



Pricing

The following rates apply to most events. Rates are higher for high impact events such as weddings, events with alcohol, etc.

- Fewer than 3 hours total use (including set-up and clean up) during our business hours: \$150
- Day rate during our business hours: \$225
- Use outside of business hours or on weekends/holidays: Add \$50
- Use of the kitchen/second bath; or serving of significant food without kitchen: Add \$50
- Use of A/V equipment: Add \$50

Discounts may be given for groups that partner with NBNC. Groups that use the space on an ongoing basis and have a good track-record of cleaning may also receive discounts to reflect lower cleaning costs and/or NBNC staff time.

Facilities

Included in the rental fee are the following:

- Use of the 30' by 30' Maxham Room.
- 100 chairs
- 6' tables (6) and 4' tables (2)
- Smartboard projector system (if reserved in advance). You must bring your own laptop.
- Wi-Fi
- 45 mugs (with kitchen fee). You must provide any other plates, utensils, etc that you need.
- 1 bathroom with basic fee after hours or 2 bathrooms during daytime hours. A second bathroom is available after hours only with kitchen fee.

Deposits

A refundable \$100 deposit is required to cover any additional cleaning costs or damage that may occur. This can be made payable by a separate check which will be returned to the user provided that the facility is left in good order and the key returned. Space will not be reserved without a deposit. Final payment is due week of the event.

Cancellations

If a reservation is cancelled more than 1 month in advance, the reserving group will receive a full refund of the deposit and all paid fees. Groups who cancel reservations with less than one month's notice will lose their refund unless NBNC is able to rent the space during that time to another group.

Parking

There are approximately 30 winter and 60 summer parking spaces available. At any time, some of those spaces may be used by NBNC staff, program participants or the general public. Generally, more parking is available in the evening than during the day.

Audio/Visual Equipment

The Maxham Room has an Epson BrightLink smartboard projector system. You can plug into this system using any laptop computer with a HDMI or VGA display port. Mac users must bring their own display adapter if the computer does not have an HDMI or VGA port already. NBNC may help you set up equipment, but please make plans prior to arrival to be sure someone can assist you.





Rental Facilities Additional Guidelines and Requirements

Use of Farmhouse Kitchen

The kitchen may only be used when prior arrangements have been made and included in the building use agreement. The kitchen must be left clean. Use of the farmhouse kitchen permits access to the oven, stovetop, dishwasher, toaster oven, microwave, and second bath.

Animals

Only service animals are permitted inside NBNC facilities. All pets must be on leash at all times on NBNC property.

Liability and Damages

Damage to NBNC property caused by the user, any contractor or employee of the user, or any person attending the event sponsored by the user, is the user's responsibility. Any damage, cleaning, or replacement costs resulting from the misuse of NBNC facilities, equipment, furniture or fixtures will be charged to the user. Services of police or firemen to satisfy the requirements of the State statute or local ordinance, or for any other reason, shall be arranged and paid for by the entity contracting to use the building. Any personal or group property left on NBNC premises shall be at your own risk and left only with prior permission.

Alcohol Policy

Alcohol is not permitted without prior approval from NBNC. To serve alcohol, you must provide NBNC with an insurance certificate naming NBNC as an additional insured or provide a copy of your caterer's liquor liability insurance. The Vermont Department of Liquor Control also requires that all events on public property get an event permit to serve liquor.

When Closing Up

Buildings not left in the same or better condition than at the start of the event may result in loss of the security deposit.

When the program/event is over, please ensure that:

- All persons have exited the building.
- All windows and doors closed and locked.
- All lights turned off.
- Trash, compost and recycling cans are emptied. Recycling and composting are required on the property. Trash and recycling bins are located at the rear entrance to the farmhouse. Compostable products (excluding meat and dairy) may be deposited in 5 gallon buckets inside the grey plastic storage locker in the compost area.

