



GARDEN IN THE WOODS EDUCATION CENTER ROOM-RENTAL AGREEMENT

Meeting Date:		
Meeting Start Time (no earlier than 10 a.m.):		
Length of Meeting, Including Set-up and Clean-up		
Arrival Time (no earlier than 10 a.m.):	Departure Time (no later than 4 p.m.):	Total Number of Hours (not to exceed 6 hours):
Meeting Purpose:		
Number of Attendees (not to exceed 75; please confirm final count 1 week before rental):		
Name (individual/company/organization):		
Authorized Representative/Contact:		
Contact Information		
Phone (main):	Phone (cell):	
Email:		
Full Address:		
<p>We require Renters to provide the Public Programs Coordinator, at least one week before the rental, with a Certificate of Liability Insurance policy of at least \$1,000,000 (one million dollars) of Comprehensive General Liability, naming Native Plant Trust as “an additional insured” on the day of the rental. Any vendors you use will also need to carry the same coverage. (Please see below.)</p>		

Vendor Information



in the Woods Rental Information and Guidelines and that I assume full responsibility for the behavior of my guests, vendors, and others associated with my rental at Garden in the Woods.

Print Name

Signature

Date