



Association, Inc.

## APPLICATION FOR NATURE PARTIES BY THE NATURALIST

CONTACT: 703-729-9726 OR NATURALIST@BROADLANDSHOA.COM

### POLICIES FOR NATURE PARTIES AT THE BROADLANDS NATURE CENTER

- **Rental Fees: Nature Center - \$175 (3-hour limit). Nature Center Patio and Grounds - \$75 (per hour).** Full payment is required at the time of booking. Acceptable forms of payment are checks or credit cards.
- All nature parties are allotted a maximum of three (3) hours for their event at the Nature Center. All set-up and clean-up must be done within the three (3) hours during the event. No additional time before or after the party is given. **Failure to meet the three (3) hour time limit will result in additional fees incurred by the renter at \$50 for each additional 30 minute increment over the maximum time allotted.**
- All set-up and clean-up is the responsibility of the renter. This includes taking down all party decorations as well as cleaning up all post party mess, including the floors.
- No helium balloons are permitted inside the Nature Center.
- **Cancellation policy:** Parties cancelled 72-hours **prior** to the event will receive a full refund. Parties cancelled **within** 72-hours of the event will be refunded half of their rental fee (\$75); unless the event has been rebooked for a future date then the entire rental fee will be applied towards the new date.

### APPLICANT INFORMATION

Today's Date: \_\_\_\_ / \_\_\_\_ /20\_\_

Name (Contract Holder):

Address:

Phone Number(s):

Home:

Cell:

Email:

### EVENT INFORMATION

Date of Event: \_\_\_\_ / \_\_\_\_ /20\_\_

Day of the Week:

Start time of event: \_\_\_\_\_ am or pm \*End time of event: \_\_\_\_\_ am or pm

\*Maximum length of event is three (3) hours. All set-up and clean-up must be done during the event time. Failure to meet the three (3) hour time limit will result in additional fees incurred by the renter at \$50 for each additional 30 minute increment over the maximum time allotted.

Number of Attendees:

Description of Event:

*The above information is true and accurate to the best of my knowledge. I agree that I have read and understood the **Policies for Birthday Parties at the Broadlands Nature Center** and have agreed to follow the rules and policies and agree to abide by them. I further agree by my signature below that approval of this application shall be subject to the sole discretion of the Broadlands Association, that any activities permitted hereby shall be limited to those listed on the application and that the Broadlands Association may terminate this agreement within a 24-hour notice in case of gross negligence by applicant and upon a 10-day notice with or without cause.*

Applicant Signature:

Printed Name:

Date \_\_\_\_ / \_\_\_\_ /20\_\_

Broadlands Rep Signature:

Date \_\_\_\_ / \_\_\_\_ /20\_\_

### OFFICE USE ONLY

#### Rental Payments Received

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \$\_\_\_\_\_ check#\_\_\_\_\_ credit card (PayPal) Transaction# \_\_\_\_\_

Notes: \_\_\_\_\_