

**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 outside regular business hours (Mon-Fri, 9AM-5PM) and at the discretion of TMCC. TMCC reserves the right to decline any group due to unacceptable facility impact (e.g., band, alcohol, etc.). 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. If a caterer is serving alcohol they must provide TMCC with a copy of their certificate of insurance with **general, liquor, and auto liability**, and naming TMCC as a certificate holder and **additional insured**. Alcohol may not be served during regular center hours. 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 midnight the night of the event.

Outside suppliers (e.g., caterer, etc.) and their equipment must be gone by end of the rental hours, excluding a tent. Outside suppliers *must* agree to discuss with a TMCC staff member prior to the event to go over building procedures. Groups may use our small kitchen upon request, which has a stove, oven, microwave, sink, dishwasher, refrigerator, and coffee maker. 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, 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, 8AM-Midnight (Weekend rates)

Groups with 65 or more attendees 4 hrs. \$ 1,060 6 hrs. \$ 1,600 8 hrs. \$ 2,200	Groups with under 65 attendees 4 hrs. \$ 900 6 hrs. \$ 1,400 8 hrs. \$ 1,700
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Monday-Thursday, 5PM-Midnight (Weekday rates)

Groups with 65 or more attendees 4 hrs. \$ 980 6 hrs. \$ 1,500 8 hrs. \$ 1,900	Groups with under 65 attendees 4 hrs. \$ 850 6 hrs. \$ 1,300 8 hrs. \$ 1,600
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Rental time must include time for set-up and tear-down. If the building is available, you can set up for a Saturday wedding on Friday evening between (3pm-8pm), dependant on TMCC staff availability and scheduled programs or rentals. If you choose to set up on Friday during 5pm-8pm Lessee will be charged the (weekday rate). All decorations, trash & recycling need to be removed from the building within the final rental hours.

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 & 10 8' rectangular tables available

Fees include the cost of having a staff member on site. Fees include trash barrels and trash bags, however, all trash & recycling need to be removed at the end of the rental time. Fees include use of TMCC grounds, including the fields, trails, and picnic tables.

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