



**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 obtain a Pfeiffer Nature Center membership before a rental can be processed.**

**Costs:** Rental costs are based on planned attendance and type of usage. This includes use of electrical receptacles and water.

1. **For single event only** (such as wedding, anniversary party, bridal shower, etc)
  - a. Less than 25 people - \$50
  - b. 25 to 50 people - \$100
  - c. 51 to 100 people - \$200
  - d. More than 100 people – Large Group permit required - \$225
2. **For event and reception** (such as wedding AND reception)
  - a. Less than 25 people - \$100
  - b. 25 to 50 people - \$200
  - c. 51 to 100 people - \$300
  - d. More than 100 people – Large Group permit required - \$400
3. **Additional charges**
  - a. Two sides of curtains (weather protection) - \$100
  - b. Alcohol permit
    - i. Less than 50 people - \$50
    - ii. 50 to 100 people - \$75
    - iii. More than 100 people - \$100
  - c. Use of cabin for one hour - \$100

**Security deposit:** A security deposit equal to the total cost of the rental.

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; furniture is returned to the pavilion and all decorations, ribbons, strings, etc are removed. 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.

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. There is one port-a-john on the property. For larger groups or if there is a need for a handicapped-accessible port-a-john, the renter will rent the additional port-a-john at his/her expense.

**Cancellations:** A minimum of two months' notice must be given for all cancellations. In such case, rental and deposit will be returned to the renter minus a \$50 cancellation fee.

**Payment:** Full payment of fees and security deposit must be received by Pfeiffer Nature Center in order to secure your reservation date.

**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** or **fireworks of any kind** under any circumstances. Cooking fires must be contained; this may occur in the outdoor grill 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 one port-a-john is included in the rental price (from mid-April until mid-October and located near the sheds and kiosk).
- 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.
- G. Use of the **cabin** is not included in the rental of the pavilion. Special arrangement can be made for use of the cabin by the bridal party and their immediate family for a maximum of one hour prior to the ceremony.
- H. There are limited **parking** spaces in our lot. Carpooling is suggested.



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Revisions adopted at Board of Directors meeting, 10/2017

## Pavilion Rental Form

Please legibly print all information.

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

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

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

Email address: \_\_\_\_\_

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		
Curtains		
Alcohol		
Cabin		
<b>TOTAL RENTAL</b>		
Security Deposit		
Membership fee (if necessary)		

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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 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: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date