

Rental Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 ● Phone: 217.423.7708 ● MaconCCD.org ● Rentals@MaconCCD.org

Event Information

Requested Date and Day of Week _____ Requested Time _____

**Rentals are booked in time blocks. Half-day: up to 4 hours, Full-day: up to 8 hours. All time must include both setup and tear down.*

Contact Information (PLEASE PRINT)

Contact Name _____ Main Contact Date of Birth _____

Organization Name (if applicable) _____

Contact's Address _____ City _____ State _____ Zip _____

Contact's Phone Number _____ Cell Phone Number _____

Email _____

Emergency Contact Name _____ Phone Number _____

Day of event contact person name _____ Phone Number _____

Event Details

Type of Event (i.e. birthday, reunion, graduation, picnic, reception, staff retreat, etc. ***For children's birthday parties with a program**, call 217-423-7708 to book. All other birthday parties, fill out this form.)

Expected Number of Guests: _____

Rental Packages (Lower-Level see attached floorplan)	Room Fees: 1-4 Hours	Room Fees: 5-8 Hours	(Required) Refundable Deposit per Room	Total Including Deposit
Monarch Room (max capacity 38)	\$125	\$250	\$125	\$
Redbud Room (max capacity 32)	\$125	\$250	\$125	\$
Acorn Kitchen (Max capacity 18) Must rent to use this space.	\$125	\$250	\$125	\$
Cicada Room (Max capacity 19)	\$125	\$250	\$125	\$
Hidden Hollow Patio (max capacity 100)	\$200	\$400	\$200	\$
Additional Items	Price	Quantity	Total	
Firewood bundle (10-12 pieces)	\$5/bundle	bundles	\$	
Grill	\$20/hour	hours	\$	
Upper-Level Available Rooms	Room Fee: 1-4 Hours	Room Fee: 5-8 Hours	(Required) Refundable Deposit per Room	Total Including Deposit
Greenberg Auditorium (max capacity 100)	\$200	\$400	\$200	\$
Forest Classroom (max capacity 25)	\$125	\$250	\$125	\$
Washburn Classroom (max capacity 20)	\$125	\$250	\$125	\$
☐ We are a Non-Profit. For Non-Profit pricing, please provide proof of status when submitting application.	Non-Operating Hours Fee**		\$	
	Total of All Fees & Deposits		\$	

**** Rentals made outside of Nature Center operating hours will be charged an hourly fee of \$75 per hour for any time outside of the listed hours.**

Nature Center Operating Hours:

Monday – Friday: 8am – 5pm

Saturday: 9am – 5pm

Sunday: 1pm – 5pm

Rental Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 • Phone: 217.423.7708 • MaconCCD.org • Rentals@MaconCCD.org

DEPOSIT & PAYMENT

- Payments must be made **in full** at the time of booking to secure the reservation. **This includes the deposit** which is not considered part of your rental fee and must be added to the rental fee total when completing the application.
- Reservations must be made 15 business days prior to the event.
- Must be 18 years of age or older to make a reservation and contact person on site the day of the event must be 18 years of age or older.
- Violation of any guidelines in the policy below may result in forfeiture of deposit.
- If excessive damage is found that will not be covered by the deposit, the deposit will be forfeited, and Renter will be billed the replacement value amount.
- Firewood bundles **must** be purchased from the Macon County Conservation District and the gathering of wood, sticks, and debris from the forest or trails is strictly prohibited.

CANCELLATION POLICY

- Cancellations must be made at least 15 full days in advance of the event to receive a full refund.
- Cancellations made less than 15 full days in advance forfeit the deposit.
- Cancellations made less than 7 full days in advance forfeit the entire paid balance upon cancellation.

VENDOR GUIDELINES

- All vendors that will be used for your event will need to be submitted to the Macon County Conservation District in order to determine insurance requirements.

CATERING

- Caterers staying on-site must be licensed and meet with the venue representative staff member and provide the following:
 - Certificate of Insurance with the following requirements:
 - Macon County Conservation District (3939 Nearing Lane, Decatur, IL 62521) must be listed as the certificate holder.
 - Macon County Conservation District must be listed as additionally insured, with proof of general and auto liability if driving into the Rock Springs Conservation Area.
 - A minimum of \$1,000,000 of coverage.
 - Copy of Health Department license.
 - Day-of schedule (arrival time, serving time, service duration, etc.)
 - Space requirements, special needs, and layout.
 - Adequate amount of catering staff based on guest count.
- Catering will have access to the venue beginning at the start of the reservation start time. **Catering service is not permitted to cook on the stovetop in the kitchen** and the kitchen must be returned to the same conditions as they were upon arrival.

