

**TIN MOUNTAIN CONSERVATION CENTER (TMCC)
NATURE LEARNING CENTER (NLC) SITE RENTAL POLICY
FOR WEDDINGS/WEDDING RECEPTIONS**

Individuals may rent space at the Nature Learning Center for weddings and wedding receptions. TMCC programs and events take precedence and any bookings must depend on the availability of a TMCC staff person to be present.

TMCC requires any individual using our facility to provide a certificate of insurance showing that TMCC is named as a certificate holder and **additional insured**. As part of the Lease Agreement, individuals must sign a **hold harmless clause** that agrees to indemnify TMCC, and provide evidence of a homeowner's policy with an umbrella liability. Individuals must pay a **security/damage deposit of \$200** upon signing the Lease Agreement. If alcohol is served, the certificate of insurance must also state that the individual's policy does not exclude serving alcohol. All laws governing the distribution and use of alcohol apply. The security deposit or portion thereof not used by TMCC to pay for any cleaning or repair of damages caused by the event shall be refunded by mail within 30 days after the event. This deposit may not be used to pay rental fees. **Tin Mountain NLC and its grounds are a NO SMOKING facility/property.** TMCC requires all **TRASH & RECYCLABLE** materials (glass, plastic, aluminum, cardboard) from the event to be bagged separately and removed by Lessee the day of their event. NLC must be vacated by guests and caterers by the end of chosen rental time on the night of the event.

Please **REFRAIN FROM BRINGING SINGLE USE PLASTIC WATER BOTTLES**. We have excellent artesian well water available. Outside suppliers (e.g., caterer, etc.) and their equipment must be gone by end of the rental hours, excluding a tent.

Groups may use our small kitchen upon request, which has a stove, oven, microwave, sink, dishwasher, small refrigerator. For full refund of the security deposit, the state of appliances and cleanliness must be that in which they were prior to the event.

Groups must provide their own food, silverware, and dishes, table cloths and remove **ALL** trash & recycling at the end of their event.

Please refrain from using Styrofoam. The NLC is accessible to people with disabilities. Call (603) 447-6991 for any questions.

Nature Learning Center wedding/wedding reception rental pricing:

Friday, 5PM-Midnight, Saturday – Sunday, 9AM-Midnight (Weekend rates)

6 hrs. \$ 2,250
7 hrs. \$ 2,625
8 hrs. \$ 3,000

You can rent the building for however many hrs you need at \$375/hr.

The time you start your rental is when the building will be open and available for you or caterers to come in, and the building is closed at the end of the rental time you choose, all decorations and everything cleaned up by that time you choose (no later than midnight)

Rental time must include time for set-up and take-down.

You can set up for a Saturday wedding on Friday evening between (2pm-5pm), for \$50/hr.

If you choose to set up on Friday during 5pm-7pm Lessee will be charged the (weekend rate).

Great Room Dimensions: 48' x 31' (approx. 1,500 sq. feet)

Great Room & Library Capacity:

Max. 80-100* people seated at tables or

Max. 150* people seated auditorium style or

Max. 183 people standing room only

*only 100 chairs & 12 8' rectangular tables available

If you arrive earlier than your paid start time you can either wait outside until your rental time starts, or you can pay double the hourly rate for arriving early to set up, this includes caterers or florists who arrive earlier than set up time, so please make sure you rent the building with enough time before your wedding for these vendors to come in. If you choose to pay the fee and set up earlier, payment is due at the time of arrival via credit card or check.

Fees include the cost of having a staff member on site for emergencies. Fees include trash barrels and trash bags, however, all trash & recycling need to be removed at the end of the rental time.

If you choose to have TMCC handle trash, there is a \$100 fee.

Fees include use of TMCC grounds, including the fields, trails, and 5 picnic tables.

These conditions and rates are subject to change without notice and at the discretion of TMCC.

Tin Mountain Conservation Center 08/2023