



Things you need to know before booking:

Thank you for your interest in renting The Nature Place for your event. We are proud of our beautiful facility and have some unique rules for you to follow to stay in line with our mission. The Nature Place is a busy nature center that is open to the public. As such, please respect our contract and pay close attention to the following:

- You will be required to put a credit card on file in the case that fines need to be charged due to breaking the rental contract or damages to the facility occur during your event
- You will be required to use and facilitate coordination with one of our approved caterers for food and beverage. We do not allow self-catering
- If your caterer cannot provide dishware, you will be required to rent or purchase full china or compostable dishware. Berks Nature has dishware for rent up to 50 guests. We adhere to strict sustainability standards such as no single-use plastic water bottles or disposable dishware – see “Facilities Protocol and Sustainability Standards Reminder” form
- We are a smoke, vape, and drug-free park
- You will be allowed to access the venue to set-up/decorate three (3) hours prior to your event start time but no earlier than 10AM on Saturdays and 7AM Tuesday thru Friday
- You will be required to be cleaned-up and off-premises one (1) hour after your event end time. Any time past that will be charged at \$50/per hour
- There is a strictly enforced 10PM stop for events due to City of Reading noise ordinance. If your event is scheduled until 10PM, you must be cleaned-up and off-premises by 11PM

In addition, if you are booking a wedding you will need to know:

- Weddings are held on Saturdays only between the hours of 10AM and 10PM
- Day before rehearsals and/or dinners are possible, but you must rent the space for an additional day
- You will be required to hire your own event planner/day-of coordinator for your wedding
- You will be required to meet in-person at The Nature Place at least once before your scheduled event date to review facility protocols, contract, pricing, etc. It is recommended that your event planner and caterer attend this meeting



Berks Nature / The Nature Place is an event venue ONLY...

We are an event venue. While we want you to enjoy your event at The Nature Place, we are not event planners, and do not handle nor facilitate catering, music, decorations, etc.

What we DO provide:

- Setup of tables and chairs in indoor space for total number of guests
- Add-on equipment rental opportunities – see “Add-on Equipment Rentals” list
- Use of restrooms and kitchenette space
- A smoke, vape, and drug-free environment
- Free guest wifi
- Free parking for up to 87 cars depending on day and time (overflow lot available – see “Getting Here” form)

What we DO NOT provide:

- Event planning and day-of coordination of your event – larger events and weddings are required to hire their own event planner/day-of coordinator
- Coordination with caterers and other vendors
- Food and beverage packages on-site – this must be done through one of our approved caterers – see “Approved Caterers” list
- Day before drop-off and day after pick-up – see “Getting Here” form



Facilities Protocol and Sustainability Standards REMINDER:

Berks Nature believes nature is essential to our quality of life. We take great pride in the sustainable features of The Nature Place and maintain a responsibility to help others change behavior to be kind to the environment. For these reasons, our events at The Nature Place are unique! Please respect these rules and reminders to help us continue to be good stewards of the environment here in Angelica Creek Park and all over Berks County.

IF FACILITIES PROTOCOL AND SUSTAINABILITY STANDARDS ARE NOT FOLLOWED YOU WILL BE FINED \$250 AND BE RESPONSIBLE FOR THE COST OF ANY DAMAGES TO THE FACILITY. Any questions? Please call Berks Nature staff member at 484-513-1395. Thank you!

- The use of single-use plastic water bottles on The Nature Place campus is **STRICTLY PROHIBITED**
- All dishware **MUST** be either full china or compostable
- The use of balloons, confetti, Styrofoam, streamers, or other disposable decorations/dishware is **STRICTLY PROHIBITED**
- Open flames including but not limited to tea lights, candles, wax warmers, etc. are **NOT ALLOWED** at any time during your room rental (excludes Sternos for catering use)
- Tape, command strips and all other forms of adhesives are **NOT ALLOWED** to be used on any walls, cabinets, or windows
- Hanging of decorations from beams/ceilings is **NOT ALLOWED** unless prior, written approval is given by Kaitlyn or other Berks Nature staff member for a request made at least two weeks prior to event date
- All alcohol **MUST** be tended by a certified and insured bartender provided by one of Berks Nature's approved caterers. Self-serving of alcohol at any time during your room rental is **STRICTLY PROHIBITED**
- Self-catering of food and drink is **PROHIBITED**
- Use of fireplace is **NOT ALLOWED** unless prior, written approval is given by Kaitlyn or other Berks Nature staff member for a request made at least two weeks prior to event date
- If you were approved to use the fireplace you must make sure at least one person from your party is down in breezeway watching the fire **AT ALL TIMES**. If Berks Nature staff notices the fire is unattended it will be put out and locked
- Use of larger decorations/furniture including but not limited to couches, bars, displays, signage, arches, pianos, backdrops, etc. is **NOT ALLOWED** unless prior, written approval is given by Kaitlyn or other Berks Nature staff member for a request made at least two weeks prior to event date
- Vehicle access and moving of bollards along the walkways down to the building is **STRICTLY PROHIBITED** – please see Kaitlyn for instructions for building access

