



## VENUE RENTAL PRICING

### **Full Facility Rental** \$2,750.00

Ideal for weddings, banquets, corporate/nonprofit events, fundraisers, graduation celebrations, and other large gatherings of up to 200 guests. This package includes access to:

- Atrium
- Discover Room (*\*screens included*)
- SWOD Classrooms
- Staging Kitchen
- Outside Grounds
- Restrooms
- Parking
- Venue Coordinator on site

### **Limited Facility Rental** \$1,750.00

Perfect for mid-size events such as weddings, birthday parties, baby showers, happy hour socials, and small receptions of up to 80 guests. This package includes:

- Atrium
- SWOD Classrooms
- Staging Kitchen
- Outside Grounds
- Restrooms
- Parking
- Venue Coordinator on site

### **Celebration Party Rental** \$450.00 (regular exhibit) - \$500.00 (visiting exhibit)

A three-hour rental designed for intimate gatherings such as children's parties, small family celebrations, club meetings, or casual-get togethers of up to 30 guests. This package includes:

- Atrium
- Discovery Room (*\*games on screen included*)
- Tables and chairs
- Staging Kitchen
- Outside Grounds
- Restrooms
- Parking
- Venue Coordinator on site



### **Corporate & Nonprofits Rental**

\$75.00/hour

Designed for corporate meetings, nonprofit gatherings, board retreats, planning sessions, trainings, and small group workshops. This rental option provides a quiet, nature-inspired setting ideal for focused work and collaboration. This package includes:

- Classrooms (*\*depending on availability*)
- Outside Grounds
- Table and chairs
- Restroom
- Parking
- Venue Coordinator on site
- Add-ons are available

## **VENUE RENTAL AVAILABILITY**

**Please Note:** River Legacy Nature Center is open to the public Monday through Saturday from 9:00 AM to 5:00 PM. Guests are welcome to visit during these hours to explore our exhibits and grounds.

### **Full Facility, Limited Facility, and Celebration Party Rental**

Event rental spaces are available during the following times:

- **Friday & Saturday from 5 PM - 12 AM**
- **Sundays from 10 AM - 7 PM**  
(*\*Sunday rentals are limited to a maximum of 7 hours. Additional hours may be added for an extra fee, subject to availability.*)

### **Corporate and Non-Profit Organization Meeting Space Rental**

Corporate and nonprofit meeting space rentals may be scheduled during or outside regular operating hours, subject to availability and coordination with the Venue Rental Coordinator

*For questions or inquiries regarding venue and meeting space rental, please email at:*

[venue@riverlegacy.org](mailto:venue@riverlegacy.org).



## FAQs: Venue Rentals

### 1. What is included in the rental?

Each rental includes access to the event space(s) selected in your package, along with essential amenities to support a smooth and seamless experience. All rentals include:

- Access to the outdoor grounds surrounding your reserved space
- A staging kitchen and designated storage space
- On-site restrooms and parking
- A dedicated Venue Rental Coordinator available on-site during your event

### 2. What is the guest capacity?

Guest capacity varies based on the rental package and seating layout you select. Each space accommodates different group sizes depending on seating style, event flow, and specific needs. Please reach out to our Venue Rental Coordinator to discuss the best for your guest count.

### 3. How many hours are included in the rental?

Your rental includes 7 total hours of facility access, broken down to cover your event, setup, and cleanup. Additional time may be available for an added fee (*Sundays only*). All events must strictly end by the contracted time listed in your rental agreement.

### 4. What will the staff provide during the event?

Our Venue Rental Coordinator will greet you upon arrival, unlock and prepare the venue, and remain on-site to assist with basic facility needs throughout your rental. You are responsible for your own setup, decorations, food service, and cleanup.

### 5. Can I tour the space before my event?

Yes! We are happy to schedule a private tour so you can explore the space and see the included amenities. Tours are available **by appointment only** to ensure our Venue Rental Coordinator is free and to prevent interruptions during other scheduled events.

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**6. Can we decorate the space?**

Yes, decorations are welcome! However, to protect our facility and the surrounding natural environment, certain restrictions apply. Items such as confetti, glitter, open flames, and anything that could harm local wildlife or damage the venue are strictly prohibited.

**7. Do we need event insurance?**

Yes. Large special occasions (e.g., weddings, conferences, and similar events) require a **one-day Special Event Liability Insurance Policy**. A Certificate of Insurance (COI) must be submitted at least **two weeks prior** to your event date to protect both you and the venue from unforeseen incidents.

**8. Can we choose our own vendors?**

Yes! You are welcome to select your own preferred vendors for catering, photography, music, florals, and decor.

***Note:** Tables and chairs are the only exception and must be rented through our approved vendor partner. All outside vendors must adhere to venue policies, submit required insurance documents (if applicable), and respect designated load-in/load-out times and location.*

**9. Can we bring our own alcohol?**

Yes, outside alcohol is permitted. However, all alcohol service must strictly comply with Texas state laws and venue policies. If alcohol is served at your event, you must fulfill the following requirements:

- All alcohol must be served by a licensed, TABC-certified bartender
- An off-duty officer must be booked through our approved contact list

**10. What are your peak and off-peak seasons?**

Demand and booking lead times vary throughout the year.

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**11. Is this facility accessible?**

Yes! River Legacy Nature Center is fully ADA-compliant. We offer accessible parking spaces, ramped building entrances, and accessible restrooms to ensure all your guests can comfortably enjoy your celebration.

**12. How do I secure my date?** To lock in your date at River Legacy Nature Center, submit the following:

- **Signed Contract:** Return the completed Reservation Form and Terms & Conditions Contract.
- **25% Reservation Fee:** Applied toward your total rental cost.
- **\$250 Security Deposit:** Fully refundable 10–14 business days post-event.

*Dates are secured on a first-come, first-served basis once payment and signed paperwork are received.*