



Daggerwing Nature Center
11435 Park Access Road
Boca Raton, FL 33498
Phone: (561) 629-8760
Fax: (561) 883-2269
Daggerwing@pbcgov.org
www.pbcnature.com



Daggerwing Nature Center Facility Rental Policies and Procedures

Daggerwing Nature Center's classroom is available to rent for meetings, birthday parties, and special events for up to 50 people. You can also request an animal program or tour of the exhibits and boardwalk for your event!

RENTAL PROCEDURE:

1. A group representative must complete and submit a **Facility Rental Request** at least 30 (thirty) days prior to the event. Rentals will be approved on a first come-first served basis, depending upon availability.
2. Facility staff will review the request, and if the requested space is available, a **site meeting** will be held between the facility manager and the group representative no later than 10 (ten) days after the booking.
3. At the time of the **site meeting**, the **rental fees** and **program fees** (if applicable) are due. The **Facility Rental Policies and Procedures** will be reviewed and the **Facility User Agreement/Permit** will be signed by both parties and issued to the group representative.
4. The day of the event, after the event clean-up is complete, a walk-through with a facility staff member and the representative will be conducted to ensure the facility is left in the condition it was found. The permittee will be required to pay additional fees for any damage or additional cleaning, or if the rental room is not vacated by the end of the permitted rental time.

RENTAL FEES: *(Two hour rental minimum on weekends)*

Private Groups - \$60 (sixty dollars) per hour (plus tax)

Civic Groups - \$30 (thirty dollars) per hour (plus tax)

PROGRAM FEES: *(If applicable)*

\$100 (one hundred dollars)

PAYMENT:

All fees are due at the **site meeting**. Payment must be in the form of cash, check, Visa, Master Card or Discover only. Checks should be made payable to: **PBCBOCC** (Palm Beach County Board of County Commissioners). Starter/counter checks are **NOT** accepted.

CANCELLATION POLICY:

Cancellation of a permit more than 30 days in advance shall be refunded in full. Cancellation of a permit less than 30 days in advance will not be given a refund, but the group will be allowed to reschedule within 90 days.

ADDITIONAL POLICIES:

- The representative must have a copy of the permit and photo I.D. when using the facility.
- In accordance with County Policy, some rental requests may require proof of General Liability Insurance coverage naming Palm Beach County Board of County Commissioners as Additional Insured.
- It is the group's responsibility to set-up before and clean-up after the event, **during the permitted rental time**. Please keep this in mind when requesting rental times.
- If you choose to add a program to your rental, please allot 1 hour for the program **during the permitted rental time**. Please keep this in mind when requesting rental times.
- The facility **only** provides the permitted space, tables and chairs, and requested equipment listed on the permit. All other items, such as food, decorations, and event supplies, must be provided by the user. Sorry, the facility **does not** have a kitchenette or items such as tape, utensils, copy machine, cooler, etc. available for use.
- Groups may not nail, staple, glue, alter or attach to any walls, doors or any area of the facility. Please report any damaged equipment prior to start of rental.
- Activities must be confined to the permitted area. The event **may not** interfere with the visiting public and their use of the nature center or boardwalk.
- Food/Drink is allowed **only** in the permitted meeting room.
- Due to limited space, groups **will not** be allowed to store items for the event at the facility prior to or after an event.
- The following are prohibited:
 - * Parking anywhere but in a designated parking space
 - * Alcohol
 - * Commercial sales

Building Rules

- * Children must be accompanied by an adult at all times
- * No running or skating
- * No yelling or disruptive behavior
- * No food, drink or gum
- * No climbing or standing on the exhibits and railings
- * No tapping on animal enclosures
- * No pets of any kind
- * Shirt and shoes are required
- * Adults and/or children must clean up before leaving the Book Nook area

Boardwalk Rules

- * No pets
- * No food (Feeding wildlife is prohibited)
- * No biking / skating
- * No running / jogging / speed walking
- * No smoking
- * No alcohol
- * No fishing



Palm Beach County Parks & Recreation Department reserves the right to revoke or cancel permits without refund upon violation of any rules, ordinance, condition or restriction under which the permit was issued.



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Facility Rental Request

Completely fill out this form and e-mail, postal mail or fax to the nature center.
 Once we receive your request, we will contact you to set up a site meeting. Thank you!

Contact Person:

Group/Organization:

Phone Number:

FAX Number:

Address:

E-mail:

If your group is an incorporated organization, please fill in this box:

Organization Type: Profit OR Not for Profit

501 (c) (3) Number:

Tax Exempt? Yes OR No

Tax Exempt Number:

Requested Rental Date:

Event Type:

Time (including set-up and clean-up):

Number of People Attending:

From:

To:

(Max 50)

Are any vendors participating in the event (paid or unpaid)? Yes OR No

(Vendors include: caterer, entertainment, photographer, etc.)

Would you like an animal program for your event? Yes OR No

Program Start Time:

Program Participants:

of Children:

Age(s)/Grade Level(s):

of Adults:

Special Needs/Requests:

(Staff use only)

Received Date _____

Responsible Staff _____

Action Taken: not available—representative contacted on _____

reschedule date _____

request granted—site meeting set for _____