

*Support Navarino Nature Center
Become a Member Today!*

Membership Categories: (Please check one)

Renewing **NEW**

- Student \$15
- Individual \$25
- Family \$35
- Business \$50

SUSTAINABLE SUPPORTERS

- Acorn \$100 per year
- Seedling \$250 per year
- Pioneer \$500 per year
- Guardian \$1,000 per year
- Steward \$2,500 per year
- Leopard \$5,000 per year

Your Information:

Name _____

Address _____

City / State / Zip _____

Phone #: _____

Email: _____

Please send newsletter:

- U.S. Mail Electronically*

*Please provide email address above.

Return to: Navarino Nature Center, W5646 Lindsten Road, Shiocton, WI 54170



Facility Rentals



Navarino Nature Center (NNC) is located in the south eastern section of Shawano County, within the 15,000 acre Navarino Wildlife Area (WDNR).

NNC has been known as a hidden “gem” in Shawano County. NNC is the gateway to the Navarino Wildlife Area that is surrounded by prairies that burst into color from spring to fall, forests that erupt with color in the autumn season, and yet provide a beautiful winter backdrop as the snow accumulates on the surrounding grounds.

NNC grounds have a favorite spot for many senior photos, engagement photos, family photos, and weddings. The ever changing life that occurs around NNC provides something for all who come and visit.

NNC offers a variety of outdoor venue spaces that do not require rentals and are available on a first come first serve basis. The outdoor venues can NOT be reserved as they are available to the general public at will.

The interior of NNC provides a classic Northwoods feel in our conference room to a more modern appearance in our Great Room. All the while there are splashes of wildlife mounted around the building, a view that makes you feel like you are in the wilderness, and the seclusion of being away from it all.

So contact NNC staff today to tour one or all of the various facility options and let your next get together happen at NNC!

*“There are times when solitude is better than society, and silence is wiser than speech”
– Charles Spurgeon*



FACILITY REQUEST APPLICATION NAVARINO NATURE CENTER (NNC)
BUILDING USE AGREEMENT

This agreement is in accordance with the Building Use Policy (attached) for the Navarino Nature Center (NNC)

Organization/Applicant Name: _____

Contact Person & Phone No.: _____

Address: _____

Desired Date(s) of Use: _____

Setup Time & Date: _____

Arrival Time: _____ Departure Time: _____

Desired Facility Use:

Great Room	\$ _____
Conference Room	\$ _____
NNC Bundle	\$ _____
Security Deposit	\$ _____

TOTAL DUE (Enclosed) \$ _____

CREDIT CARD or CASH or CHECK # _____

**Navarino Nature Center accepts: cash, check, credit or debit card (*)
(*) Applicable fees of 2 – 4% may apply to use of credit / debit cards.**

I have read and agree to the attached Building Use Policy

SIGNED _____

Date _____

APPROVED BY _____ Date _____

PAYMENT RECEIVED - AMOUNT _____ Date _____

DENIAL BY _____ Date _____

REASON _____

Definitions:

½ Day or Evening -- A rental of no more than 4 hours, which would be half of an eight hour work day.

Full Day -- a rental of building from 4 to 12 hrs, consisting of a full work day.

Weekend -- a rental of the building on a Saturday or Sunday.

Fee is for one day not both, double the fee if renting both days.

NNC Programs: Navarino Nature Center staff may be able to offer a special program on a topic of interest to your group. Additional fees for these programs do apply, contact NNC staff to discuss these options.

The above fees, under special circumstances may be waived or modified by the Director and/or NNC Board.

Payable to: Navarino Nature Center or NNC.
(CREDIT CARD or CHECK or CASH IN ADVANCE)

Security Deposit: A security deposit of \$100 for non-profit, government and general public use, a security deposit of \$200 for businesses will be charged when renting the Education Center. Security deposits will be returned in part or in full, depending on the condition the building is left in. Security deposits will be retained if facility rules are not followed or if damages have resulted to the facility, its equipment or furnishings, or if the grounds around the facility are not free of litter. Major expenses to the building and/or grounds may result in additional compensation per damages, or legal action.

Revisions: This facility use policy may be amended at anytime by the Navarino Nature Center Board of Directors or Director / Naturalist. Notice of revisions will be given to scheduled renters following policy changes or amendments.

General Information:

Paper work and fees sent to:

Navarino Nature Center
Attn: Director
W5646 Lindsten Road
Shiocton, WI 54170

For information, please call (715) 758-6999
Tuesday through Friday
8:00 a.m. - 4:30 p.m.