Getting to The Nature Place:



The Nature Place at Angelica Park

575 St. Bernardine Street

Reading PA 19607

610-372-4992

GPS Coordinates: Lat/Long 40.3111367, -
75.92636222222222

Day of event manager cell# 484-513-1395

We want your guests and meeting attendees to be able to find us easily. Consistency on invitations, agendas, and meeting invites is key!

- **Please refer to the destination location as “The Nature Place at Angelica Park”** the signage will direct you and your guests to “The Nature Place” NOT “The Rookery” (the name of our rooftop deck) or “Berks Nature”. Your event/meeting may be in a named room or space like the “Forest Room” or the “Pond Classroom” or the “Rookery”.

Example: *Event will be held in the Rookery at The Nature Place at Angelica Park located at 575 St. Bernardine Street; Reading PA 19607.*

- **Physical access to the building:** There is no public vehicle access directly to The Nature Place building. If you have accessibility concerns, please call us before your visit. We will accommodate you. The parking lot and trail comply with ADA Standards.
- Vehicle access and moving of bollards along the walkways down to the building is STRICTLY PROHIBITED – please see Kaitlyn for instructions for building access. You are subject to a **\$250 fine** for driving on the grass or flowerbeds or not getting prior approval for pathway vehicle access.
- You will be allowed to access the venue to set-up/decorate three (3) hours prior to your event start time but no earlier than 10AM on Saturdays and 7AM Tuesday through Friday.

Driving Directions:

Local Directions (via Routes 422, 222 and 61)

From the North (Schuylkill County, Lehigh Valley):

Follow Routes 61 or 222 South to Reading/Lancaster until you reach Rt. 422 East. Follow Rt. 422 East (towards Pottstown) until you reach the BUS 222 (Lancaster Ave) exit—this will be a left lane exit. At the bottom of the ramp, make a right onto Lancaster Ave. ***Continued below**

From the West (Lebanon):

Follow Rt. 422 East to Reading until you reach the BUS 222 (Lancaster Ave) exit— this will be a left lane exit. At the bottom of the ramp, make a right onto Lancaster Ave. ***Continued below**

From the East (Pottstown, Norristown):

Follow Rt. 422 West to Reading until you reach the BUS 222 (Lancaster Ave) exit— this will be a left lane exit. At the bottom of the ramp, make a left onto Lancaster Ave. ***Continued below**

From the South (Lancaster):

Follow Rt. 222 North to Reading. Take Rt. 422 East towards Pottstown until you reach the BUS 222 (Lancaster Ave) exit—this will be a left lane exit. At the bottom of the ramp, make a right onto Lancaster Ave. ***Continued below**

***From Lancaster Ave.** Make a left onto Rt.10 and proceed for roughly 1 mile and make a right onto St. Bernardine Street, the entrance to Angelica Park and Alvernia University. Proceed approximately 1/8 mile and turn right into parking lot entrance. Campers will be met by staff during regular pick up/drop off hours. Visitors may proceed through the parking lot and exit onto St. Bernardine Street.



