

BOWERS FARM & JOHNSON NATURE CENTER RENTAL AGREEMENT
Rules and Guidelines

RESERVATION CONFIRMATION & DEPOSIT INFORMATION

- Reservations are required at least 30 days in advance to reserve space at the Bowers School Farm – Farm Activity Building and at least 2 weeks in advance for the Farm spaces(Visitor center classrooms, Gazebo, Outdoor Spaces) or the Johnson Nature Center spaces.
- To guarantee your date at the Farm Visitor Center classroom, Gazebo, or Outdoor Spaces, full payment must be made at the time of booking as outlined in the particular event.
- To guarantee your date at the Nature Center classroom space, a deposit must be made at the time of booking as outlined in the particular event. The balance is due two weeks prior to the event start date.
- To guarantee your date at the Farm Activity Building (FAB), the deposit must be paid. The balance and security deposit are due at least 30 days prior to the start of the event date.
- Finalized event details will be provided one week before the event unless specified in the registration as to a different date. Any changes requested within 7 days of the event may not be accommodated.

FUNCTION SPACE

- The contract is for a particular space and does not grant the applicant or guests access to any other space without prior permission.
- Fundraisers & Ticketed Events are prohibited unless the group is exempt under the BHS Administrator guidelines.
- Food & Kitchen (FAB only) - use of the kitchen space is reserved for licensed caterers and/or certified bartenders approved by farm management. Use of kitchen equipment and appliances by the caterer and/or bartender is prohibited.
- Food & Kitchen (Farm Visitor Center area only) - no outside food or beverages are allowed unless approved by management. Food choices and parameters are provided prior to the rental payment as outlined on our website unless other parameters have been discussed and agreed upon. Use of the Visitor Center kitchen and equipment is prohibited.
- Food & Kitchen (Nature Center only) – outside food and non-alcoholic beverages are allowed at the Nature Center unless stated otherwise. Kitchen equipment use is prohibited.
- Layout (Farm only) - placement of tables, chairs, music, catering equipment, etc. must be approved by the Farm no later than ONE week prior to the event.
- Indoor Space is available for an agreed-upon timeframe. All rooms must be vacated promptly at the scheduled time as indicated on the contract or registration.
- In the absence of the venue Administrator, the venue shall be under the oversight of the attending staff.

- All events must end by 10:00 pm to comply with the sound ordinances and in order to allow for clean up and closure of the site by 11:00 pm

LIABILITY

- All persons or groups (the client) shall be responsible for the proper supervision, control, and accommodations of persons attending the event. The client is responsible for the preservation of order. Minor children may not be left unsupervised on the property.
- Bloomfield Hills Schools assumes no responsibility for items left on the premises by the clients.
- All district equipment and arrangements shall be under the control of the Board of Education.
- The client (including its members, guests, employees, agents, and representatives) agrees to indemnify the District (including its employees, agents, and representatives) and to hold the indemnified parties harmless from any and all costs and damages arising from or relating to any and all negligence, intentional or illegal acts or omissions of the Applicant (or its members, guests, employees, agents, and representatives). This duty to indemnify and hold harmless includes, but is not limited to, promptly reimbursing the District for all actual attorney's fees, costs, settlements, judgments, interest, and bonds.
- Clients who fail to adhere to the rules and guidelines established by the Board and by the
- Superintendent of Schools shall subject themselves to forfeiture of privileges of future use by Bloomfield Hills Schools facilities.

CANCELLATIONS

- It is the client's responsibility to notify the venue of cancellations or changes to the event.
- There is no refund for the cancellation of an event at the Farm Visitor center classroom, Gazebo, or Outdoor Spaces. If a request to change dates is made at least two weeks prior to the start of the event date for the Chick-a-Bee, Gazebo, Outdoor Spaces at the Farm or the indoor space of the Nature Center, it will be considered upon the availability of the space at a later time within 1 month of the original event date.
- If cancellation is made at least 30 days prior to the start of the event date for
- FAB rentals, all but the deposit, are refundable.
- The Farm and/or Nature center reserves the right to bill the client for payment in full if an event is canceled within 48 hours. The cost of specialty items acquired specifically for your event, including rental equipment, will not be refunded.
- The Farm and/or the Nature Center will hold the event in all weather conditions except when the weather is deemed unsafe (thunder, lightning, high winds). If the venue must cancel the event due to weather or other unforeseen circumstances prior to the event, the client will receive a full refund, including the deposit. The need to cancel will be made by the venue at least 12 hours prior to the start of the event. If the event needs to be canceled after the start of and during the event due to weather conditions or conditions beyond our control, there are no refunds available.

ALCOHOL, FIRE & NON-SMOKING POLICY

- No alcoholic beverages shall be brought to or consumed in buildings or on the grounds of the Bowers School Farm or the Johnson Nature Center unless an exception has been granted by the Bloomfield Hills Schools Superintendent.
- Smoking and open flames, including candles, are not allowed in the buildings or on the grounds of either location.
- Dogs are not allowed.

DECORATIONS & CLEAN UP

- Renters are able to enter the premises ½ hour prior to their rental period to set-up only. Any additional time will be charged at an additional rate, as available and negotiated.
- All proposed displays and decorations are subject to approval. The hanging of posters or decorations requires prior approval. The use of tape, wires, tacks, nails, and glue to hang decor is prohibited. All decorations must be placed and removed without leaving damage.
- Balloons, confetti, and glitter are not allowed. Decorations must be removed immediately following your event.
- The venue Administration reserves the right to assess damages in the event prior approval is not granted. Decorations must be removed immediately following your event. A fee of up to three times the cost of the rental may be assessed if damages occur.
- At the end of the event, the client is responsible for cleaning the rented area (e.g., trash put in garbage bins, removal of decorations, tables cleared off, food removed, etc.)
- Outdoor clean up (Nature Center only) – the district custodians are not required to clean up in the outside, wooded area. Cleaning supplies will be provided for the clean-up of the area, and the client is expected to remove all event items and dispose of them or take them home at the end of the event.

ADDITIONAL REQUIREMENTS & DOCUMENTS

- Any additional requirements and details will be detailed in the registration description or separate written documents which will supplement this agreement.