



120 Brookside Road
Darien, CT 06820

RENTAL AGREEMENT FOR USE OF DARIEN NATURE CENTER FACILITIES

AGREEMENT made this ___th day of _____, 20___, by and between the Darien Nature Center, acting herein by an authorized officer, and the Renter whose name and address and telephone number is set forth immediately below.

Renter Name and Organization (if applicable):

Address:

Telephone:

Email:

- Rental Facilities:** Facilities to be rented under this Agreement are the upper level including the main gallery, the theater, the zoo room and the library, the lower level including the main area downstairs and the property around the building designated as Darien Nature Center property.
- Date of Rental:** The date of the rental shall be _____, _____, with access to the building at 3 o'clock. Party hours are to be from _____ p.m. to 10:00 p.m.
- Rental Payment:** Total rent for the Rental Facilities shall be \$_____. A non-refundable \$100 deposit is due upon the signing of this Agreement and the balance is due one week prior to the Date of the Rental. Additional fees include \$25 per hour for a DNC staff member to be on site the night of the event and Darien police supervision for gatherings over 100 people and/or if alcohol is being served.
- Condition of Rental Facilities and Promise of the Renter:** The Renter acknowledges that it rents the Rental Facilities in "as is" condition and repair, and promises to leave them in good order and repair. The Renter is responsible for any damage to the property or furnishings and is responsible for leaving the building as it was found.
- Insurance and Indemnification:** The renter agrees to hold the Darien Nature Center, its Directors, Officers, employees and members harmless from, and indemnify them from, damage or loss or other liability arising from or associated with the event contemplated by the Renter under this Agreement or the use of the facilities by the Renter, its agents, guests and invitees. The Renter must obtain from any caterer, entertainment, or other outside business it uses, a Certificate of General Liability Insurance and Liquor Liability Insurance (if applicable) confirming coverage of not less than \$1,000,000 per occurrence and naming the Darien Nature Center as an additional insured.
- Compliance with State and Local Law:** The Renter agrees to comply with all Connecticut and local laws in its use of the rental facilities including, without limitation, any and all local ordinances of the Town of Darien and any and all laws and restrictions relating to the use of alcohol. Sale of alcohol on the Rental Facilities is prohibited.

7. **Cancellation Agreement:** If the Renter cancels this Agreement after full Rental Payment is due, but prior to the Date of Rental, the Darien Nature Center shall refund 50% of the full rental Payment to the Renter and retain 50% of same. If the Darien Nature Center cancels this agreement, Darien Nature Center will promptly refund all Rental Payments and Security Deposit made by the Renter. There shall be no other liability or payments made on account of a cancellation by either party, except as described in this paragraph.

SIGNED in Darien, Connecticut, as of the date first written above.

Renter: _____ Date: _____

Darien Nature Center *Leila Wetmore*

Executive Director

Submit agreement by mail, fax or email to:

Leila Wetmore

Darien Nature Center,

120 Brookside Road

Darien, CT 06820

Fax: 203-655-3185

Email: leila@dariennaturecenter.org

Questions: Call Leila at (203) 655-7459

Please share general information about the nature and size of your event, if you know it at this time:

Number of guests expected:

General description of party (cocktail party, seated dinner party, themed birthday party, etc.):

Will you be hiring a caterer? If so, what is the name of the company?

Will you be renting party supplies? If so, who is the provider?

Will you have a program that requires AV support?

Will your guests be seated for a program?

Do you expect your guests to be primarily inside or outside?

Will there be music?