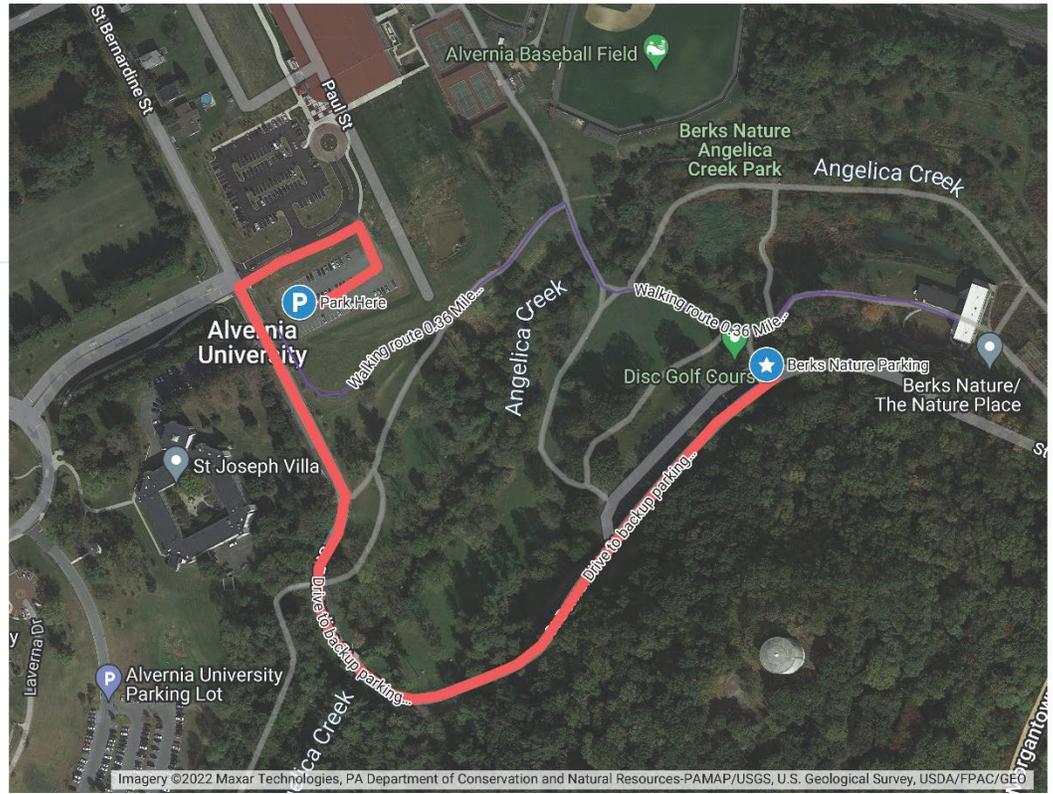
Overflow Parking:

Overflow parking is available near The Plex and there is a walking path to our building. Please see directions here:

Berks Nature Overflow Parking

Untitled layer

- ★ Berks Nature Parking
- P Park Here
- Walking route 0.36 Miles
- Drive to backup parking 0.514 Miles



Arriving by Air

Lehigh Valley International Airport (ABE)

Lehigh - Northampton Airport Authority
3311 Airport Road
Allentown, PA 18109
1-800-FLY-LVIA
<https://www.flyabe.com/>

Philadelphia International Airport (PHL)

8500 Essington Avenue
Philadelphia, PA 19153
215-937-6937
<https://www.phl.org/>



BEFORE YOU LEAVE:

Leave all spaces as you found them! If closing procedures are not completed, you are subject to a **\$250 fine** for breaking the rental contract. Any questions? Please call Berks Nature staff member at 484-513-1395. Thank you!

CLIENT CHECKLIST:

- Clear all belongings out of the room (pack in, pack out – Leave No Trace!)
- Ensure all other vendors take their belongings with them
- Remove all food and drink from fridge/freezer and take with you
- If you used our dishware and/or any of our utensils please load and run the dishwasher (pods in cabinet above sink)
- Take down any decorations and dispose of properly or take along with you
- Break down all boxes you do not want and leave near recycling
- Wipe down all tables and countertops (spray and cloth beside sink in kitchen)
- Sweep and dispose of large pieces of food/trash on floors (broom and dustpan in Rookery closet near entrance of kitchenette space)
- If your caterer did not stay for the event, you are responsible for completing their checklist below

CATERER CHECKLIST:

- Clear all belongings out of kitchenettes and any used spaces
- Wipe down all kitchen countertops and buffet tables
- Remove all food and drink from fridge/freezer and take with you
- Sweep kitchenette spaces (broom and dustpan in Rookery closet near entrance of kitchenette space)
- Collect all your trash and recycling from kitchens and take up to trash cans in parking lot
- Wipe down and return carts to kitchenettes (2 in each, 4 total)



Nature, essential to our quality of life...

