

Pringle Nature Center Rental Procedures

General Rules and Regulations

The following rules must be adhered to:

1. A Pringle Nature Center (PNC) staff person or board member will be on site during any rental.
2. There is no smoking or alcoholic beverages allowed at PNC at any time.
3. All events must end by 10:00 p.m. during the week and by 11:00 p.m. on the weekend. Bristol Woods County Park trails close at sunset.
4. Groups must leave the facility in the same condition as it was found. This includes but is not limited to the following:
 - a. All tables and chairs must be wiped off and clean.
 - b. All materials (recyclable and trash) must be put in the proper receptacle, failure to do so will result in the forfeit of the damage deposit.
5. The PNC is not responsible to any equipment or other accessory left at the Center.
6. The use of nails, screws, tape, tacks, or the like to fasten decorations cannot be used in the building or on the grounds.
7. Candles are allowed only if the flames are enclosed in a glass covering.
8. Glitter, rice, bird seed, confetti, and similar material cannot be used in the building or on the grounds.

Scheduling

1. Reservations are required by all groups wishing to rent the PNC. All reservations are made by calling the nature center at (262) 857-8008 or by filling out the Rental Request Form found on PNC's website and returning it to the nature center.
2. The time you indicate on the Building Request Form is the time the building will be open for your use and time it will be closed. Any decoration and clean up must be completed during this time.
3. Reservations are confirmed only when the necessary paperwork is completed, final payments, and a \$75 damage deposit has been made.
4. The rental fee will be \$50 per hour for full use of the building by individuals and businesses.
5. The rental fee will be \$25 per hour for full use of building by non-profit and not-for-profit groups.
6. Overnight rentals are \$150 for full use of the building and \$75 for use of the restrooms only. Programs may or may not be available.
7. A \$75 refundable damage deposit is required. The damage deposit will be fully refunded within 30 days of your group's departure provided there is no damage to the center, it was left in good, clean condition, and was vacated in a timely manner.
8. Fees can be paid in cash or check, payable to Pringle Nature Center.

Cancellations

1. You may cancel or reschedule a rental eleven (11) or more business days prior to the event at no charge. If cancellation occurs ten (10) to six (6) business days prior to the rental date, you will incur a cancellation fee equal to 50% of the rental price. You are responsible for paying 100% of the rental price if you cancel five (5) business days or less prior to the rental date.

Facility Resources

1. We will make every effort to ensure that all requested resources for the rental are in working order. In an event that a resource is unavailable due to repair or circumstances beyond our control, we will make every effort to notify the person responsible as far in advance as possible. We will not refund or partially refund for mechanical failure of equipment unless that equipment was an integral part of the rental (e.g. the stove was broken and the purpose of the rental was to teach a youth group how to cook).
2. PNC has a full kitchen, which includes a stove, microwave, dishwasher, sink, and dishes including serving ware, cups, plates, and silverware for use.
3. The following equipment is available for use:
 - a. TV/VCR/DVD
 - b. Overhead projector (transparencies and pens not included)
 - c. LCD projector
 - d. Floor podium
 - e. Wet Erase Board
 - f. Screen
4. Nature center displays of preserved and living animals will not be removed during the rental and should not be disturbed.

General Information

Paper work and fees sent to:

Pringle Nature Center
Attn: Naturalist
9800 160th Avenue
Bristol, WI 53104

For more information, please call (262) 857-8008
Tuesday through Saturday
9:00 a.m. – 4:00 p.m.

Fax: (262) 857-8009 – Please call ahead to notify sending of the fax.

Email: naturalist@pringlenc.org

Set Up

PNC has ten (10) round tables, four (4) rectangular tables, and 100 chairs for your use. Please use the map below to show us how you would like the room set up.

