



**John Bunker Sands Wetland Center  
Facility Rental Agreement Form**

Invoice Number \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Hours of Rental: \_\_\_\_\_

Number attending event: \_\_\_\_\_

Multipurpose Class Room – Seats 60 without tables / 36 with tables Rate: \$ \_\_\_\_\_  
\$200 4 Hour Rate Private, Corporate  
\$100 4 Hour Rate Non-Profit, proof of 501c3

Multipurpose Lab Room – Seats 60 without tables / 36 with tables Rate: \$ \_\_\_\_\_  
\$200 4 Hour Rate Private, Corporate  
\$100 4 Hour Rate Non-Profit, proof of 501c3

Gallery Space – Seats 125 without tables / 80 with tables Rate: \$ \_\_\_\_\_  
\$400 4 Hour Rate Private, Corporate  
\$300 4 Hour Rate Non-Profit, proof of 501c3

Entire Facility – Gallery Space, Classroom, Lab, Catering Kitchen, Deck Rate: \$ \_\_\_\_\_  
\$750 4 Hour Rate Private, Corporate  
\$450 4 Hour Rate Non-Profit, proof of 501c3

**Total Rental Cost** \$ \_\_\_\_\_

- Availability based on prior education use of the Center.
- Rates based on a four hour base rental with catering kitchen available for all rentals.
- Coordinate furniture set up with JBS Wetland Center staff. Groups over 60 will require off site furniture rental.
- All rentals require a 50% deposit payable by check or money order only at least 14 days prior to the reservation day. Please bring the remainder of the total cost, by check or money order, on the day of your reservation.
- Renters are responsible for arranging all catering services, including delivery and set up of tables, chairs, audio visual equipment. Removal of these items should be arranged prior to the rental day.
- The JBS Wetland Center is not responsible for any personal articles or possessions that may be lost or stolen from Renter and/or Renter's guests, participants, or contracted service providers during their use of the facilities and/or grounds.

**I have read the JBS Wetland Center Facility Rental Agreement form and agree to the JBS Wetland Center's expectations and billing policies.**

Contacts Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please scan/email or mail this form at least two weeks before the date of your rental.**