



GARDEN IN THE WOODS EDUCATION CENTER ROOM-RENTAL AGREEMENT

Meeting Date:	
Meeting Start Time (no earlier than 10:30 a.m.):	
Length of Meeting, Including Set-up and Clean-up	
Arrival Time (no earlier than 10:30 a.m.):	Departure Time (no later than 4:30 p.m.): Total Number of Hours (not to exceed 6 hours):
Meeting Purpose:	
Number of Attendees (not to exceed 75; please confirm final count 1 week before rental):	
Name (individual/company/organization):	
Authorized Representative/Contact:	
Contact Information	
Phone (main): Phone (cell):	
Email:	
Full Address:	
<p>We require Renters to provide the Public Programs Coordinator, at least one week before the rental, with a Certificate of Liability Insurance policy of at least \$1,000,000 (one million dollars) of Comprehensive General Liability, naming Native Plant Trust as "an additional insured" on the day of the rental. Any vendors you use will also need to carry the same coverage. (Please see below.)</p>	

Vendor Information

Headquarters & Garden in the Woods
180 Hemenway Road
Framingham, MA 01701

www.NativePlantTrust.org
hello@NativePlantTrust.org
T 508.877.7630 F 508.877.3658



Vendor Name:	Phone (main): Phone (cell):
Arrival time (no earlier than 10 a.m.):	
Vendor Type (e.g., caterer):	
Full Address:	
We require all vendors to provide to the Public Programs Coordinator, at least one week before the rental, a Certificate of Liability Insurance policy of at least \$1,000,000 (one million dollars), naming Native Plant Trust as "an additional insured" on the date of service.	

<p>Available Equipment/Facilities</p> <p>The classroom of the Education Center is equipped with a PC laptop (on the podium at the front of the room), ceiling-mounted projector, large wall-mounted screen, laser pointer, mouse, wireless internet, and white board with dry erase markers. <i>Bring a USB drive to plug into the laptop on the podium or bring your own device to connect to the projector's HDMI cable. If you use an Apple product, bring your own adapter to connect to the HDMI cord at the podium and a backup copy of the presentation/materials on a USB drive.</i> The room is set up with 8 six-foot folding tables and 16 chairs. Additional chairs and tables, as well as two folding easels and paper pads for the easels, are available in the closet of the classroom. If you have special requests please note them in the box below.</p>
<p>Special Requests:</p> <p><i>If you plan to bring auxiliary equipment, please notify the Public Programs Coordinator one week in advance of the rental.</i></p> <p>Total Due: \$ Cleaning & Damage Deposit: \$250</p>

I understand that this contract is subject to the terms and conditions contained in the Rental Information and Guidelines document. My signature below indicates that I have read the Garden

Headquarters & Garden in the Woods
180 Hemenway Road
Framingham, MA 01701

www.NativePlantTrust.org
hello@NativePlantTrust.org
T 508.877.7630 F 508.877.3658



in the Woods Rental Information and Guidelines and that I assume full responsibility for the behavior of my guests, vendors, and others associated with my rental at Garden in the Woods.

Print Name

Signature Date

Headquarters & Garden in the Woods
180 Hernerway Road
Framingham, MA 01701

www.NativePlantTrust.org
hello@NativePlantTrust.org
T 508.877.7630 F 508.877.3658