



# THE NATURE & RETREAT CENTER

*At Oak Point Park*

Plano's most hidden gem for weddings and events!

*planonrc.com*

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**Conveniently located 30 minutes north of Dallas, The Nature & Retreat Center is a premier location for professional meetings and special occasions. Offering unique indoor and outdoor event space for up to 100 guests, it is certain that you will love the view from our intimate ballroom or back patio.**

**Our venue promotes an open vendor policy which allows you to personalize your experience with minimal restrictions. Our goal is to provide a friendly environment and a high level of service to ensure all of our clients have a stress-free event experience. The comfortable space and natural scenery at The Nature & Retreat Center is guaranteed to bring positive energy to your next event! Contact us today to schedule a tour with our events team!**



PlanoNRC@Plano.gov  
972-941-5414  
www.PlanoNRC.com  
5901 Los Rios Blvd.  
Plano, TX 75074





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## WEEKDAY RENTAL RATE

*Monday - Thursday*

**\$1,000**

## WEEKEND RENTAL RATE

*Friday - Sunday*

**\$1,800**

Rental price includes 10 hours of venue access, setup of in-house tables and chairs, use of in-house AV system and ability to bring your own catering.



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### EVENT RESOURCES GUIDE

Thank you for choosing The Nature & Retreat Center at Oak Point Park for your event. The following information should answer many questions you have as your event approaches. We have also listed various venue policies of which you need to be aware of.

It is important to remember The Nature & Retreat Center at Oak Point Park is a multi-purpose venue located on a public park. Sound pollution may occur in this City of Plano Park without warning and there may be simultaneous events throughout the park. Sound pollution includes but is not limited to; wildlife, park patrons, construction, and special events at the pavilion, amphitheater, and special events field. No refunds or other compensation or accommodation will be provided in the event such sound pollution occurs during a reserved event.

Your Event Coordinator will rely heavily on the information you provide to manage and coordinate public areas in the instance of multiple events. Providing detailed program information in advance will ensure smooth operation during the event. If you have questions regarding any of this information, please contact your Event Coordinator for more details.

**It is the responsibility of the Client to see that all guests and all vendors including but not limited to catering companies, florists, decorators, musicians/DJs, photographers, etc. are informed of these policies.**



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## **BOOKING YOUR EVENT**

All event rentals must be approved by the Venue Supervisor. No oral agreements for use of the venue shall be considered valid. No reservation will be regarded as binding unless a contract has been completed, signed and the required deposit paid. Any client with an outstanding balance may not book additional dates until the balance is paid.

Contracting The Nature & Retreat Center for your event includes 10 hours of venue access. All activities in the Venue must be kept within the contracted times. This time will include your set up, rehearsal or preparations, event times, breakdown, and any other activities that your event will need in the venue. Please schedule accordingly. **No items are allowed to be stored at The Nature and Retreat Center before or after the contracted event times. If a client has not vacated the venue by the designated out time in the venue use agreement, that client will be assessed an after-hours fee.**

*\*Rental of The Nature & Retreat Center does not mean exclusive use of the entire Oak Point Park.\**

### **DEPOSIT(S) AND RENTAL FEES**

A \$300 refundable damage deposit and 50% of leasing fees is due with the signed contract. The refundable damage deposit is fully refunded within 30 days after the event date as long as the Venue is left in the condition it was leased in. The Manager on Duty will complete a walk thru at the end of each event to determine damage or any excess cleaning that may result in the forfeit of the damage deposit.

### **STANDARD RENTAL FEES:**

**Monday – Thursday: \$1,000**

**Friday – Sunday: \$1,800**

*\*Includes 10 hours of venue access. Additional hours may be contracted for \$200/per hour.*

*\*\*Events being contracted within the next 30 days may qualify for short term booking rates.*

### **STANDARD EVENT RENTAL TIME:**

**Monday – Thursday: (7:30AM-5:30PM)**

**Friday – Sunday: (2PM-11:59PM)**

- Event rental time may be altered upon approval from the Venue Supervisor.
- Additional hours may be contracted for \$200/per hour.
- Venue is closed on all major holidays.

### **CANCELLATION**

Written notice is required for all cancellations. Any person desiring to cancel the Agreement will forfeit their initial 50% deposit as liquidated damages. Any person desiring to cancel the Agreement less than fourteen (14) days prior to the event will be held responsible for the full rental amount.

If a check is returned (insufficient funds), the check writer will be held liable for non-sufficient fund charges in accordance with current City of Plano policy. If an alternate payment method is not provided within 24 hours, the Venue Supervisor reserves the right to terminate the event.

