

ROCK SPRINGS NATURE CENTER

Rental Request & Agreement

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

Reservation Availability

January – March & September– December
Monday – Sunday: Nature Center Operating Hours

***April – August**
Monday – Friday: Limited daytime availability
Saturday/Sunday: Nature Center Operating Hours

*Priority goes to schools and summer camps.

Event Information

Requested Date _____

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, 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)	Room Fees (See attached floorplan)	Quantity of Rooms	Patio Fee	Total
Half-day rental: 1-4 hours	\$125/room		\$200	\$
Full-day rental: 5-8 hours	\$250/room		\$400	\$
Additional Items	Price	Quantity		Total
Firewood bundle (10-12 pieces)	\$5/bundle	bundles		\$
Grill	\$20/hour	hours		\$
Upper Level Available Rooms	Room Fee: 4-Hour	Room Fee: 8-Hour		Total
Greenburg Auditorium (max capacity 100)	\$200	\$400		\$
East Classroom (max capacity 25)	\$125	\$250		\$
Washburn Classroom (max capacity 20)	\$125	\$250		\$

***Deposit for the indoor rooms: \$125 per room. For the patio: \$200**

Refundable Deposit*	\$
Non-Operating Hours Fee**	\$
Total	\$

**** 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.**

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DEPOSIT & PAYMENT

- Payments must be paid in full at the time of booking to secure the reservation.
- 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, 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 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.**
- 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.
 - Bartenders must be BASSET certified.
 - 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.

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- 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:	

DECORATIONS

- Macon County Conservation District will not provide decorations or linens.
- No permanent or damaging changes are to be made to the venue (i.e. nails, tape, glue, screws or staple guns).
- Confetti, fake flower petals, smoke sticks/bombs, and rice 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 at your contracted rental start time.
- 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.

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OTHER REMINDERS

- Vehicles are not permitted on grassy areas, trails, or sidewalks.
- Watch your step while entering/exiting the patio area from the indoors, 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 is not able to 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.
- Renter is not permitted to use the cooktop stove in the kitchen. Warming trays and chafing dishes are permitted.
- Only staff can open, close, or move the interior and exterior movable walls and doors.
- Once set up in the pre-approved layout, tables cannot be moved due to possibility of floor damage.
- Patio furniture and tables indoors cannot be moved by Renter.

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

3939 Nearing Lane
Decatur, IL 62521
Attn: Rentals

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____

Additional Comments and/or Room Choices

Nature Center Operating Hours:

Monday – Friday: 8am – 5pm
Saturday: 9am – 5pm
Sunday: 1pm – 5pm

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

RECEIVED BY: _____

- ☐ **Payment Received**
- ☐ **Contract/Waiver Signed**

STAFF SIGNATURE: _____ **DATE:** _____

Hidden Hollow Inner Rooms and Capacities

