



**Pfeiffer Nature Center**  
PO Box 802  
Portville, NY 14770  
(716) 933-0187

## **PAVILION EVENT USE POLICY**

This policy is designed to establish procedures for use of the pavilion for groups larger than 10 people and instances in which the pavilion will be reserved for exclusive use. Groups smaller than 10 may use the pavilion without charge, but reservations will not be accepted; they may therefore be required to leave for a Nature Center program or other reserved use.

The pavilion is rented to members only. Non-members must join to have access.

**Costs:** Rental costs are based on planned attendance.

Less than 25 people - \$50

25 to 50 people - \$100

51 to 100 people - \$200

More than 100 people – special Large Group permit required, rates adjusted accordingly

**Security deposit:** A security deposit equal to the total of applicable fees and permits is required to be paid in advance of the event. *Example: the pavilion is rented for 25-50 people, cost of \$100, plus an alcohol permit of \$50. The security deposit is \$150.*

The purpose of the security deposit is to ensure that the pavilion and surrounding area are left in a neat and orderly condition following their use, and that the furniture is returned to its prior setup. Following the event the site will be inspected. **If it passes inspection, the security deposit will be returned in full within 30 days following the event.** This time frame can be reduced if the security deposit is paid in cash or in a separate check from the rental fee; these security deposits can be picked up at the Nature Center office 1 week following the rental.

Partial or no reimbursement will be made if the pavilion and surrounding area are not clean or if there are damages. Damages exceeding the amount of the security deposit will be billed to the renter.

**Need for Additional Equipment:** The renter may arrange for additional tables, chairs, or tents with outside vendors at his/her own expense. The Nature Center will provide instructions as to appropriate tent placement.

**Cancellations:** All cancellations should be made as far in advance of the event as possible, with a minimum of two weeks notice. In the event of cancellation, \$25 is non-refundable.

**Payment:** Full payment of fees and security deposit must be received by Pfeiffer Nature Center at least one month prior to the event, or upon reservation for events scheduled less than one month in advance.

**Liability:** The renter assumes all risks related to this permit and shall be solely responsible and answerable in damages for all accidents or injuries to person(s) or property, and agrees to

indemnify and hold harmless Pfeiffer Nature Center, its employees and officers, from all claims, suits, losses, damage or injury of any kind and for any reason.

**Additional Information:**

- A. The Nature Center does not provide **garbage** receptacles, bags, or removal service. The renter is required to bring such bags and receptacles as may be needed, and to remove all garbage upon leaving the premises.
- B. **Potable water** is available near the pavilion for drinking and/or washing.
- C. There are to be **no open fires** under any circumstances. Cooking fires must be contained; this may occur in the facilities provided by the Nature Center or in those brought in by the renter.
- D. The Nature Center maintains a rustic environment. There are **no regular bathroom facilities**, although a port-a-john is included in the rental price.
- E. Any **decorations** used must be environmentally friendly. A few examples include using bird seed instead of rice at a wedding, using and removing crepe paper streamers, and ensuring that no balloons are released. Additional guidance will be provided upon request. No staples, nails, or similar devices may be used to secure decorations. Any tape, string, or wire used to secure decorations must be removed along with the decorations.
- F. **Alcohol** may be consumed in moderation by people 21 years of age or older. The renter must obtain a special permit from the Nature Center in advance for any event with alcohol consumption. Such permits cost \$50 for groups under 100, and require an additional \$50 security deposit.
- G. Use of the **cabin** is not included in the rental of the pavilion. It may be available by special permit.
- H. There are limited **parking** spaces in our lot. Carpooling is suggested.

Approved, Board of Directors meeting, 6/9/10



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**Pavilion Rental Form**

Please legibly print all information.

Today's Date: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_  
Daytime Evening

Rental Purpose: \_\_\_\_\_  
e.g. wedding, company picnic, etc.

Group Name (if appropriate): \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Time Desired: \_\_\_\_\_ to \_\_\_\_\_

I hereby agree to follow all Pfeiffer Nature Center policy and guidelines for the use of their property.

\_\_\_\_\_  
Renter's Signature Date

\_\_\_\_\_  
Pfeiffer Nature Center Signature Date

Item	Amount	Date Received
Base rental fee		
Large group permit fee		
Alcohol permit fee		
Security deposit		
Other		



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**Alcohol Permit**

Alcohol may only be consumed by people age 21 and over. It is the sole responsibility of the renter to monitor alcohol consumption to ensure that there is no underage consumption. Additionally, it is the sole responsibility of the renter to ensure that all alcohol consumption is in moderation and that drinkers do not become dangerous or destructive.

Please legibly print all information.

Renter's Name: \_\_\_\_\_

Purpose: \_\_\_\_\_  
e.g. wedding, company picnic, etc.

Group Name (if appropriate): \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

I understand that all alcohol consumption will be confined to the pavilion, that I assume all responsibility as outlined by the Nature Center, and that my guests and I will follow all Nature Center policy and guidelines for the use of their property.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pfeiffer Nature Center Signature

\_\_\_\_\_  
Date



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**Large Group Permit**

Please legibly print all information.

Renter's Name: \_\_\_\_\_

Purpose: \_\_\_\_\_  
e.g. wedding, company picnic, etc.

Group Name (if appropriate): \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Handicapped Accessible Toilet Required?  Yes  No

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pfeiffer Nature Center Signature

\_\_\_\_\_  
Date