



BREWSTER RENTAL CONTRACT

Thank you for choosing Fontenelle Forest – Camp Brewster for your event!

This Agreement on , by Fontenelle Forest (**the Forest**) and (**Lessee**) outlines the facility rental as described below:

Event Date:
Event Location:

CONTACT INFORMATION

Primary Contact Name:
Primary Contact Phone:
Primary Contact Email:
Mailing Address:

Secondary Contact:
Secondary Contact Phone:
Secondary Contact Email:

EVENT INFORMATION

Event Date:

Cancellation: Full refund before _____, 50% refund between _____ and _____, no refund after _____

Event Purpose:

Description/ Special Notes:

*Anticipated Number of Guests:

Setup Time:
Event Start Time:
Event End Time:
Clean Up End Time:

Event space must be cleared of all people and personal belongings by DATE/TIME.

OUTSIDE VENDORS & SETUP INFORMATION:

Name of Outside Rental Company(s), if applicable:

Rental Company Phone:

Equipment/Decor Being Rented:

Delivery/Pickup Notes:

Caterer:

Will Alcohol Be Served? [☐] Yes* [☐] No

*Please review Catering & Alcohol policies in Addendum A regarding additional requirements for bar service, security fees & public spaces.

DESCRIPTION OF RENTED AREA & FOREST ADD-ONS:

Rented Area(s):

Furnishings/ Equipment Included: **Tables and Chairs**

Rooms are available for set up starting at

Event must end, and facilities vacated of all people, decor/rented/personal items by

Notes & Instructions:

FEES

For Lessee's use of the rented area during the time described above, Lessee agrees to pay the rental fee and all other fees described below:

Item	Description	Amount Due
Fontenelle Forest Rental	Location	\$
Rental Event Add-On Programs/Fees	Program, If Applicable	
Subtotal		\$
Remaining Balance:	Date Due:	\$

Lessee understands that non-payment by specified date can result in cancellation of lessee's reservation. ____

Lessee hereby agrees to indemnify and hold harmless the Forest and its officers, directors and employees, from any claim, demand, action, cause of action, cost and expense (including attorney fees) arising out of or resulting from the use of the rented area and the building by Lessee, guests, caterers, and/or other persons who are at Fontenelle Forest at Lessee's direction or request, or any breach of this contract or violation of the Forest policies. ____

Lessee agrees that the Forest's building and premise will not be used for any unlawful purpose and agrees to comply with all applicable laws during Lessee's use of the rented area. ____

Lessee assumes full responsibility for the conduct of all the people attending the event. ____

Lessee understands that **smoking/vaping is not allowed** anywhere on the Forest property and the penalty for smoking/vaping is one warning then escorted off the premises. ____

Lessee will be held financially responsible for any damage to the facility or premises and lost or stolen property. ____

Lessee has read and agrees to abide by *Camp Brewster Rental Events Policies* as part of this contract. ____

Lessee signature

Date

Accepted by Fontenelle Forest

Date

Please initial, sign and return to: **Fontenelle Forest**

Attn: Rentals, 1111 Bellevue Blvd. N., Bellevue, NE 68005

Or email: info@fontenelleforest.org

ADDENDUM A

CAMP BREWSTER RENTAL POLICIES 2024

The following rental events policies are part of your rental contract. Please review carefully.

Contact Forest staff with any questions at info@fontenelleforest.org or 402-731-3140.

RENTAL LIMITATIONS

Facility rentals are available between 8:00 am – 5:00 pm, depending on date and room availability. There are no rentals on Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Rental rates include use of specified rental facilities between the hours of 8:00 am – 5:00 pm. Fontenelle Forest premises must be vacated by all people, personal items, and rental/décor items by the end time of the rental, or Fontenelle Forest reserves the right to charge additional day(s) of rental fee(s).

All facilities, furnishings, and equipment are made available as-is. The Forest makes no guarantees as to the condition of any spaces.

The Lessee as well as all rental event guests and vendors must follow Fontenelle Forest's visitor guidelines while on Forest property, which can be found at fontenelleforest.org/visit. The rented room must be completely vacated and cleaned by the event end time stated in your rental contract.

RESERVATION & PAYMENT SCHEDULE

Once your online rental request is submitted via webform (<https://fontenelleforest.org/facility-rentals/>), Forest staff will contact you shortly thereafter to discuss your request and venue availability.

Booking your date requires a review of rental policies, a signed rental contract, and the full room payment, including any applicable add-on experiences. Room rental fees are payable to Fontenelle Forest, and booking must be completed at least three weeks prior to event.

CANCELLATION

If you cancel 30 or more days in advance of your scheduled event, the room rental fee will be refunded. If you cancel between 15 and 30 days in advance, there will be a 50% refund. If you cancel less than 15 days in advance, no refund will be issued.

Fontenelle Forest reserves the right to cancel an event at any time if the Forest deems that the safety and security of the guests, the facility, or the Forest is threatened. If Fontenelle Forest initiates the cancellation for safety reasons, your room rental fee will be refunded.

_____ Initial to acknowledge limitations, reservation, and cancellation expectations

CATERING & ALCOHOL

All rental events will be required to book their food, beverage, and catering services independently of Fontenelle Forest. Alcohol must be served by a licensed and insured bartender; a certificate of insurance is required, proving the bartender and/or caterer has at least \$1M liability coverage. Under no circumstance will liquor be self-serve or provided by anyone other than a licensed and insured bartender.

