

## Indian Creek Nature Center Rental Q & A



**Q: Does ICNC provide linens or tableware?**

A: Dinner plates and silverware are included in the rental. Linens, glassware and other decor may be rented through a vendor of your choosing.

**Q: How many tables and chairs are included with my rental?**

A: The following will be included (quantities may vary slightly):

- Auditorium: 120 chairs (more available upon request); 19-5' round tables, 6-8' banquet tables
- Classrooms: 4-6' banquet tables; 4-8' narrow banquet tables; 25 folding chairs; rolling room divider
- Conference Room: 12 rolling adjustable chairs
- Patio: assorted cedar patio furniture (seasonally)



**Q: Can we serve alcohol at our event?**

A: Yes. There is a \$100 non-refundable deposit to serve alcohol at the Nature Center. Alcohol must either be served by a licensed & insured vendor OR the renter may serve alcohol (open bar required) by purchasing liability insurance naming ICNC as an additional insured (minimum limits apply). Additional terms apply and may be found in the rental agreement.

**Q: What caterers do you recommend?**

A: A list of recommended caterers can be found on our website.

**Q: How many parking spaces do you have available?**

A: There are 46 standard and 5 handicapped parking spots in our main lot. In addition, a gravel overflow lot can accommodate an additional 100 vehicles.

**Q: Where should my caterer unload?**

A: There is a cement pad conveniently located outside our kitchen door.

**Q: Can we use disposable dinnerware at our event?**

A: We are a low waste campus that strives to divert our waste from the landfill. Styrofoam products are not allowed at the Nature Center. We strongly encourage our renters to choose compostable items when selecting disposable dinnerware.



*Photo by Annie B Photography by Chelsey*

**Q: Will there be a Nature Center staff member onsite during my rental?**

A: Yes, a staff member will be onsite during your rental to answer any questions.

**Q: Are we allowed to throw rice, or hold a balloon release at our party?**

A: No rice, glitter, or confetti may be used as it poses a threat to animals and the environment. No helium balloons may be released.

**Q: Can we set up a tent on the patio?**

A: Only small pop-up tents are allowed on the patio/deck and cannot be secured to the ground. The renter must provide their own sand buckets/blocks to secure tents.

**Q: Are we allowed to take photos for our special event on ICNC grounds?**

A: Yes, you are welcome to take photos on our property. There are many beautiful areas in the prairie and woodland for event photos.

**Q: What does cleaning up after my event include?**

A: At the end of the rental, the renter should remove all personal items. If any of ICNC's kitchen items were used, they should be washed, dried and put away. A cleaning fee is included in the rental so mopping, vacuuming, restroom cleaning and waste removal will be taken care of by staff.

**Q: Will the Creekside Shop be open during my rental?**

A: We will close to the public for all wedding rentals.

**Q: When is the remainder of my rental payment due?**

A: All rental balances are due one week (7 days) prior to the rental. Payments can be made via credit card by phone at 319-362-0664 or via check through the mail/in person.



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