



## Alcovy Conservation Center Rental Agreement & Reservation Policy

- **Reservation:** *To guarantee your reservation*, you must complete this reservation form and provide a 50% deposit of the total rental fees at least one month prior to the reservation date. The balance of the rental fee is due not later than the date of the reservation and must be paid before the start time.
- **Cancellations:** The deposit will be fully refundable if cancellations are made **at least two weeks prior** to the reservation. Deposits for reservations which are cancelled less than two weeks from the reservation date are not refundable.
- **Member Discount:** We do offer discounts for our members. If you would like to take advantage of the member discount, the full membership fee must be paid at the time of the reservation. Membership fees are non-refundable.
- **Rental hours:** The rental includes a minimum of 8 hours per day. Normal rental hours Monday through Friday are 8:00 a.m. to 5:00 p.m. Anytime after 5:00 p.m. Monday through Friday will be considered additional hours and will be charged accordingly. The initial 8 hour rental on Saturday, Sunday and holidays are flexible but must be discussed and agreed upon with the GWF staff. Any additional rental time over 8 hours will be charged accordingly. **Please note the set-up and clean-up time must be included within the 8 hour rental time.**
- **Serving of alcoholic beverages and music must conclude at 11:00 pm.**
- **Catering:** The lessee will have access to a caterer's kitchen with refrigerators, sink, and ice maker for setting up beverages, refreshments and/or catered meals. You may bring in your own coffee, beverages, refreshments, sandwiches, etc. You must also furnish your own serving ware and paper goods. You may also use a licensed and insured caterer of your choice. **A copy of both the caterer's business license and certificate of insurance must be provided to GWF.** Caterers are responsible for all materials and personnel brought into the facility. GWF is not responsible for any lost or stolen equipment or any other property belonging to the caterer or event host/hostess. No food or beverage services will be supplied by the GWF.

**I have read and understand the terms of the rental agreement and reservation policy.**

**Date:** \_\_\_\_\_

**Reservation Date(s):** \_\_\_\_\_

**Reservation Hours (1<sup>st</sup> 8 hours):** From \_\_\_\_\_ To \_\_\_\_\_

**Additional hours requested (Sat/Sun): (cost is \$75.00 for each additional hour or fraction of an hour)**

**Number of hours** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Planned activities:** \_\_\_\_\_

\_\_\_\_\_