIFICATION

Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way, in whole or in part, by Renter's use or occupancy of the Audubon Center facilities rented herein and surrounding property. Furthermore, Renter hereby agrees, at Renter's sole expense, to indemnify, defend and hold Audubon and/or its officers, employees, and volunteers, free and harmless from any loss, claim, liability, damage, cost (including reasonable attorney's fees), and/or injury to persons and property that in any way may be caused, in whole or in part, by or occur during Renter's use or occupancy of said properties and/or facilities.

Renter has carefully read this entire Agreement and agrees to abide by all of its terms, including those set forth in the Rules and Regulations attached hereto and made a part hereof as Insert A. **Renter understands that no terms are binding and no date has been committed until Renter receives a copy of this Agreement signed by Audubon and Renter has paid the initial rental payment (50% of total rental fee) and damage deposit (if required).**

RENTER:

Signature: _____ Date: _____

NATIONAL AUDUBON SOCIETY, INC.
Wildcat Glades Conservation & Audubon Center:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Insert A
Wildcat Glades Conservation & Audubon Center
201 West Riviera Drive, Suite A
Joplin, MO 64804
(417)782-6287

RULES AND REGULATIONS FOR FACILITY RENTALS

Violation of any of these Rules and Regulations may result in Audubon's cancellation of the event, revocation of the Agreement at the discretion of Audubon, and forfeiture of deposits and fees paid.

1. Dates are reserved only with a complete rental agreement signed by Audubon and receipt of the initial rental payment (50 % of total rental fee) and the damage deposit.
2. All fees, deposits and records, balance of the rental fees, are due in advance of event. Failure to comply with this deadline may result in the cancellation of event by Audubon, revocation of Agreement and forfeiture of all fees and deposits paid. Agreements are non-transferable.
3. Renter must be present throughout the event, from set-up through clean-up. All youth group events require adequate adult supervision throughout.
4. Events are not to exceed designated times. Arranging for set-up and clean-up is Renter's responsibility. Caterers usually require 1-2 hours to set-up and ½ to 1 hour to clean-up. All events must conclude, and facilities must be cleaned and vacated, by contracted ending time. Renter will be charged an overtime fee for any additional time used by Renter or caterer.
5. All or a portion of the damage deposit may be retained by Audubon at its sole discretion, and Renter may be charged for any extra costs, in the event of any damage or loss to Audubon, including: (i) damage to the property of the facility or grounds; (ii) theft; (iii) use of the facilities in excess of the agreed-upon hours of use; or (iv) failure by Renter to comply with these Rules and Regulations.
6. In the event of inclement weather, Audubon is not responsible for providing alternative facilities.
7. Candles, flames or burning material of any kind are NOT allowed anywhere on the property, except in an approved grill or smoker. Sterno is permissible for use by caterers only.
8. No tape, adhesives, nails, screws, staples, tacks or pins are allowed in or on walls, woodworking. All decorations must be removed after event.
9. Audubon is not responsible for any personal or professional 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 ground.
10. Tents, tables and chairs are not provided for outside events. Rented tents, tables, and chairs may be set up only in the designated rented areas.
11. No pets or animals of any kind are allowed in the facility, except for guide dogs.

Any changes to the times, dates, designated individuals or other provisions of this Contract must be requested from and approved by Audubon in writing.

RENTER'S INITIALS: _____

Wildcat Glades Conservation & Audubon Center

Facilities Rental Check List

- _____ 1. Read, Sign & Date General Information for Rentals
- _____ 2. Read, Sign & Date Facilities Rental Agreement
- _____ 3. Read, Sign & Date Insert A
- _____ 4. Provide Rental & Security Deposit Form with Payment
- _____ 5. Provide Copy of Insurance Policy
- _____ 6. Provide Copy of Event & Serving Plan
- _____ 7. Provide Caterer Information
- _____ 8. Alcohol Permits & Documents
- _____ 9. Final Payment

Wildcat Glades Conservation & Audubon Center

201 West Riviera Drive, Suite A

Joplin, MO 64804

(417)782-6287

