



# Indian Creek Nature Center Rental Q & A

## Q: Does ICNC provide linens or tableware?

A: Dinner plates and silverware are included with all kitchen rentals. Linens, glassware and other decor may be rented through a vendor of your choosing.

## Q: How many tables and chairs are included with my rental?

A: Depending on the space you rent, the following will be included (quantities may vary slightly).  
Auditorium: 120 chairs (more available upon request); 19-5' round tables, 6-8' banquet tables  
Classroom (1): 2-6' banquet tables; 2-8' narrow banquet tables; 15 folding chairs; rolling room divider  
Conference Room: 13 rolling adjustable chairs  
Patio: assorted cedar patio furniture (seasonally)



## Q: Can we serve alcohol at our event?

A: Yes. There is a \$100 non-refundable deposit to serve alcohol at the Nature Center. Alcohol must either be served by a licensed & insured vendor OR the renter may serve alcohol (open bar required) by purchasing liability insurance naming ICNC as an additional insured (minimum limits apply). Additional terms apply and may be found in the rental agreement.

## Q: What caterers do you recommend?

A: Our rental coordinator is happy to provide recommendations upon request.

## Q: How many parking spaces do you have available?

A: There are 46 standard and 5 handicapped parking spots in our main lot. In addition, overflow parking can be found on the gravel shoulder at our entrance.

## Q: Where should my caterer unload?

A: There is a cement pad conveniently located outside our kitchen door. Vendors can park in-front of our maintenance garage.

## Q: Can we use disposable dinnerware at our event?

A: We are working toward being a zero waste campus (diverting 90% of our waste from the landfill). Styrofoam products are not allowed at the Nature Center. We strongly encourage our renters to choose compostable items when selecting disposable dinnerware. Coming April 2018 we will offer compostable party packs to help make your event planning go more smoothly.



**Q: Will there be a Nature Center staff member onsite during my rental?**

A: Yes, an experienced event specialist will be onsite during your rental. This staff member is available to answer questions while you're onsite.

**Q: Are we allowed to throw rice, or hold a balloon release at our party?**

A: No rice, glitter, or confetti may be used as it poses a threat to animals and the environment. No helium balloons may be released.



**Q: Can we set up a tent on the patio?**

A: Only small pop-up tents are allowed on the patio/deck and cannot be secured to the ground. The renter must provide their own sand buckets/blocks to secure tents.

**Q: Are we allowed to take photos for our special event on ICNC grounds?**

A: Yes, you are welcome to take photos on our property. There are many beautiful areas in the prairie and woodland for event photos.

**Q: What does cleaning up after my event include?**

A: At the end of the rental, the renter should return the facility to a neat, orderly and clean condition. Please leave our space the way it was found. Cleaning checklists are provided and should be completed/returned to the ICNC staff supervising the rental.

**1. Wedding rentals:** Renters have the option to pay a \$200 cleaning fee. If purchased, this service will include mopping, vacuuming, restroom cleaning and waste removal. Whether or not the renter chooses to pay for cleaning, they will be expected to return the auditorium to the standard set up, wash, dry and put away kitchen utensils, wipe surfaces and remove personal items.

**2. General rentals:** Please refer to our cleaning checklist to see what items should be addressed in your rented space. This may include wiping surfaces, vacuuming, moving tables/chairs to standard set up, etc.



**Q: Will the Creekside Shop be open during my rental?**

A: The Creekside Shop will remain open during normal business hours for all non-wedding rentals. We will close to the public for all wedding rentals.

**Q: When is the remainder of my rental payment due?**

A: All rental balances are due one week (7 days) prior to the rental. Payments can be made via credit card by phone at 319-362-0664 or via check through the mail/in person.