

RENTAL SPACES @ Riverside Nature Center 2023

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 VC office hours: Monday-Saturday 10am-6pm. Sundays closed.
- After-hour fee includes a RNC staff person to be on-site to open and lock 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 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 handicap (by VC). Parking lot also serves the River Trail (w/2 handicap).
There is NO street parking (Lemos Street is a state highway).

Fee schedule		Fee: RNC Member*		Fee: non-profit		Fee: private	
Room/space	Max capacity	Bus hrs	after	Bus hrs	after	Bus hrs	after
VC A Seated at tables	50 25	\$25	\$45	\$50	\$60	\$75	\$95
VC B Seated at tables	50 25	\$25	\$45	\$50	\$60	\$75	\$95
VC A&B Seated at tables	100 50	\$50	\$70	\$100	\$110	\$120	\$140
Atrium (<i>not available during business hours</i>)	25	NA	\$50	NA	\$75	NA	\$120
Kitchen (catering only)							
Nature Lab	25	\$25	\$45	\$50	\$60	\$100	\$120
Pavilion	125	\$25	\$45	\$50	\$60	\$100	\$120
“Come & Go” Reception (Pavilion, VC, or A&B)	225	CALL					
Gardens (e.g., Stone Circle) No exclusive use of garden		\$25	\$45	\$25	\$60	\$50	\$110

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

Equipment & Services Fee Schedule:

Coffee urn/ kitchen ware use: \$20

Audio-visual fee (projector/ laptop): \$10

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 (if food/beverage are consumed) \$20

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.