RICHMOND HILL
GEORGIA

JOHN W. STEVENS WETLANDS EDUCATION CENTER
Hours of Operation: 9:00 a.m. until 10:00 p.m.
Phone: 912.756.3345 ~ Fax. 912.756.3368

Your Paid reservation means you have agreed to the following conditions for use of this facility:

1. Reservations for the Wetlands Education Center must be made in advance at City Hall, Monday-Friday 8:00 a.m. to 5:00 p.m. Keys to the building must be picked up at City Hall prior to your event during business hours. Keys must be returned to City Hall or placed in the city's drop box. **Failure to return keys will forfeit your deposit.**
2. The Facility may not be occupied prior to 9:00 a.m. and must be vacated by 10:00 p.m. Your reservation is for **one day only**. You may not set up the day before or clean up the following day unless you have rented the building for those days also.
3. Requests to serve alcoholic beverages **must be submitted in writing** and approved by City Council in advance of event. City Council meets on the first Tuesday of each month.
4. The condition and security of this facility and the contents thereof are the sole responsibility of the lessee. The facility will be inspected before and after use. **Failure to properly clean the facility or damage to facility will result in loss of cleaning deposit.** All trash must be removed and building must be left in pre-event condition. Any problems must be reported to the Park Ranger immediately. Any damages will be the responsibility of the person renting the facility.
5. The City assumes no liability for the use of the park or any facilities located in the park. All instructions from Park Personnel must be followed.
6. City is not responsible for lost/left behind items. For Lost & Found call 912-659-9831 during park hours.
7. No fireworks of any variety are permitted on park grounds except for city authorized professional displays.

Please Note: Rental fees are nonrefundable, and the City reserves the right to cancel any reservation.

Amenities

16 Tables w/140 chairs

Wireless internet
Stove
Microwave
Full-size Refrigerator
Ice Machine
2 Trash Cans

$150R/$200NR rental per Day
$200 Cleaning/Damage Deposit

…….
NAME AND ORGANIZATION (PLEASE PRINT)

…….
ADDRESS CITY/STATE/ZIP

……
PHONE NUMBER

…….
DESCRIPTION OF EVENT

…….
DATE(S) OF EVENT

…….
SIGNATURE DATE BOOKED

☐ **AUTHORIZED FOR REFUND OF $200 DEPOSIT**

_____
Refund Rec'd Date