Rental Facilities Pricing and Requirements for Use 2022

Standard Rental Fees

	Weekday business hours		Weeknights/Weekends/Holidays	
	Up to 3 hours	Full day	Up to 3 hours	Full day
Indoor facilities	$200	$330	$330	$660
Outdoor facilities	$100	$200	$200	$400

Nonprofit and Mission-related Discounted Rental Fees

Mission-related groups (environmental groups, educators, nonprofits, etc.) **receive 25% off standard fees.**
See below for additional details about discounts

	Weekday business hours		Weeknights/Weekends/Holidays	
	Up to 3 hours	Full day	Up to 3 hours	Full day
Indoor facilities	$150	$250	$250	$500
Outdoor facilities	$75	$150	$150	$300

Additional Charges

$50	Use of second bathroom
$100	Use of kitchen or serving of significant food
$100	Use of breakout conference room/library
$50/$100	Groups larger than 50/100 guests
$50	Use of additional A/V equipment (one smartboard projector included with indoor rentals)
$500	**High Impact Events**: An event is considered a "high impact" if it creates additional wear on the grounds or facilities or limits the public's ability to easily and enjoyably access the NBNC parking lot and trail system. This may include weddings, events with alcohol or amplified music, or large events.

Discounts

Mission-related groups (environmental groups, educators, nonprofits, etc.) receive 25% off standard fees. Additional 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. Abenaki groups may rent our spaces for free or minimal cost.

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Rental Facilities Pricing and Requirements for Use 2021

Facilities

The following is included in a standard facilities rental:

Indoor Facilities

- Use of the 30' by 30' multipurpose Maxham Room
- 100 folding chairs
- 6' tables (6)
- Smartboard projector system (you must bring your own laptop)
- Wi-Fi
- 1 ADA-accessible bathroom.

Outdoor Facilities

- Use of 30' by 30' event tent (Mid-May through Mid-October)
- 25 plastic chairs
- 6' folding tables (6)
- 3 picnic tables
- 1 ADA-accessible bathroom

Deposits

A refundable $100 security deposit is required to cover cleaning costs or damage that may occur. This can be paid by a separate check which will be returned to the user if the facility is left in good order and the key returned. We reserve the right to ask for an additional $200 damage deposit for higher-impact rentals. Space will not be reserved without a deposit. Final payment is due the 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 with less than one month's notice will forfeit their deposit.

Liability and Insurance

Unless waived, groups are **required to provide a Certificate of Insurance** showing a minimum of $1M general liability insurance coverage and proof of Workers Compensation insurance (when applicable). North Branch Nature Center must be listed as an additional insured on that certificate.

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 fire 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 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 and a certificate of liability insurance listing NBNC as additional insured. With these in place, alcohol may be served but cannot be sold, unless the renting group provides NBNC with proof of the caterer's liquor license and liquor liability insurance. The Vermont Department of Liquor Control requires that all events on public property get an event permit to serve alcohol.

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.

Animals

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

Rental Facilities Additional Guidelines and Requirements

Audio/Visual Equipment

Indoor rentals include 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.

Use of Farmhouse Kitchen

The kitchen may only be used if prior arrangements have been made. The kitchen must be left clean. Use of the farmhouse kitchen allows access to the oven, stovetop, dishwasher, toaster oven, and microwaves. Please wash dishes and turn off all kitchen appliances when finished.

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 are closed and locked.
- All lights are turned off.
- Trash, compost and recycling cans are emptied. Recycling and composting are required on the property. Trash and recycling bins are located outside at the service 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.
- Double check that the porch doors to the Maxham Room are completely closed.
- Any keys borrowed for your event are left on the counter in the farmhouse, and the door locked by the handle when you leave.

Safety and Considerations

- The maximum capacity of the Maxham Room 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.
- Our climate control is all on programmable thermostats. Please do not adjust the settings.
- Familiarize yourself with the locations of fire extinguishers and emergency exits prior to the start of your event. A 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, inhibit public access to the trails, or negatively impact the experience of other visitors.
- 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.

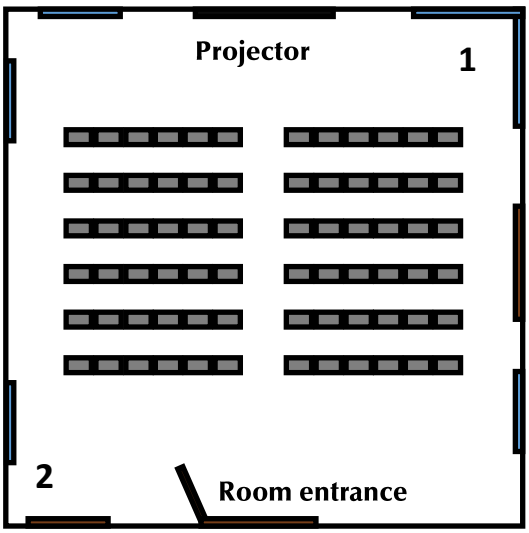
Political Activities

North Branch Nature Center does not participate in political campaigns nor endorse political candidates. Parties renting any part of NBNC for political activities must adhere to these restrictions:

- Renting parties must prominently display one or more signs (provided by NBNC) stating that the event is not affiliated with NBNC. Sign placement will be determined by NBNC.
- Public-facing signage promoting a) the event, b) any political activity, or c) any campaign or candidate is not allowed. This prohibition includes the entire outdoor portion of our property and all indoor areas open to the public during the rental. Political signs may only be placed in the rooms or tents being rented.
- Any written or oral statements claiming or implying NBNC's endorsement of the candidate, campaign or affiliated causes are prohibited.

Maxham Room Details

30′ x 30′



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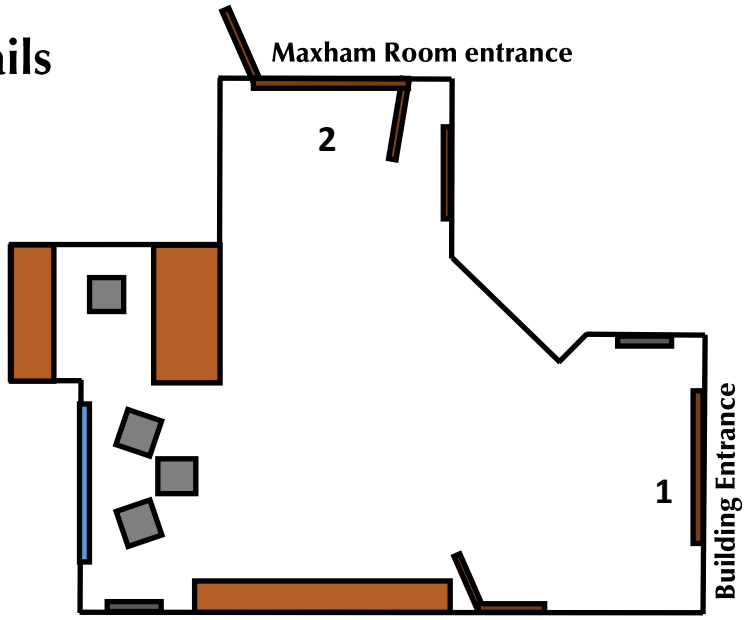
Rock Creek Room Details



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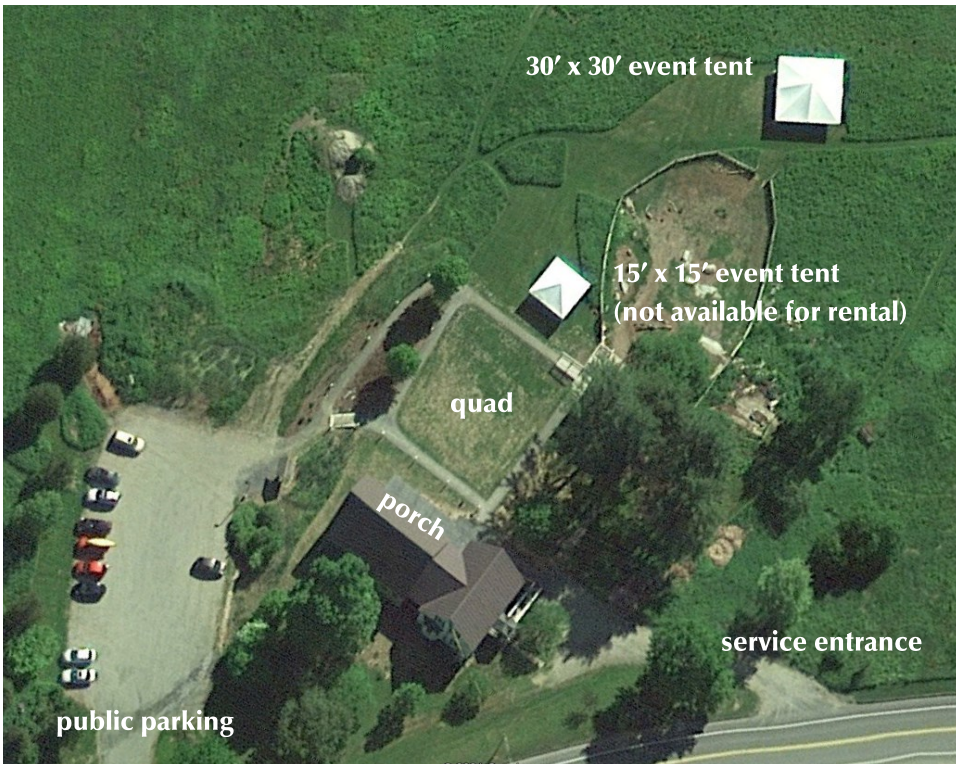
Outdoor Facilities Details