Berks Nature
The Nature Place
575 St. Bernardine Street
Reading, PA 19607
Phone: 610.372.4992
Fax: 610.372.2917
BerksNature.org

The Nature Place Rental Agreement

EVENT/MEETING DATE:

RENTAL TIMES (INCLUDING SETUP/BREAKDOWN):

RENTAL SPACES:

RENTAL PRICE:

CLIENT BEING BOUND BY THIS AGREEMENT:

As a leader in sustainability in our region that promotes a sustainable, low-waste, environmentally friendly venue, Berks Nature requires that the following guidelines shall apply for all users of our facility under this Rental Agreement:

1. Rentals are reserved on a first-come, first-served basis. A 'HOLD' will be put on the calendar at time of inquiry via the Rental Request Form online. The rental space is not officially booked until Berks Nature receives a **25% deposit along with Signed Rental Agreement**. Rental Agreement can be signed at event planning meeting. Kaitlyn Tothoro will reach-out to schedule that meeting once a Rental Request Form is received. All rental fees must be paid in full at least two weeks in advance of the event date. After approval, any subsequent changes must be made in writing. Please see attached Rental Spaces & Rates chart to view different space size and rate options suitable for your event/meeting needs.
2. **FOR MEETINGS AND CLASSROOMS**, Berks Nature requests that the client or organization's representative arrive at least 30 minutes prior to the start time of your event or meeting. Also, anticipate approximately 30 minutes for cleanup following your event or meeting. For Rookery rentals, setup and breakdown time is included in the four hour rental.
3. **Additional Items for Your Consideration:**
 - a) Tours of our LEED Gold Certified building are available and should be arranged prior to your visit if interested.
 - b) Our trail network, interactive environmental education center, and the nature play zone are all open to the public. These areas cannot be reserved solely for private events, but we encourage you and your guests to enjoy these unique spaces as part of your event!
 - c) Have a long day scheduled? Take a break! Our trained staff can lead an educational nature walk or indoor activity on a variety of topics. This break will take one hour. **Add \$75 to your overall rental fee for our staff to lead this activity.**

4. Guidelines, Rules, and Regulations for Rentals and Premises:

- a) **All clients or organizations that use the facility must recycle all paper, plastic, and metal in the containers provided in the Kitchenette, 1st Floor Lobby & 2nd Floor Lobby.** Please contact Kaitlyn Tothoro at Kaitlyn.tothoro@berksnature.org if you have any recycling questions.
- b) **Green/Sustainable Rules & Regulations - No single-use plastic bottles may be used in the facility or on our campus premises.** Berks Nature has installed water bottle refill stations on each floor of our facility to encourage the use of reusable bottles. Additionally, the use of single-use plastic, balloons, and Styrofoam are **strictly prohibited**. Did you know? About 60 million plastic water bottles end up in landfills every day in the United States!
- c) Tables and chairs may be moved or rearranged, however; all event spaces, meetings rooms and classrooms are to be put back in the same arrangement and condition as found prior to the event/meetings before the client leaves the premises. It is the responsibility of the renter to return the room to its original condition. **Please see below Check-Out Procedures for more information.**
- d) Event start and end times are strictly enforced. Please be respectful of the event following your own.
- e) Berks Nature staff has the authority to ask a guest to leave the premises at any time if they misuse The Nature Place property.
- f) Noise and activity levels must be controlled and not interfere with Berks Nature business operations. Our facility is in a public park that has a 10:00PM quiet hour regulation that must be observed by the renter and all event/meeting guests.
- g) The following are not allowed on walls: Tape, nails, thumb tacks, putty or any other item that may affect the appearance of the wall when removed.
- h) The renter is responsible for any damages caused to the facility or grounds. The rental rate charged covers basic custodial services and minor wear and tear; however the renter shall be responsible for any extraordinary cleaning or repair of damages caused by renter or their guests during the rental, at the cost required to restore the rental property to the same condition that the property was delivered to renter.
- i) No smoking is permitted anywhere in The Nature Place or Angelica Park property. The Nature Place and surrounding public Angelica Creek Park is a smoke-free and drug-free campus/park.
- j) Berks Nature requires the client or organization planning events/meetings of 40 or more people to provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1 million per occurrence with naming Berks Nature as "Additional Insured." The renter agrees to indemnify and hold harmless Berks Nature against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to personal property and arising out of the client's use of the facility. Although your rental fee may include the assistance of Berks Nature staff, the overall supervision of event

guests is the responsibility of the client hosting the event. Berks Nature reserves the right to deny room usage to any organization or group. Wedding insurance can be found online and most event insurance can be provided by your current insurance provider or by contacting Kevin Anderson, Berks Nature's suggested insurance agent, at 610-376-3959.