Fax: (715) 758-6999 - Please call ahead to notify of sending the fax.

Email: navarinonc@gmail.com

Outdoor Facilities

(First Come, First Serve basis)

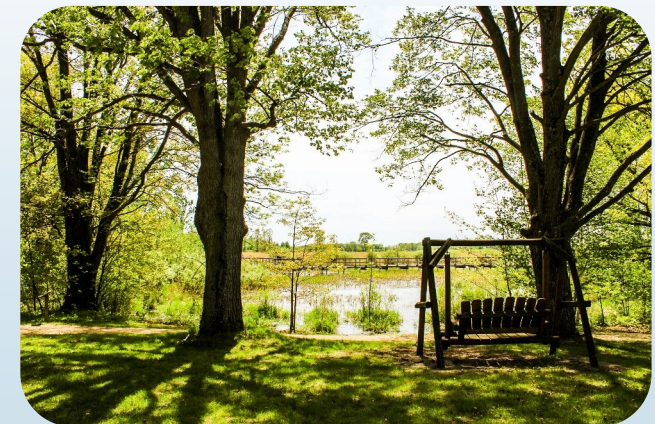
NNC has a variety of outdoor venues that are available for you during your event or for your event. These facilities however, cannot be booked due to them being accessible for the public that uses the Wildlife Area.

Our various outdoor facilities include:

- Amphitheater
- Handicapped Accessible Boardwalk
- Fire Ring



- Memorial Gardens
- Nature Playscape
- Parking Lot
- Picnic Shelter
- Rustic Restrooms (Pit Toilets)
- Sledding Hill
- Storybook Walk



Again these facilities are open to the general public who may be hiking or enjoying the surrounding grounds during your event.

Great Room

Size: 68' by 38'

Capacity:

Theater Seating: 150 people

Table Seating: 100 people

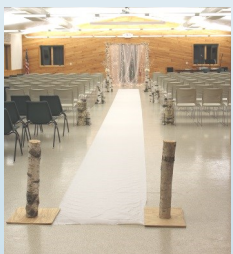


Book our Great Room for larger event get togethers or for more space. Our Great Room has beautiful panoramic views of woods, wetlands, and prairie that make NNC unique.

Perfect for weddings, family reunions, baby showers, graduations, group meetings, trainings, work ins, quilting get togethers, you name it, most likely the Great Room can handle it.

The Great Room is equipped with:

- 8.5' by 11' drop down screen
- Floor Podium
- Black Board/ Dry Erase Board
- Microphone/ PA System
- Portable Buffet Stations (2)
- Multiple outlets for catered or buffet style events
- Projector
- DVD Player
- Lecture Tables (8' by 18")
- Tables (3' by 6')
- Wi-Fi Internet



- *The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to or from the ceiling or walls is strictly prohibited.
- *Candles are allowed only if the flames are enclosed in a glass covering.
- *Glitter, rice, bird seed, confetti and similar material cannot be used in the building or on the grounds.
- *Dishes of any kind including serving ware, cups, and silverware are not provided.
- *Pets are prohibited access to the center, except guide animals for visually impaired individuals, and must be leashed and under the owner's control outdoors. Owners must clean up after their pets.

Parking: The small upper lot is designated for handicapped parking, loading & unloading, passenger drop-off / pick-up, carpooling and hybrid vehicles. The larger lower parking lot is for general parking. Groups are asked to use the lower parking to keep the upper lot open for its designated use, and for emergency vehicles.

Scheduling Policy:

Reservations are required by all groups wishing to rent the NNC. All reservations are made by calling the nature center at (715) 758-6999.

Reservations are confirmed only when the necessary paperwork is completed and final payments and security deposits have been made.

Reservations within the calendar year are taken any time after January 1st of that year.

Rental Fees:

Great Room - Maximum capacity: Theatre seating - 150 people
Table seating – 100 people

Conference Room - Maximum capacity: 30 people

Facility	½ Day or Evening	Full Day	Weekend (Sat. or Sun.)
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<u>Non-Profits/other Govt.</u>	½ Day	Full Day	Weekend (Sat. or Sun.)
Conference Room	\$50	\$100	\$150
Great Room	\$75	\$125	\$175

General Public / Business

	½ Day	Full Day	Weekend (Sat. or Sun.)
Conference Room	\$75	\$125	\$175
Great Room	\$100	\$150	\$200

*NNC Bundle: Add all rooms together based on time / day of week desired

- 25% of the security deposit will be deducted if NNC staff are required to clean up after your booking.