If alcohol is being served, the Lessee must also pay for security guard(s) to be on-site during the event's bar time, to be arranged by the renter.

Alcohol must remain in the rented room(s). At no time is alcohol allowed outside of the rented facility space, or in any parking areas. Fontenelle Forest management reserves the right to stop alcohol service for any reason. At no time will minors be allowed to possess or consume alcohol.

NO SMOKING, NO VAPING

Fontenelle Forest enforces a completely tobacco-free/smoke-free environment on its entire grounds.

The only public-designated smoking/vaping area is on the sidewalk along Bellevue Boulevard outside the Camp Brewster driveway gate. Renter is responsible for ensuring cigarettes are properly disposed of. It is your responsibility to inform your guests of this policy. Fontenelle Forest reserves the right to give one warning, and then any individual violating this policy will be asked to leave.

DÉCOR

Decorations should not be taped, stapled, or nailed to any structure or furnishing, including outdoor trees. Outdoor areas may not be modified in any way. Decorations may be tied or hung with certain removable 3M products (e.g., Command hooks), with prior approval. All decorations must be removed by the end time stated in your rental contract.

Battery-powered candles are acceptable; no real flame candles permitted. Lessee is responsible for all cleanup and removal of decorative items (including sweeping up discarded items) following the event. **No confetti, balloons, rice, glitter, or fireworks (including sparklers) may be used.** Up-lighting is not allowed in trees. Hanging lights may be allowed in certain areas with prior approval.

MAXIMUM OCCUPANCY & FURNISHINGS* OF RENTED AREAS

Banquet Seating with Tables: 60 Guests

Theater Seating (Chairs Only): 80 Guests

***Tables & Chairs (available as is)**

- 60" round: 10
- Folding chairs: 80

***A/V Equipment (available as-is)**

- Projector with HDMI connection
- Screen
- Wi-fi access

*Furnishings and A/V pending availability. Additional furnishings and equipment may be rented through an outside vendor by Lessee. Linens are not included with rental rooms; linens must be rented separately from an outside vendor.

_____ Initial to acknowledge catering, alcohol, smoking/vaping, décor expectations and occupancy/furnishings expectations

PARKING

Parking spaces at Camp Brewster lot are extremely limited. There is no guest parking along the drive, blocking the service road behind the Lodge, or at the maintenance shop. While there is also a seasonal overflow lot - located about one block from Camp Brewster - you should have a backup plan for your guests.

Suggestions: Encourage people to carpool or use a ride-sharing service like Uber or a Taxi. For additional parking, Southroads Mall is located a few blocks from the Forest, and they can be contacted to book an overflow parking lot for your guests. A shuttle service could be used to take your guests from the Southroads Mall lot to the venue. Contact for booking the mall lot: Tari Asche, Office - 402-552-1002 or 402-968-6376. Lessee responsible for all transportation coordination.

CLIENT RESPONSIBILITIES

The Lessee assumes full responsibility for the conduct of all persons attending the event, including responsible alcohol consumption and no smoking/vaping.

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

The Lessee will be held financially responsible for any damages to the facility or premises, and/or lost or stolen property.

The Lessee agrees to leave the premises in clean and good condition. The Lessee assumes all responsibility for set-up (beyond table and chair set-up by Fontenelle Forest staff), decoration, tear-down and clean-up required within the rental time or be subject to an additional charge.

The caterer or Lessee will be responsible for the collecting of all trash and removal of rental items from the rented areas the day of the event. Garbage should go in the landfill labeled dumpster outside.

Set up and rental may not interfere with scheduled Fontenelle Forest programming, or Fontenelle Forest operations. Fontenelle Forest is not responsible for damage, delays or other problems arising from setting up in non-rented areas.

_____ Initial to acknowledge parking and client responsibility expectations

ADD-ON ACTIVITIES

Education Animals and Raptors

Booking these add-ons is recommended at least 30 days in advance, and subject to the availability of the handlers and/or the health and availability of the animals. While a specific animal or raptor may be requested, Fontenelle Forest reserves the right to change or cancel depending on staff scheduling and/or animal welfare.

Pricing:

- Education Animal: \$200 for 30 minutes with a Turtle or Snake (handler and educational Q&A session)
- Raptor Discovery: \$200 for 30 minutes with 1 bird (handler and educational Q&A session included), additional bird \$100.
 - Note: Raptors are federally protected and cannot be touched by the public.

Guided Hikes

Fontenelle Forest's nature educator staff can provide guided hikes for groups, children's birthday parties, and other special events. Booking a guided hike is recommended at least 30 days in advance, subject to availability. We recommend all guests wear comfortable hiking shoes, keeping in mind that trails can be muddy and uneven. All guided hike participants must follow Fontenelle Forest Trail Guidelines, which can be found at fontenelleforest.org/visit/ Hiking options at Camp Brewster are limited.

Pricing:

- Guided hike for 1 to 25 people: \$200 for 1 hour
For 26 – 50 people: additional \$100 for an extra guide

TreeRush Adventures

TreeRush Adventures provides climbing and zip lining tours just out the back door of the Fontenelle Forest Nature Center, located at 1111 Bellevue Blvd. North. TreeRush is independently owned and operated from Fontenelle Forest. Reservations are strongly encouraged and can be made in advance by contacting Tree Rush Adventures at 402-316-7038, or treerush.com.

_____ Initial to acknowledge add-on activity expectations