- k) Alcohol policy: If alcohol is to be served, it must be served either by
 - A.) A bartender with liquor liability insurance and client provides liquor
 - B.) A caterer whose catering license covers the liability

Please see our Preferred Caterers list which specifies which caterers can serve alcohol/provide bartenders under their catering license. All bartenders must provide their own service equipment and supplies. Under no circumstances may a client serve alcohol without use of an insured bartender.

- l) Parking capacity: The Nature Place parking lot has 87 spaces to accommodate your party assuming your event is outside of regular Berks Nature business hours. The parking lot is open to the public to access Angelica Creek Park so that space number may decrease depending on the day. Additional, overflow parking is located down the street beside Alvernia's Sports Plex with directional signage on how to get to The Nature Place. Shuttle service is available upon request. Please be advised that The Nature Place is located within a public park so Berks Nature does not have control over parking spaces and people that visit the park/trails.
- m) Decorations: All displays and/or decorations proposed by renter must be approved prior to event via written approval by Berks Nature. Any personal property of patrons or invitees brought onto the premises of The Nature Place campus and left thereon either prior to or following the event shall be at the sole risk of patron and operator shall not be liable for any loss of or damage to any such property for any reason. Use of balloons, confetti, streamers, etc. is **strictly prohibited** as they are not friendly to our wildlife that call Angelica Creek Park 'home'. Please no open flames such as candles as centerpieces with the exception of sternos for food trays.
- n) Cancellation policy: To cancel this definite agreement for **The Rookery rentals ONLY**, Berks Nature must be advised in writing. Cancellation over 90 days prior to event will receive their 25% deposit back minus and administration fee of \$100. The cancellation fees are as follows:
 - a. Notified 90-30 days prior to event – 25% of total rental cost
 - b. Notified 29-0 days prior to event – 75% of total rental costRentals of meeting rooms and classrooms are subject to a 25% cancellation fee of total rental cost if not cancelled 15 days prior to event.
- o) All events wishing to have food and/or drink must be catered at the expense of the renting client/organization. Caterers must meet with Kaitlyn Tothoro at least one month in advance of any event. All food, catering, and bar-service related items must be

removed from the facility at the conclusion of the function. Please see attached Preferred Vendors list.

- p) Renting client/organization is responsible for hiring entertainment if desired. Please see attached Preferred Vendors list.
- q) All visitors to The Nature Place give Berks Nature the right to use their image in any and all media, now or hereafter to help promote the organization.
- r) Berks Nature is not liable for any inclement weather. Should the situation arise, adjustments may be negotiated based on availability of other possible event locations. There are no refunds due to inclement weather.
- s) LEAVE NO TRACE! Berks Nature is committed to running a sustainable, low-waste event. Please dispose of trash appropriately in the garbage, plastic recycling, and paper recycling waste receptacles provided to you in the event space. We would appreciate if you broke down all boxes prior to your departure of the premises!
- t) Berks Nature prohibits the sale of any items on premises with rental.
- u) Tax exemption: Tax is charged on all room rentals at The Nature Place. If you are tax exempt, a Pennsylvania approved State exemption certificate must be provided prior to the function in order for the tax not to be charged. Payment must be made from the exempt organization stated on the tax-exempt form in order for the exemption to be honored.
- v) COVID/sickness protocol: The client assumes all risks of themselves and their guests after use of our premises. Berks Nature is not responsible for sicknesses contracted after renting our facilities.

Check-Out Procedures

1. **Event Spaces, Meeting Rooms, Classrooms and Kitchen:** Our goal is to have rooms available immediately following a completed event or meeting. The following are some items that will be checked:
 - Tables and chairs in original position
 - All food and catering supplies must be removed from room and kitchen
 - Walls in original condition
 - Audio-video equipment returned, turned off, and in original working condition
 - All event/meeting items that were brought into the facility have been removed
 - All event/meeting attendees have departed

ACCEPTANCE OF AGREEMENT

By signing and returning this Rental Agreement, this agreement will constitute a binding contract between both parties related to the rental by the party listed below for the rental spaces and date/times, and at the rental price, listed below. The individuals signing below represent that each is authorized to bind his or her party to the agreement and its terms and conditions. In the event a fully signed contract agreement is not received, all rooms and space referred to herein will be released and neither party will be further obligated under this agreement. Once Berks Nature has received a signed copy, a fully executed agreement will be returned to the contracting party within five (5) to ten (10) business days. Conditions of contract are subject to change.

