



Michigan Wildlife Conservancy

People Helping Wildlife!

FACILITY USAGE FREQUENTLY ASKED QUESTIONS

WHAT IS INCLUDED IN THE "USAGE FEE?" The usage fee includes access to the agreed upon areas, the initial set-up and break down of the tables and chairs, the final clean up and a staff member on site during your event.

WHAT IS THE DEPOSIT? There is a non-refundable, minimum deposit of 25% of the usage fee. Please refer to the "Usage Fee" agreement for the exact deposit due at time of booking. We also require an additional \$500 security deposit, due one month prior to the usage date, which is refundable after your event, if there are no physical damages or excessive clean up required.

WHEN AND FOR HOW LONG IS THE FACILITY AVAILABLE THE DAY OF OUR EVENT? On the day of the event, you will be allowed access to the building and grounds at 10:00 a.m. for any type of set up, including decorators, band/DJ. At the conclusion of your Friday or Saturday event, clean up must start no later than midnight with the premises being vacated no later than 12:30 a.m., unless other arrangements have been made in advance. Sunday-Thursday event clean up must start no later than 11:00 p.m. and premises vacated no later than 11:30 p.m.

DO WE HAVE ACCESS TO THE AREA TO DECORATE PRIOR TO THE EVENT DATE? Availability is based on prior events scheduled. Management will make every attempt to accommodate your needs. Rehearsals for wedding ceremonies on the grounds, other than patio/deck, are much easier to accommodate the day prior. Most wedding parties plan to decorate the morning of the wedding- leaving time to get dressed for the wedding afterwards. Decorating any earlier is not recommended for the outdoor areas.

MAY I USE MY OWN CATERER? Yes, though there is a 15% fee charged to caterers, payable to The Bengel Wildlife Center (BWC). BWC provides a list of "Preferred Caterers." These caterers are familiar with BWC rules and regulations and have provided us with their proof of liability insurance and State of Michigan License. If you prefer to engage a caterer not under contract with BWC, this caterer must meet our qualifications and provide proof of necessary insurance and state license 90 days prior to the event and abide by Clinton County Health Department regulations as they apply to the facility. In the event where a non-preferred caterer of your choice fails to pay applicable fees, you will ultimately be responsible to cover the 15% fee. If no invoice is provided, this fee is calculated based off of guest count and standard cost of dish; determined through BWC. BWC provides a warming kitchen only. Only precooked and prepared foods are allowed to be served.

ARE THERE RESTRICTIONS ON MUSIC? Music must conclude on Friday/Saturday at 11:00 p.m. The premises must be vacated by 12:30am. On Sunday-Thursday, the time is 10 p.m. The facility does NOT have a 220 outlet.

WHAT IS YOUR POLICY ON ALCOHOL? MWC has a liquor license. **No outside alcohol is permitted on premise.** There are various options available, such as a hosted bar (drinks complimentary to your guests) to a cash bar (each guest pays for their drinks) and options in between. Please consult staff for options.

IS THE FACILITY HANDICAP ACCESSIBLE? Yes, the entire facility is handicap accessible and barrier-free.

WHAT ARE YOUR RESTRICTIONS TO DECORATING? Nothing is to be affixed to the walls, windows, floors, ceilings or chandeliers. Consult staff for methods to hang anything from the ceiling or walls. Silk flowers, glitter, confetti, tinsel or other similar materials, rice, pets, silly string, party poppers, sand stones, bubbles, soap and fireworks are not permitted. Candles must be contained within a globe or in water. Please use bird seed, not rice.

WHAT SIZE IS THE DANCE FLOOR? The dance floor will be a minimum/maximum of 150/300 sq. ft.

IS THERE SPACE AVAILABLE FOR THE BRIDE AND GROOM TO CHANGE CLOTHES? Yes, we have a, "Bride's Room," included with your usage fee. We also have the *Anderson Great Room*, for additional dressing room space or for the grooms-men or other family and friends to gather.

Please do not hesitate to contact us with any questions or thoughts you might have. We will do everything we can to accommodate your requests and creative spirit to make your event special!

