



Palouse Nature Center Reservations

Rates and Fees

The following are the current rates and details for reserving the Nancy Taylor Pavilion, the Thomas O. Brown Learning Greenhouse, Artist Studio, or the entire Palouse Nature Center. Please contact us at 208-882-1444 or info@pcei.org if you have any questions.

Nancy Taylor Pavilion/Stage OR Learning Greenhouse

Hourly

Student/Non-profit: \$20 Member: \$30 Non-member: \$60

All Day (5+hours)

Student/Non-profit: \$100 Member: \$150 Non-member: \$300

Entire Nature Center

Hourly

Student/Non-Profit: N/A Member: \$150 Non-member: \$200

All Day (5+hours)

Student/Non-Profit: N/A Member: \$700 Non-member: \$900

**Inquire about ongoing events and series reservation options.*

Artist Studio

Rates vary. Email info@pcei.org to learn more.

Venue Reservation Cost and Deposit

Venue Reservation Cost

In order to hold the venue, the reservation must be paid in full. *Exceptions negotiated upon request.*

Cleaning/Damage Deposit

A refundable cleaning/damage deposit will be required for certain events, at the discretion of PCEI staff. That deposit will be returned to the leasing party once the venue has been assessed for any additional cleaning required by PCEI staff or damage caused during the event.



Chairs, Tables, and Table Linens

Chairs (white or black): \$1 each

6-foot tables: \$5 each

Black table linens: \$1 each (you wash and return) or \$3 each (we wash)

Client is to return all tables and chairs to storage area.

PCEI Plate Project

If you are serving food at your event, we recommend the PCEI Plate Project, which allows you to borrow dishes, silverware, and glasses. You can find PCEI Plate Project information at www.pcei.org under the “Programs and Events” tab.

Propane Heater

The propane heater in the Nancy Taylor Pavilion can be used with prior permission for an additional \$7/hour. Details provided upon request.

Sound Equipment

Sound equipment can be used with prior permission. Details provided upon request.

Venue Usage Rules and Information

General

- Smoking, vaping, chewing tobacco, etc. are **NOT PERMISSIBLE** anywhere in the Nature Center.
- If you will have alcohol at your event, you will need to acquire a permit through the City of Moscow.
- For an added fee of \$25/hour a PCEI staff member can be available during your event or can help with event setup and break down.
- Events must end by 10pm in compliance with city noise ordinance. Clean up can take place after 10pm, but quietly, out of respect for our neighbors.
- There are bike racks in the Bike Shelter for those cycling to the event. Please let us know if you need additional bike parking.

Trash, Recycling, and Compost

- Client is responsible for removing all trash from the Nature Center at the end of their event.
- Client may use the recycling bins at the north end of the Perrine House (main office building). Please ensure that all recyclables are clean, dry, and empty.
- There is a 3-bin compost system on the west side of the red barn. Please place all compostable items in the Stage 1 bin.

Decorations

- Decorations may not be hung with nails, screws, tacks or wires without prior approval. At the end of the event all decorations must be removed without leaving damage to the venue and the space must be left in the same clean condition that it was found.
- Confetti, rice, and glitter are not permissible anywhere in the Nature Center.
- Balloons are only permissible indoors and with prior approval.

Candles, Flames, and BBQs

- Pyrotechnics and sparklers are not permissible anywhere in the Nature Center.
- Prior permission must be granted to use the fire ring or candles.
- Clients may use PCEI's BBQ or bring their personal BBQ and set it up near the Hamilton Patio (south of the Waxwing building) or by the Bike Shelter. Keep BBQs away from walls and ceilings (never inside the Pavilion). Clean up any spilled grease or food.

Parking Management

- If you expect a lot of vehicles, please designate parking attendants to be in charge of parking and directing attendees to overflow parking areas as needed.
- Tell all attendees before the event to approach and enter the Nature Center parking lot slowly. Many people, including children, use the Nature Center throughout the day.
- The first parking bay is angle-in parking only, and the second parking bay is straight-in parking only. Please don't straddle parking spaces.
- When pulling out of parking spaces, please drive counter clockwise around the center island.
- The driveway leading to the Learning Greenhouse is a fire lane (no parking).
- There is one parking space for disability use of the Groover, our restroom facility.
- No engine idling while parked or picking people up.
- The two parking spaces directly south of the Pavilion's stage are accessible parking only.



Reservation Contract

Date Changes and Cancelations

In the event the client should need to cancel for any reason, a refund of all but \$20 is available. Any paid staff time for event setup that has taken place is non-refundable.

In the event of date change or cancelation for any reason, PCEI will not be financially or otherwise responsible for any arrangements made between the Clients and other vendors/contractors (including but not limited to, caterers, florists, DJs, event planners, wedding coordinators, etc.)

Indemnification

Clients shall make whole and hold harmless PCEI and its officers, employees, and agents from and against all claims, demands, damages and the like arising from a negligent act or failure to act on the part of the Clients or the Clients' attendees. PCEI is not responsible for lost or stolen items, damage to vehicles, or injuries to attendees arising from negligence of guests or attendees.

Force Majeure

In the event PCEI cannot perform or is delayed in the performance of any part of this contract, due directly or indirectly to any such events outside the normal control of PCEI, such as acts of God, extreme weather, government orders and fire, PCEI shall not be responsible for non-performance or delay, and may, at PCEI option, perform or cancel this contract or any portion thereof. This contract refers to a location agreement that will be finalized once the reservation has been paid.

Address: PO Box 8596, Moscow, ID 83843

Nature Center: 1040 Rodeo Drive, Moscow ID

(208) 882-1444 | pcei.org | info@pcei.org

The Palouse-Clearwater Environmental Institute is a 501(c)(3) nonprofit.

Tax ID #94-3038182. Donations are tax deductible to the fullest extent allowed.



Event and Client Information

Type of event: _____

Space reserved: _____

Date of event: _____ Time of event: _____

Anticipated number of attendees: _____

Client information should be for the individual to be financially responsible for the event and attendees of the event. If the event is being held for someone other than the Client please note their name(s) as well.

Client's name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Cell: _____ Alt phone: _____

Name(s) of persons event is being held for (if different than those named above):

Contact Person: Please appoint and provide contact information for an individual that will be available at check in and out, reachable by cell during and after the event.

Contact Person's name: _____

Email: _____ Cell: _____

By signing this contract, I (herein referred to as 'Client') have read and understood the Reservation Contract and Venue Usage Rules and the policies contained therein. I understand that if I, the vendors, or attendees do not act in accordance with the Contract that the lease may be terminated immediately at the sole discretion of Palouse-Clearwater Environmental Institute and that deposits may be retained by PCEI. I understand that I will also be held responsible and liable for any damages caused exceeding the amount of the retained deposit caused during the event.

Client Signature: _____ Date: _____