



## Facility Rentals at Riverbend

### Facility and Services:

Rentals include use of:

- Public area in the Snider Barn
- Outdoor amphitheater
- Covered pavilion with picnic table and compost toilet
- Stone story circle and fire pit (see Rates below) \*
- Access to trails, ponds and stream, and additional picnic areas
- The amphitheater holds up to 75 adults.
- The main room capacity is approximately 75 people standing and 48 seated. The capacity increases comfortably to 125 if the outdoor patio and deck areas are utilized.
- The parking lot holds a maximum of 35 cars. However, accommodations can be made through a private valet service to significantly increase the number of cars accommodated.
- Your rental includes access to 23 chairs, four 6-foot-long rectangular tables, two 5-foot-long rectangular tables, and 4 high top tables (additional folding tables are available upon request).
- A 6-foot screen is available for slideshow/Power Point presentations.
- A Riverbend staff member is onsite during the entirety of the rental to provide information to the renter.

### Rates:

- Rates are \$200 per hour for private and corporate functions.
- Rates are \$100 per hour for non-profit groups on weekdays and \$150 an hour on weekends.
- One Riverbend staff member is included in the rate. If guests exceed 50, there will be an additional charge of \$25/hr. for a second staff member.
- \* If a fire is desired in the fire pit, there will be an additional charge of \$25/hr.

### Policies:

- A reservation must be made, and an advanced deposit of 50% and a separate security deposit of \$400 must accompany the signed contract.
- Client, or the Client's caterer, is required to demonstrate proof of general liability and property damage insurance covering the event. In addition, if alcoholic beverages are served, the Client or the Client's caterer must demonstrate proof of liquor liability insurance to cover the event.
- The renter is responsible for set-up and clean-up of the event, including trash bag removal. If trash exceeds 6 bags, renter must take surplus trash with them. An hour before and after the event should be included when determining the length of the rental to allow for set-up and clean-up.
- In order to protect the preserve's natural habitat, food and drink should remain in the barn and at picnic areas and not be taken into the woods or onto trails.
- Small/medium tents are allowed on level surfaces. We do not permit flooring to be laid down on grass surfaces.
- No large trucks permitted through the gates. If supplies need to be taken up to barn and/or pavilion area, we can arrange for staff to assist with gator transport. Use of gator may be secured for a charge of \$30/hour (covering the entirety of the rental). Any transport past the barn is contingent upon the condition of the unpaved trail.
- Additional cleaning charge may be applicable.
- For more information, please contact Pam MacCormick [pmaccormick@riverbendec.org](mailto:pmaccormick@riverbendec.org) or call 610-527-5234 x 113.