



Fontenelle Nature Association (FNA) Private Events Policies

Securing Your Date

A non-refundable security deposit (50% of total rental cost, maximum of \$500.00) is required to hold your date. This deposit will apply towards your final bill.

Please note that we do not rent our facilities on Thanksgiving, New Years Day or Christmas Day. Several facilities are available during our daily hours of operation (8 a.m. - 5 p.m.), however events requiring the Great Hall or plaza can only be held after 5:00 p.m.

Damage Deposit

Your balance along with a \$500.00 refundable damage deposit is due 30 days prior to the event. At the time of contract signing, the lessee agrees to rent the facility as-is. Following your event, a FNA representative will conduct a walk-through assessment with the lessee to determine if any damage has occurred to the facility.

Cancellation

If cancellation occurs, security deposits remain non-refundable. If the safety and security of our guests is threatened, FNA reserves the right to cancel an event at any time.

Catering

Caterers must be chosen from our preferred list unless event is held at Camp Brewster. All layouts and time arrangements for your event need to be coordinated with our Private Events Coordinator.

Client Responsibilities

The lessee assumes full responsibility for the conduct of all persons attending the event, including alcohol consumption. The lessee will be billed for any damages to the facility or premises that exceed the \$500.00 damage deposit.

The lessee assumes full responsibility for any items lost or stolen during the event, including rental items.

Event Limitations

During regular business hours, your guests may enjoy the surrounding areas of FNA. If your event is held after-hours, your guests must stay within the rented area(s).

FNA reserves the right to control the volume of live or recorded music.

The facility must be completely vacated by the time stated in your rental contract, which can not exceed midnight. By 11:30 p.m., your bar and music must close down.

Facility set up/removal and deliveries/pickups must be arranged in advance with the Private Events Coordinator. Deliveries need to be conducted in a method that does not interfere with the staff or visitors of FNA.

Decorations

Decorations should not be taped, stapled, or nailed to any structure or furnishing.

All decorations must be removed the day of your event.

Candles are only allowed in drip-less or glass containers.

For weddings, birdseed, flower petals and bubbles are the only items that can be thrown outside. However, the Lessee is responsible for removing these items following the event. Confetti, balloons, rice, glitter, and fireworks (including sparklers) may not be used.

Smoking Policy

Due to the fragility of our conservation lands, FNA promotes a **smoke-free environment**. It is your responsibility to inform your guests of this policy.

Alcohol Policy

Bottled beverages are not permitted on the FNA premises. Canned or keg beer is allowed. During the hours of 8:00 a.m. to 5:00 p.m., alcohol must remain in the rented room(s) only.

Alcohol must be served by a licensed and insured bartender.

*Policies may be updated throughout the year at the discretion of FNA. Lessee agrees to comply with updated policies posted on FNA's website. Lessee may request updated policies in writing.