Name: _____
Company (if applicable): _____
Title (if applicable): _____

Rental Venue: Berks Nature/The Nature Place
Name: Kaitlyn Tothoro
Title: Events & Visitor Experience Manager

Signature: _____

Signature: _____

Date: _____

Date: _____

<u>Rental Spaces</u>	<u>Corporate/General Rate</u>	<u>Education & Non-Profit Rate</u>	<u>Hours of Availability</u>
<p>The Bird Nest (Meeting Room)</p> <ul style="list-style-type: none"> • 10 Chairs around table • 90" Round Table • 80" Smart TV with "casting" through WiFi connection via laptop • Telephone with single line conference calling • Whiteboard <p>Recommended for smaller meetings</p>	<p>\$48 per hour up to 4 hours Full-day rental: \$284</p>	<p>\$36 per hour up to 4 hours Full-day rental: \$188</p>	<p>Tuesday thru Friday 8AM to 4PM Saturday 10AM to 3PM</p>
<p>The Forest (Board Room)</p> <ul style="list-style-type: none"> • 20 Chairs around table • 1 conference table that seats 20 comfortably around the table and 6 additional chairs around the room • 80" Smart TV with "casting" through WiFi connection via laptop • Polycom Conference Calling Equipment <p>Recommended for larger meetings, lectures, smaller company retreat day</p>	<p>\$72 per hour up to 4 hours Full-day rental: \$476</p>	<p>\$60 per hour up to 4 hours Full-day rental: \$380</p>	<p>Tuesday thru Friday 8AM to 4PM Saturday 10AM to 3PM</p>
<p>The Wetlands Classroom</p> <ul style="list-style-type: none"> • Capacity: 25 "lecture" style • 25 Chairs • Rectangle Tables • Telephone (local or toll-free calls only) • 80" Smart TV with "casting" through WiFi connection via laptop 	<p>\$60 per hour up to 4 hours Full-day rental: \$380</p> <p>Two-hour kid's (ages 3-13) birthday party package (including a program and a Berks Nature staff present): \$200</p>	<p>\$48 per hour up to 4 hours: Full-day rental: \$284</p>	<p>Tuesday thru Friday 8AM to 4PM Saturday 10AM to 3PM</p> <p>*Kid's birthday parties Saturdays only at 10AM and 1PM</p>

<p>Recommended for kid's birthday parties, presentations, team-building activities, smaller field trips/classes</p>			
<p>The Pond Classroom</p> <ul style="list-style-type: none"> • Capacity: 25 "lecture" style • 25 Chairs • Rectangle Tables • Telephone (local or toll-free calls only) • 80" Smart TV with "casting" through WiFi connection via laptop <p>Recommended for kid's birthday parties, presentations, team-building activities, smaller field trips/classes</p>	<p>\$60 per hour up to 4 hours Full-day rental: \$380</p> <p>Two-hour kid's (ages 3-13) birthday party package (including a program and a Berks Nature staff present): \$200</p>	<p>\$48 per hour up to 4 hours: Full-day rental: \$284</p>	<p>Tuesday thru Friday 8AM to 4PM Saturday 10AM to 3PM</p> <p>*Kid's birthday parties Saturdays only at 10AM and 1PM</p>
<p>The Rookery Event Space</p> <ul style="list-style-type: none"> • Capacity: 150 seated (112 if room for a dance floor, activities, food stations, etc. is desired) • 150 Chairs • 20 60" Round Tables that seat 8 per table • 6 Rectangle Tabletops <p>Recommended for larger field trips, corporate retreats, conferences, family reunions, weddings</p>	<p>Private: \$900</p> <p>Wedding package (private rental including The Rookery Indoor Event Space, Rookery Rooftop Deck and Breezeway): \$5,000</p> <p>Two-hour kid's (ages 3-13) birthday party package up to 50 people (including a program and a Berks Nature staff present): \$400</p>	<p>Private: \$780</p> <p>All weddings starting at a minimum of \$5,000</p>	<p>Tuesday thru Friday 8AM to 10PM Saturday 10AM to 10PM</p> <p>*Wedding package only available Saturdays</p> <p>*Kid's birthday parties Saturdays only at 10AM and 1PM</p>
<p>The Rookery Rooftop Deck</p> <ul style="list-style-type: none"> • Capacity: 150 (not seated) • 16 Chairs 			

