

## **RENTAL SPACES @ Riverside Nature Center**

All reservations are taken on a first come, first reserved basis. *To reserve, a signed contract plus a 50% deposit must be received.*

### **Facility Space Information: Maximum capacity is set by the Fire Marshall.**

- All rates are for 3 hours or less. Rates for more than 3 hours are still in 3-hour increments.
- Rent includes: AC, lights, and restrooms\*\*.
- Business hours are normal Visitor Center (VC) office hours: Monday-Saturday 10 am-6:00 pm.
- Rentals must end by 5:30 pm to allow time for clean-up.
- Rental rates are separated into space rental fee plus equipment & services fees.
- Rental of facility is not considered exclusive use of entire garden (Nature Trail is open to the public during business hours).
- ❖ To protect our gardens people must stay on the trails. No pets allowed within fenced area.
- ❖ Parking lot has only 50 spaces + 3 handicaps (by VC). Parking lot also serves the River Trail (w/2 handicaps). There is NO street parking (Francisco Lemos Street is a state highway).

<b>Fee schedule</b>		<b>Fee: RNC Member*</b>	<b>Fee: Non-profit</b>	<b>Fee: private</b>
<b>Room/space</b>	<b>Max capacity</b>	<b>Business hours</b>	<b>Business hours</b>	<b>Business hours</b>
Room A Seated at tables	<b>50</b> <b>25</b>	\$35	\$60	\$90
Room B Seated at tables	<b>50</b> <b>25</b>	\$35	\$60	\$90
Rooms A&B Seated at tables	<b>100</b> <b>50</b>	\$70	\$120	\$180
Kitchen (catering only)				
Nature Lab	<b>25</b>	\$35	\$60	\$120
Pavilion	<b>125</b>	\$35	\$60	\$120
“Come & Go” Reception (Pavilion, VC, or A&B)	<b>225</b>	CALL		

**\*\* RNC has only 2 restrooms (both are handicap accessible) that will accommodate 2 at a time.**

### **Equipment & Services Fee Schedule:**

**Equipment: as available and negotiable; tables and chairs owned by RNC may be used at no cost if user sets up and puts back as found.**

**Services:** Custodial services @ \$25.00

RNC services: Room Set-up (per room) \$20; Room Break-down (per room) \$20  
Pavilion Set-up \$40; Pavilion Break-down \$40

**All trash must be removed from the premises at end of event.**