ALCOHOL/BARTENDING.

- The renter must hire a licensed, insured, and BASSET certified bartending service. **Self-serving is prohibited.** If self-serving is discovered, renter forfeits all deposits and will be asked to dispose of the beverages.
- Bartending services must discuss requirements with and provide the following to the Macon County Conservation District:
 - Certificate of Insurance with the following requirements:
 - Macon County Conservation District (3939 Nearing Lane, Decatur, IL 62521) must be listed as the certificate holder.
 - Macon County Conservation District must be listed as additionally insured, with proof of general and auto liability if driving into the Rock Springs Conservation Area.
 - A minimum of \$1,000,000 of coverage.
 - Dram shop/Liquor Liability coverage.
 - Day-of schedule (arrival time, serving time, service duration, etc.)
 - Space requirements, special needs, and layout.
 - Adequate amount of staff/bartenders based on guest count.

Rental Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 • Phone: 217.423.7708 • MaconCCD.org • Rentals@MaconCCD.org

- A representative from the bartending service must remain on-site until all drink service is complete and all related items are removed from the venue.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.
- All alcohol must be removed at the conclusion of the event. Any items left will be disposed of.
- If alcohol is not approved prior and is brought in, Renter and party will be asked to leave and forfeit all deposits and fees.
- After service is complete, bartending service is responsible for breaking down their area. Area should be left in same conditions as found.

ENTERTAINMENT

- Entertainment must discuss with and provide the following to the Macon County Conservation District:
 - Day-of schedule (arrival time, service duration, etc.).
 - Space requirements, special needs, and layout.
 - Music must be kept at a reasonable volume (not over 70 decibels) so as not to disturb other guests visiting the Conservation Area, and not to disturb or disrupt any wildlife. If the venue representative staff member has to ask that the volume be lowered more than three times during the rental time period, the renter will be asked to turn the music off. Music is not permitted after 8pm. Starting at 7:30pm, the music must be lowered.
 - Rock Springs Conservation Area is open to the public, all music must be appropriate to be considerate of other guests visiting the area.

Please list any vendor that you will be using during your event. All vendors used for your event need to be submitted to the Macon County Conservation District 14 business days prior to your event to determine insurance requirements.

Entertainment:	Other:
Food Service:	
Beverage Service:	

Once you have completed and signed the forms, please email to Rentals@MaconCCD.org or drop off or mail to:

3939 Nearing Lane
Decatur, IL 62521
Attn: Rentals

Once date is confirmed, if sending or writing a check, please make payable to: Macon County Conservation Foundation

Once we receive your request form, one of our staff will reach out to you. Please select your preferred form of contact:

Phone Call _____ Email _____

Please describe how many tables you will need and the layout as well as any additional comments. Please include any tables needed for seating, food, gifts, check-ins, drinks, etc.

We have eight (8) 72" round tables that can seat eight (8) comfortably, up to nine (9) or ten (10) in a tight seating arrangement. We have several 6' rectangle tables that can seat two to six (2-6) depending on the layout.

Rental Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 • Phone: 217.423.7708 • MaconCCD.org • Rentals@MaconCCD.org

Additional Rental Rules & Information Sheet for the Rock Springs Nature Center

DECORATIONS

- Macon County Conservation District will not provide decorations, linens, dishes, or cutlery.
- No permanent or damaging changes are to be made to the venue (i.e. nails, duct tape, glue, screws or staple guns). Masking and painters tape are permitted; however, Renter is responsible for any damages these cause.
- Confetti, fake flower petals, smoke sticks/bombs, rice, and live animals (butterflies, birds, etc.) are not allowed.
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoking/fog machines, real candles, sparklers, and fireworks are prohibited.
- No inflatables (i.e. bounce houses, pools, etc.) or tents are permitted.
- Tables indoors and patio furniture outdoors are not to be moved.