The Nature & Retreat Center management reserves the right to cancel an event or activities, and close the Venue due to severe inclement weather including but not limited to ice, severe storms, and extreme cold. The Nature & Retreat Center events team will work closely with you to develop an indoor weather backup for all outdoor events. It will be the responsibility of the venue staff to make a weather call 24-48 hours prior to the event start time. No refunds will be issued for outdoor events that were relocated inside due to weather.

## VENUE AMENITIES

The following amenities are complementary when renting the Venue unless otherwise noted:

### **EQUIPMENT AND VENUE**

- 10 hours of exclusive use of the event space (including Meeting Room A – D, catering prep kitchen, office suite, hallway and outdoor backyard area)
- Full set up of standard tables and chairs based on approved floor plan
- Full clean up (excluding catering trash)
- Complimentary parking
  - o 240 spots (shared with park guests)
- Up to (12) 60" round silver polished banquet tables
- Up to (20) 6' x 30" rectangular silver polished banquet tables
- Up to (10) 30" cocktail rounds
- Up to (10) 36" cocktail rounds
- Up to (140) black banquet chairs (*indoor use only*)
- Up to (140) outdoor white garden chairs (*outdoor use only*)
- Podium
- Heptagon backdrop with greenery (add \$100)
- Décor package (add \$250)
  - o Includes selection of in house centerpieces and table numbers
- Lawn game package (add +\$50)
- Dry erase board with markers (add +\$25)

All floor layouts must be approved by The Nature & Retreat Center Supervisor or Event Coordinator a minimum of 14 days prior to your event date. Your Event Coordinator will provide guidelines and create a floor plan for your event that incorporates policies mandated by the City of Plano Fire Department.

Tables and chairs provided by The Nature & Retreat Center may only be used inside the venue or on the concrete porch areas only during fair weather, and may be removed at the Manager on Duty's discretion. Only dedicated outdoor furniture provided by The Nature & Retreat Center may be used on the grass lawn.

Room capacities vary with the addition of staging, dance floors or audio-visual equipment. Please check with your Event Coordinator to confirm room capacities prior to preparing room specifications for your event. Changes in the set-up once the room is set will be subject to charges. Any change requests within 24 hours of event opening are subject to additional charges.

<b>CAPACITY CHART</b>										
Square Footage	Size	Room	Rounds of 8	Rounds of 8 + Dance Area	Cocktail	Classroom (2 per)	Classroom (3 per)	Theater	Board Room	U-Shape
1510	41'x38'	Meeting Room A+B	96	80	100	60	72	100	30	33
755	20.5'x38'	Meeting Room A	48	32	75	30	36	48	24	21
755	20.5'x38'	Meeting Room B	48	32	75	30	36	48	24	21
755	20.5'x38'	Meeting Room C	48	32	75	30	36	48	24	21
321	13.5'x24'	Boardroom	-	-	-	-	-	-	14	-
700	25'x24'	Back Patio	56	32	70	-	-	80	-	-
1641	33.5'x49'	Lobby	-	-	-	-	-	-	-	-
726	59'x12'	Hallway	-	-	-	-	-	-	-	-

## **AUDIO VISUAL**

- In house AV system
- Complimentary Wi-Fi
- (2) Mounted 80" LED monitors in each event space.
- Easy HDMI connection for presentations and custom slideshows
- In house sound system
- Outdoor speakers
- Wireless microphone (add +\$25)

Flying, or attachment of anything to the ceilings is not allowed without the written consent of The Nature & Retreat Center Supervisor.

Technical support is provided for the in-house equipment at The Nature & Retreat Center only; we do not provide technical support for equipment brought into our Venue.

Some Apple and Macintosh devices have licensing restrictions that prevent the device from connecting to our systems. Please contact our event team prior to your event to schedule an AV test.

## **CATERING PREP KITCHEN + OPEN CATERING POLICY**

Our catering prep kitchen includes the following equipment:

- Refrigerator
- Freezer
- Warming box
- Sink
- Ice Machine

All applicable permits and licenses are the sole responsibility of the Client or representatives. The Nature & Retreat Center management reserves the right to suspend or deny service at any time. The Nature & Retreat Center offers an onsite catering prep kitchen. All vendors will be responsible for cleaning up their own station including the removal of all food related waste. Dumpsters are onsite for use, and a member from the venue team will assist the caterer with its location. Any spills will need to be cleaned and all equipment and food must be removed at the conclusion of the event.

