

STANDARD ROOM/SHELTER RENTAL RESERVATION FORM

The Wilderness Center, Inc.
9877 Alabama Avenue, SW, Wilmot, OH 44689
Phone: 330 359-5235 Fax: 330 359-7898

Room Requested _____ Reservation Date _____

Time Requested _____ Number of people expected _____

Purpose of Rental _____

Room Set-up instructions _____

Name of Group _____ Contact _____ Mem # _____

Phone _____ Address _____

Non-members:

Rooms	8 hr	4 hr	Add. Hrs.
Buckeye	\$350.00	\$200.00	\$50.00
Trillium	\$350.00	\$200.00	\$50.00
Cardinal	\$200.00	\$125.00	\$50.00
Multipurpose	\$125.00	\$75.00	\$50.00

Members:

Rooms	8 hr	4 hr	Add. Hrs.
Buckeye	\$310.00	\$160.00	\$50.00
Trillium	\$310.00	\$160.00	\$50.00
Cardinal	\$160.00	\$85.00	\$50.00
Multipurpose	\$85.00	\$75.00	\$50.00

Non-members: Shelters

Lakeview Shelter	\$80.00
Prairie Shelter	\$80.00
Rustic Shelter	\$60.00

Members: Shelters

Lakeview Shelter	\$60.00
Prairie Shelter	\$60.00
Rustic Shelter	\$40.00

Rental Fee: _____ (which includes a \$25 NON-REFUNDABLE deposit)

Amount Paid: _____ Date Paid: _____

Balance Due: _____ Balance Paid: _____

Payment: (circle one) cash check (#) _____ credit card (#) _____

- The Wilderness Center building and grounds are open to the public during our regular business hours. Public areas remain open even if a portion has been privately rented.
- We hold room/shelter reservations for 10 days to await your payment.
- Rental time **MUST** include time needed for set-up and tear-down by the renter.
- Refunds (less deposit) will not be issued for cancellations with less than 3 Wilderness Center business days notice.
- An extra fee of \$50 per hr. will be charged if your event (including set-up and tear-down) is before 9 am or after 5 pm Tues – Sat or before 1pm or after 5 pm on Sunday.
- Renters which do not vacate the premises as per the rental agreement terms will be assessed additional fees at a rate of 1 ½ times the established hourly rate.
- The Wilderness Center is not responsible for your equipment or personal items.
- Renter is responsible for any property damage or loss.
- No open fires, burning of wood or charcoal, are permitted. Camp stoves are permitted in shelters.
- Consumption of alcohol is only permitted with advanced approval from the Executive Director. The sheriff will be called if unauthorized alcohol consumption is discovered.

Signature of Responsible Party _____ Date: _____

TWC Staff Member taking reservation _____