- Tables/chairs are put away and the facilities are restored to their condition prior to the program/event.
- Any keys borrowed for your event are left on the counter in the farmhouse, and the door locked by the handle when you leave.
- Our heat is all on programmable thermostats. Please do not adjust the settings

Please attend to the following if you used the farmhouse kitchen:

- Turn OFF all appliances when finished.
- Wash dishes.

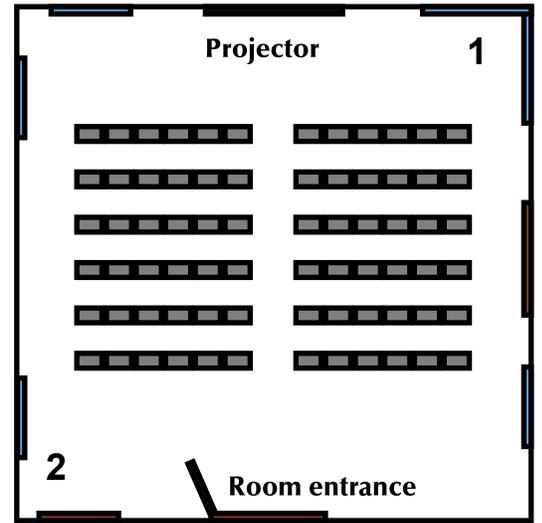
Safety and Considerations

- The maximum capacity is 99 people and must not be exceeded.
- Please be careful on the NBNC property, and be courteous to others who use the space, leaving it as clean as it was when you arrived.
- No decorations or paper may be affixed to the walls.
- The buildings should not be left unlocked when not in use.
- Familiarize yourself with the locations of fire extinguishers and emergency exits prior to the start of your event. The fire extinguisher is attached to the wall to the left of the main entrance door.
- Children should not be left unsupervised at any time.
- Trails are always open to the public. Events must not block trails or inhibit public access to the trail system.
- Picking wild plants from the property is not permitted without permission. Wildlife should not be disturbed. Trails are open to non-motorized access only.
- Smoking and the use of candles (other than electric candles) is not permitted.
- Outdoor fires are only permitted in our fire pit with advance permission. We do not supply wood.
- Trail use and swimming are at your own risk.
- Please notify us as soon as practical about any spills or other damages that occur.



Maxham Room Details

30' x 30'



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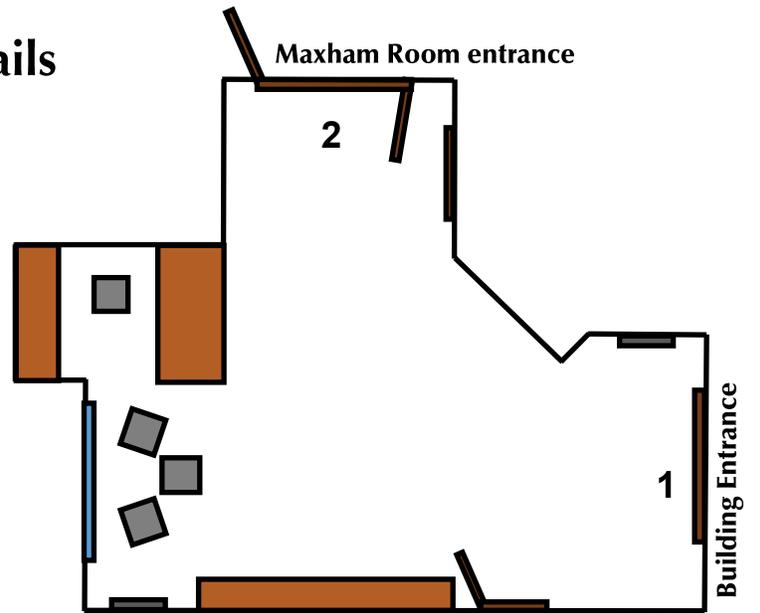


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Rock Creek Room Details



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