

EVENT PLANNING FORM

Bethel Bur-Ton Conference Center

(Includes use of Eck Plaza)

Large meeting room with seating for 75 for meals or 100 for meetings; pull-down projection screen; room is wired for Internet; separate handicapped-accessible restrooms; separate foyer for meeting sign-in, registration, etc; covered patio with tables; full kitchen and food prep area

Half-day (4 hours)	\$350
Full-day (8 hours)	\$600
Security deposit	\$150/\$300
Add'l hours are charged at	\$75

All set-up and cleanup must be accomplished within the allotted rental time

Bryan Lakeside Pavilion

Open-sided structure with picnic tables; views of water; plenty of parking; two newly refurbished handicapped-accessible restrooms; outdoor cooking is permitted with permission of the superintendent; complete kitchen suitable for catering is available for an extra charge

Half-day (4 hours)	\$350
Full-day (8 hours)	\$600
Security deposit	\$150/\$300
Add'l hours are charged at	\$75

All set-up and cleanup must be accomplished within the allotted rental time

Use of kitchen add \$150 to total

Classroom

Seating for 60 for meetings or meals; one unisex handicapped-accessible restroom; small food prep area; pull-down projection screen; room is wired for Internet

By the hour	\$75/hr
Security deposit	\$150

All set-up and cleanup must be accomplished within the allotted rental time

Cottage Garden, Rose Garden, Butterfly Garden, Camellia Garden, others

By the hour \$75 hour

Security Deposit \$100

All set-up and cleanup must be accomplished within the allotted rental time

Group picnic on the grounds (includes exclusive use of picnic tables) – This does not include picnic tables at Bryan Lakeside Pavilion

By the hour \$25 per hour

Security Deposit No deposit required

All set-up and cleanup must be accomplished within the allotted rental time

Fishing

Only groups of 8 or more persons will be permitted to fish. Only catch-and-release fishing is permitted. Time for fishing must be scheduled at least one week in advance and must take place during regularly scheduled business hours of BFCG. The cost of fishing is \$5.00 per person. The Permit Holder must be an adult who assumes responsibility for the fishing group. Fishing may be suspended by BFCG for reasons such as lack of fish, alligators in pond, sick fish, polluted water or low water.