



# River Birch Room Rental

*The River Birch Room is the ideal location for your next bridal or baby shower, birthday party, family gathering, club meeting, or office seminar.*

**The following does not represent a complete rental agreement. All rates, policies and procedures are subject to change.**

## Why should I rent the River Birch Room?

The River Birch Room is a beautiful space that is centrally located and easy for your guests to find. Access to the Nature Explore Playscape and hiking trails are free perks unmatched by other meeting rooms. In addition, you support the woodlands, wetlands and wildlife at Lost River Cave every time you rent the River Birch Room. As a non-profit organization, Lost River Cave would not exist without you. Thank you for supporting access to nearby nature!

## Equipment and Amenities Included

- 60 chairs
- 12 Rectangular Tables (8'x18")
- 12 Round Tables (48" diameter)
- Kitchenette - refrigerator, microwave, sink and counter space (no coffee pot or oven)
- 2 White Boards
- AV Equipment - 72" TV connected to a laptop and ceiling mounted audio (no local or cable TV programming)

## Capacity

The capacity of the River Birch Room is 60 people; capacity may decrease based on layout and activities.

## Rates and Rental Blocks

- Available 7 days a week on a first-come, first-served basis
- The space is rented in 4-hour blocks
  - 7:00-11:00am, 12:00-4:00pm, and 5:00-9:00pm
- Rent two blocks and get the hour in between free!
- Make it easy, hire Lost River Cave for your setup and breakdown for just \$75!
- [Become a Lost River Cave Member](#) at the Guardian level (or above) and enjoy an annual discount on a River Birch Room rental.
- *Rental fee + \$50 refundable security deposit are due to reserve the River Birch Room*

Rental Time	Fee
7:00-11:00am	\$150
12:00-4:00pm	\$150
5:00-9:00pm	\$150
*An additional \$50 refundable deposit is required	

## To Reserve the River Birch Room

- For more information and to check availability, contact Maegan at 270.393.0077 or at [maegan@lostrivercave.org](mailto:maegan@lostrivercave.org).
- You may place a temporary hold on a single date for up to 3 business days.
  - Be sure to guarantee your reservation before your hold expires by returning the completed, signed contract with payment in full.
  - Holds are removed without notification after three days if the rental has not been guaranteed.
- Rental fee, refundable security deposit, and signed contract are due to finalize and guarantee a rental of the River Birch Room.

## Alcohol

You will be legally responsible for monitoring alcohol consumed by your guests. It is our policy to allow alcoholic beverages within the facility rented. For safety of our staff handling trash, do not allow your guests to mix glass bottles with trash or recycling; instead keep a separate container for glass only. Hard-liquor requires a licensed bartender serving at the event.

## Renter's Responsibilities

- You are responsible for the actions of all guests.
- All children must be chaperoned while inside the River Birch Room and on park property at large.
- You are responsible for leaving the room in the same condition you found it.

## Event Set Up and Decoration

- You may begin setup of tables, chairs, decoration, catering, etc. at the time your rental begins (not before).
  - You're welcome to unload from the staff parking lot. Please make sure you have no more than two cars in the staff lot at a time.
- Add the convenience of having your tables and chairs set up when your rental begins and broken down after you leave by hiring Lost River Cave staff to setup and breakdown tables and chairs for just \$75.
- All decorations must be temporary. Adhesive, staples, push-pins, tape, or any other hanging method is not permitted on the walls or from the ceiling. Ask about permitted alternatives.
  - **Balloons are not permitted** due to the lasting impact they have on wildlife and the environment.
- Lost River Cave kindly requests you use environmentally-friendly items with minimal packaging and, if possible, are made of sustainable and recycled (or recyclable) materials.

## Clean Up

Clean up needs to be completed by the end of your rental time and includes:

- Clean up of all food, supplies, paper products, etc. and removal of all your personal items and decorations.
- Collect all trash and place in receptacle stored in cabinet. Leave receptacle in kitchen; tie trash bag closed.
- Breakdown and storage of tables and chairs unless you purchased Lost River Cave setup and breakdown.

## Entry and Exit Procedure

- You may check out a key in the gift shop when you arrive for your rental. Lost River Cave will disarm the alarm prior to your entry. (If you are entering at 7am, check out a key by 5pm the daybefore your rental)
- Be sure your clean-up is complete before you exit at the end of your rental time. (Tables and chairs may be left up if you included and paid for Lost River Cave to complete Setup and Breakdown.)
- Lock all doors after you leave and return your key to the Gift Shop. (Utilize key drop if rental ends after 6pm.)

## Rescheduling Policy

You may reschedule your River Birch Room rental one time. Arrangements for a new date must be made at least 30 days prior to your rental date to provide time for Lost River Cave to try to fill your original date.

- If eligible, we'll work to find an alternative date. If you choose not to reschedule, the cancellation policy applies.

## Cancellation Policy

If you cancel your rental, only the \$50 security deposit is refundable. The rental rate is non-refundable and will be forfeited. If Lost River Cave were to cancel due to inclement weather or situations beyond our control, you may reschedule or receive a full refund.