<ul style="list-style-type: none"> • Two lounge sets including 2 chairs and 1 table per set • 3 Square Tables with 4 chairs at each table <p>Recommended for cocktail-style parties/receptions, anniversary/birthday parties, bridal/baby showers</p>	Private: \$600	Private: \$480	Tuesday thru Friday 8AM to 10PM Saturday 10AM to 10PM
<p>The Rookery Event Space AND Rooftop Deck - Capacity: 300 (not all seated)</p>	Private: \$1,400	Private: \$1,160	Tuesday thru Friday 8AM to 10PM Saturday 10AM to 10PM
<p>The Rookery Breezeway with Fireplace</p> <ul style="list-style-type: none"> • Capacity: 50 (not seated) • Outdoor fireplace • 3 round outdoor tables • Cocktail tables (6 total) may be rented from our a la carte list for an additional fee <p>Recommended for smaller private/social events, cocktail hours, as an add-on to any event in the second floor Event Space & Rooftop Deck</p>	Stand-Alone: \$360 Add-on to Event Space or Rooftop Deck Rental: \$120	Stand-Alone: \$240 Add-on to Event Space or Rooftop Deck Rental: FREE	Tuesday thru Friday 8AM to 10PM Saturday 10AM to 10PM

RATES ADDENDUM

- Rates listed above for **The Rookery rentals (event space, rooftop deck and breezeway)** reflect a 4-hour rental with 3 hours prior for setup and 1 hour after for breakdown time. An additional \$75 per hour will be charged beyond the initial rental times listed. **NOTE: The Wedding Package** is an exception that reflects a full-day rental (10AM to 11PM) including setup and breakdown time.

- For **meeting room and classroom rentals**, you may arrive and stay 30 minutes before and after your allotted event time for setup and breakdown. An additional \$25 per hour will be added to any meeting room rental outside of regular business hours (Tuesday thru Friday 8AM to 4PM or Saturday 10AM to 3PM) or for any additional 30 minutes of setup and breakdown time.
- Educational Institutions and Non-Profit Organizations receive special pricing for rentals of all spaces including **The Rookery with the exception of the Wedding Package.**
- A 25% non-refundable deposit is due with Signed Rental Contract. **Balance is due one month before date of event.**
- Corporate donors of \$2,500+ receive a 15% discount on rentals **with the exception of the Wedding Package in The Rookery.**
- Kid's birthday party package rates are for children ages 3 to 13 **ONLY.**
- The deck will remain open to the public during your indoor event rental of The Rookery **unless you rent both the indoor space and rooftop deck.** Public hours of the rooftop deck are Tuesday thru Saturday 10AM to 3PM.
- **Rentals of meeting rooms and classrooms** over 4 hours are considered a full-day rental and will be charged accordingly.

A La Carte Accessories & Rental Items

ITEM	SUPPLEMENTAL CHARGES TO RENTAL
Television Carts (2 total), podium (included) – Rookery rentals only	\$25/per TV for Rookery rentals
Bluetooth speaker use with microphones (2 total)	\$15 for Rookery rentals
High-top cocktail table (6 total)	\$10/per table
Folding chairs (150 total)	\$2/per chair (with exception of 50 included in 'wedding with ceremony' package)
Staff-led educational nature walks, building tour, or indoor activity	\$75 for one hour per staff member
Coffee, creamer, sugar & stirrers	\$10/carafe (up to 50 people)
Plates, bowls, utensils (forks, knives, spoons), drinking glasses and coffee mugs (50 total)	FREE (25 guests & under) or \$25 flat rate (26-50 guests)

Accessories & A La Carte Addendum:

1. Audio-Video Equipment Usage and Setup: The Nature Place has a free public WiFi connection throughout the facility. All rented audio and visual equipment must be turned off and in its original setting prior to client leaving the premises.
2. Accessories: The Nature Place offers a kitchenette space. A microwave, coffee maker, refrigerator (space may be limited), dishwasher and limited ice is available.
3. ***Important: Disposable cups, utensils, plates or bowls are not permitted at The Nature Place. Please discuss details/options with Berks Nature staff.***