**NO COOKING OF ANY FORM IS ALLOWED IN THE VENUE, IN THE PARKING LOT OR ON THE PREMISES OF OAK POINT PARK & NATURE PRESERVE. THIS INCLUDES SMOKERS, GRILLS, FLATOPS, FRYERS, ETC. IT IS THE RESPONSIBILITY OF THE CLIENT TO SHARE THIS INFORMATION WITH ALL APPLICABLE VENDORS.**

## **EVENT PORTER SERVICE**

- Coordinates with Caterer regarding trash removal
- Restocks and cleans restrooms
- Cleans up any spills during the event
- Assists with any day of setup requests

*\*Any equipment listed in the equipment inventory is subject to availability. Any equipment required for the event other than what is listed in the inventory shall be the responsibility of the client.\**

# **VENUE POLICIES**

## **DECOR**

The following are strictly prohibited:

- Tape, tacks, nails, staples or adhesive of any kind.
- Confetti, paint, henna, silly string, hazers, unsecured helium balloons, birdseed, glitter, rice, Etc.
- Sidewalk chalk
- Bounce houses
- Balloon or lantern releases
- Fireworks of any kind, including sparklers
  - o Any candles, grills, fire pits, burners or other device which, when used, produces a visible flame capable of igniting ordinary combustible material
- Any outdoor signage must be approved in advance
- Any other decorations or items that create a substantial risk of damage or excessive litter

The Nature & Retreat Center staff must approve and supervise any alterations in the lobby furniture and venue artwork. Any equipment damaged while the client has access to the Venue will be the sole responsibility of the Client, and Client shall pay to the City of Plano the repair or replacement cost of such equipment on demand thereof. Equipment repair and/or replacement value and procedures will be the sole discretion of The Nature & Retreat Center management.

The Nature & Retreat Center staff is dedicated to doing everything possible to ensure that your event is successful and safe. To that end, we must be informed a minimum of fourteen (14) days prior to your event date if you or your decorator plan to hang anything at The Nature & Retreat Center.

## **LOAD IN/LOAD OUT**

### **Load In**

The Venue will be set according to the pre-approved floor layout when the client arrives. Event staff will conduct a pre-event walk-through to ensure the set is correct and the venue is free from any excessive messes or damages. Clients and vendors are encouraged to utilize the Service Entrance at the far end of the venue for load in/load out. Door shall remain closed and locked when not being utilized for load in/load out.

### **Load Out**

The Nature & Retreat Center staff will inspect the venue after the rental is complete. Failure to comply with any of the rules & regulations will be documented and result in forfeiture of deposit.

Clients and vendors are responsible for removing belongings and vacating the Venue by the end of the contracted event time. If the Venue is not returned to its pre-event condition or exceeds the contracted event time, further fees will be assessed by management.

## **ALCOHOL**

Management must approve any use of alcoholic beverages in The Nature & Retreat Center. Use of alcohol must be in strict compliance with the Alcoholic Beverage Code of the State of Texas and the Zoning Ordinances of the City of Plano. The Nature & Retreat Center's staff and the City of Plano reserve the right to require that the client suspend the provision of alcoholic beverages to their guests.

**A Plano Police officer is required to be present any time alcohol is being served or consumed. The officer is scheduled through the Venue Supervisor and the client will pay the officer directly on the day of the event by cash or check. The officer is \$60/hour with a 4 hour minimum. Failing to notify venue staff of alcohol service or consumption at least two weeks prior to the event date will result in forfeiture of deposit and immediate termination of the event.**

## ANIMALS

Service and/or guide animals are permitted at all times. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Prior approval by The Nature & Retreat Center Venue Supervisor is required for all non-service animals.

## CROWD CONTROL MANAGEMENT/SECURITY

The management of The Nature & Retreat Center reserves the right to hire security for any event. All charges for security will be billed to the Client. For any event that has the presence of alcohol, at least one Police officer will be added to the contract for the duration that alcohol is present.

No organization or individual may use the property for purely political activities, raising funds, or recruiting members for any organization except for approved City of Plano activities. No gambling for monetary gain shall be allowed.

## SMOKING

The Nature & Retreat Center at Oak Point Park is a non-tobacco, non-vapor venue. Smoking, in any form, is strictly prohibited within 20 feet of the venue.

## INFORMATION CENTER

The lobby at The Nature & Retreat Center serves as an information center and the gateway to Oak Point Park and Nature Preserve Monday – Friday from 8AM-5PM.

**Event setup is not permitted in the designated lobby area during public lobby hours.**

