



Darien Nature Center Building Use Policies for 2018

Capacity:

The capacity of the Darien Nature Center is limited to 150 people inside, more outside.

Rental Rates:* (includes access to building, permits and use of the Nature Center's tables and chairs)

Main floor includes foyer, main gallery, theater, zoo room and library:(up to 8 hours). Downstairs includes center room, kitchen and bathrooms – classrooms can be made available, if needed. Exterior includes back of building, exterior bathrooms, parking lot and pergola area.

		501C3 Non Profit Rate
Party/reception for up to 49 people	\$750	\$500
Party/reception for 50 to 99 people	\$1000	\$750
Party/reception for 100 to 149 people	\$1500	\$1000
Party/reception for over 150 people	\$2250	\$1500

A non-refundable deposit of \$100 is required at the signing of the rental agreement, and the balance is due one week prior to the Date of the Rental.

Not included in rental fee:

- Certificate of liability insurance
- On-site staff \$25/hour
- Darien Police Department supervision for large gatherings over 100 people or if alcohol is served

Guidelines:

Staffing: A member of the Nature Center staff must be on site throughout the party preparations, the party and clean-up. The fee is \$25.00 per hour and will be added to the final invoice.

Certificate of Insurance: A Certificate of Insurance is required. The certificate, naming the Darien Nature Center as co-insured, must be delivered to the Director of the Darien Nature Center prior to the event. Outside caterers, entertainment or other businesses must provide a certificate of liability naming the Darien Nature Center as insured. Independent caterers must show proof of liquor liability insurance if serving alcoholic beverages.

Evening Hours: All evening activities must be completed by 10:00 p.m. Outside music must be turned off by 10 p.m. The visiting group has 1 hour from end of event to complete clean up.

Clean-Up: The visiting group is responsible for leaving the building as they found it. This means cleaning up and removing any materials or refreshments brought into the building. Recycling should be taken out to the receptacle by the dumpster. Trash can be left in bins for the cleaning service to remove. Set up and take down of the Nature Center's tables and chairs are the responsibility of the visiting group.

Audio Visual Equipment: Only Nature Center staff is authorized to operate the A/V equipment in the Theater.

Animals: Only Nature Center staff members or trained volunteers are authorized to handle or remove any animals from cages.