



Daggerwing Nature Center
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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 days prior to the event.
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 at least 14 days prior to the event.
3. At the time of the **site meeting**, the **rental fees** and **security deposit** are due, and a copy of **liability insurance** listing Palm Beach County Board of County Commissioners as additional insured (if applicable) is 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, the **program fees** (if applicable) are due. After the event clean-up is completed, 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 **security deposit** will be returned to the representative if all policies and procedures were followed and there is no damage to the facility or equipment.

RENTAL FEES:

\$106.50 (one hundred six dollars and fifty cents) **rental fee** per use—due at **site meeting**

PLUS

\$100 (one hundred dollars) **security deposit**—due at **site meeting**

If the event is on a holiday or after regular staff office hours, an additional \$20 fee per hour of use will be assessed.

Payment must be in the form of a check payable to: **PBCBOCC** (Palm Beach County Board of County Commissioners). Two checks are required, **one** for the **rental fees** and **one** for the **security deposit**. Money orders and starter/counter checks are **NOT** accepted.

PROGRAM FEES (if applicable):

\$3 (three dollars) per person **program fee**—due day of event

Payment may be cash or check made payable to: **PBCBOCC** (Palm Beach County Board of County Commissioners). Money orders and starter/counter checks are **NOT** accepted.

SPECIAL REQUIREMENTS:

Incorporated organizations must provide one million dollar (\$1,000,000) general **liability insurance** listing Palm Beach County Board of County Commissioners as additional insured.

CANCELLATION POLICY:

Cancellation by the group must be made at least 14 days prior to the event. Cancellations made less than 14 days prior to the event will result in the forfeiture of the [security deposit](#).

ADDITIONAL POLICIES:

- The representative must have a copy of the permit and photo I.D. when using the facility.
- It is the group's responsibility to set-up before and clean-up after the event, during the permitted time.
- 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.
- The facility **only** provides the permitted space and any listed equipment on the permit. All other items or supplies must be provided by the user (i.e. The facility **does not** have items such as tape, utensils, copy machine, cooler, refrigerator, etc. available for use.).
- Due to limited space, groups **will not** be allowed to store items for the event at the facility prior to or after an event.
- Food/Drink is allowed **only** in the permitted meeting room.
- The following are prohibited:
 - * Parking anywhere but in a designated parking space
 - * Alcohol
 - * Commercial sales

**Failure to abide by the Facility Rental Policies and Procedures
will result in forfeiture of the security deposit.**

**For your safety, and the safety of others and our wildlife,
please respect the following rules:**

Building Rules

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

Boardwalk Rules

- * No pets
- * No food
- * No biking / skating
- * No running / jogging / speed walking
- * No smoking
- * No alcohol
- * No fishing