FACILITY USE POLICY FOR NAVARINO NATURE CENTER RENEWABLE ENERGY EDUCATION COMPLEX

The Navarino Nature Center Renewable Energy Education Complex is a privately owned building which may be used by a variety of groups and organizations for a variety of purposes. This policy sets the general conditions by which the building may be used.

General Policy:

After the needs of Navarino Nature Center (NNC) are met, consideration will be given to other groups in the following priority:

1. Non-profit groups having goals and purposes compatible with the goals of Navarino Nature Center.
2. Other groups and organizations determined acceptable by the Director, Naturalist and the NNC Board of Directors.

Priority will be given to groups wishing to use the building during normal business hours (i.e. weekdays, 8:00 am to 4:30 pm) and during the less busy times of year (i.e. winter and summer). Groups wishing to use the building after normal business hours or on weekends may be denied based solely on the availability of staff to open, close, and monitor use of the building.

The building may be used for meetings, training, education programs and family gatherings deemed appropriate by NNC Board of Directors or the Navarino Nature Center Director. It may not be used for political, religious, or commercial purposes. Use of the building may be denied at the discretion of the nature center through the Director and the NNC Board.

General rules and Regulations:

The following rules must be adhered to:

- * Smoking is not permitted in any part of the Education Center at any time.
- * All events must end by 10:00 pm during the week. All weekend evening events must conclude by 11:00 pm.
- * Groups having food services will be responsible for cleaning all areas utilized, removal of personal equipment and assuring that the premises are in the same condition as when the group arrived on the premises. This includes but is not limited to the following:
All tables and chairs must be wiped off and clean. Tables and chairs should be stored on the carts provided.
- * All users must adhere to NNC's "pack it in / pack it out" policy, all materials (recyclable & TRASH) brought in to the facility need to be "packed out", failure to do so will result in the forfeit of the security deposit.
- *The storage of any equipment or other accessory items belonging to the users is not permitted and the NNC is not responsible to any equipment or other accessory items left at the Center.

Conference Room

Size: 30' by 25'

Capacity: 30 people

Book our Conference Room to add a cozy cabin style feel to your event. Small and quant homey feeling makes this room a favorite for a change of scenery for meetings or a home style atmosphere for fun family gatherings.

Perfect for smaller meetings, birthdays, and small family get togethers

The Conference Room is equipped with:

- Tables (3' by 6')
- Chairs
- Electric Fireplace
- View of bird feeding stations
- Projector
- Portable Screen
- Wi-Fi Internet
- Full Kitchen



NNC Kitchen

NNC Kitchen is attached to the Conference Room and is included with the conference room rental.

The kitchen is equipped with:

- Outlets on every wall
- Microwave
- Refrigerator
- Stovetop/Oven
- Mini refrigerator
- Coffee Pot (10 cup & larger)
- Utensils
- Pots & Pans (Utensils & Pots & Pans must be cleaned and returned to proper place if utilized)



***If bringing multiple items to heat up in crock pots or roasters, consider spreading out the roasters to other outlets in the Kitchen to prevent a blown breaker.



NNC Bundle

(Great Room/Lobby/Conference Room/Kitchen)

*Does not include Mammal Room, Office, & lower level

Need access to the kitchen for your event, as well as the space to spread people out or utilize multiple rooms. Then the NNC Bundle is for you!

This bundle is perfect for weddings in terms of Great Room for ceremony, Conference Room for Bridal party, and kitchen for catering to prepare the meal. The rest of the NNC facility will be off limits to guests with access only to the upper portion of the Nature Center building. Remaining rooms will be locked.



What is included:

- All aspects of the Great Room
- All aspects of the Conference Room
- All aspects of the Kitchen
- Access to lobby restrooms and hallway restrooms

Bundle Pricing: Add all rooms together based on time/day of week desired

Time Frame	Great Room		Conference Room		Weekend (Flat rate per day)	
	1/2 Day (4 Hours or less) Tues. - Fri.	Full Day (More than 4 Hours) Tues. - Fri.	1/2 Day (4 Hours or less) Tues. - Fri.	Full Day (More than 4 Hours) Tues. - Fri.	Conference Room (Sat. or Sun.)	Great Room (Sat. or Sun.)
Business/ Non-Profit/ Membership	\$75	\$125	\$50	\$100	\$150	\$175
General Public	\$100	\$150	\$75	\$125	\$175	\$200