ARRIVAL/DEPARTURE

- Access to reserved spaces both indoors and outdoors begins and end at your contracted time. **This includes decoration set-up and tear-down.** Please plan your times accordingly.
- Occupying the space before/after your contracted rental time may result in additional time being charged.
- Please ensure the reserved area(s) are cleaned up, garbage is placed in the garbage cans, and the area is vacated by guests at the conclusion of the event.
- Items including decorations, alcohol, or other event materials may not be left outside of the reserved event time and will be disposed of.

OTHER REMINDERS

- Vehicles are not permitted on grassy areas, trails, or sidewalks.
- Indoor and outdoor capacity amounts cannot be combined. Meaning, if renting all downstairs rooms plus the patio, in the event of inclement weather, the 100 guests outside cannot join the 110 guests inside as it goes over the maximum allowable capacity. Please make sure to plan accordingly.
- Watch your step while entering/exiting the patio area from the large doors, there is a height difference in the threshold.
- The Macon County Conservation District is not responsible for lost/stolen items.
- The Macon County Conservation District is not responsible for monitoring nor reporting approaching weather systems to its Renter nor to the participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants, and spectators.
- Only service dogs that are leashed are permitted inside the venue, all other animals are prohibited.
- Amplified music or use of a loudspeaker must have prior approval from the venue representative. Music and speaker usage is not permitted after 8pm.
- Event attendees must park in main blacktop parking lot. Parking in staff rock lot is prohibited. Parking lot cannot be reserved for the event.
- Real candles inside the fireplace or firepit are prohibited.
- Staff will light and extinguish fires at the beginning and conclusion of the event.
- **No cooking** or major food prep is allowed in the kitchen. Warming trays, proofers, and chaffing dishes are permitted.
- Only staff can open, close, or move the interior and exterior movable walls and doors. Damages to these due to Renter or guests attempting to move them will result in forfeit of deposit and could result in additional billing to cover damage to the walls or doors.
- Once set up in the pre-approved layout, tables cannot be moved due to possibility of floor damage.
- Children are to be supervised at all times, both inside and outside the facility. Running up and down the stairs, going into staff only areas, or playing with the elevator are not permitted.
- District staff will be on-site at all times during the event as representatives of the Macon County Conservation District. They are there to protect the facility and property, and to assist if Renter has questions or needs more supplies (garbage bags, cleaning spray, etc.) They are not there as a wedding/event planner or coordinator, waiter/waitress, bar server, decorator, babysitter, busser, or in any other capacity. They are there to ensure the Renter cleans the space properly and leaves the venue as they found it.
- If there are any violations to these rules or any other rules listed in this agreement, we reserve the right to immediately terminate the reservation and retain the deposit.

Waiver of Liability

3939 Nearing Lane, Decatur, Illinois, 62521 ● Phone: 217.423.7708 ● MaconCCD.org ● Rentals@MaconCCD.org

WAIVER OF LIABILITY AND RELEASE OF CLAIMS

This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth in this document, and failure to adhere to these regulations will incur financial penalties and possible legal action.

For consideration of use of Macon County Conservation District properties for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of injury, including death, loss, or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Macon County Conservation District and its Trustees, Directors, agents, servants, and employees from any and all claims from injuries, including death, damage, or loss which may occur to participants through activities of conducting the event. The Macon County Conservation District reserves the right to require certificate of insurance for any event that increases the District's liability. If required, the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Macon County Conservation District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects to the Macon County Conservation District. The District does not assume any liability for property damaged, lost, or stolen on District properties, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages, or loss regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Macon County Conservation District from any and all losses, claims, suits, judgements, or damages that the User might sustain as a result of any and all activities connected or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

PRINT NAME OF RESPONSIBLE PARTY

SIGNATURE OF RESPONSIBLE PARTY

NAME OF ORGANIZATION (IF APPLICABLE)

DATE

OFFICE USE ONLY

PAYMENT RECEIVED DATE: _____ **CASH \$** _____ **CHECK #** _____ **CC** _____

ENTERED ONLINE: RECEIPT # _____ **RESERVATION #** _____ **DATE** _____

RECEIVED BY: _____

STAFF SIGNATURE: _____ **DATE:** _____

Hidden Hollow Inner Rooms and Capacities

