



Private Event Rental Information & Expectations

Thank you for booking a private event with us! The following information includes the general schedule, pricing, and expectations.

Payment in full is required to confirm your time slot. See refund policy below for more information.

Please do not arrive before your scheduled time slot so as to give our staff time to prepare the room for your event. Due to other activities, we are unable to allow you early access. We recommend inviting your guests 5-15 minutes into your time slot if you would like private time to set up. Tear down must be completed by the end of your time slot. Your host will be happy to support clean up.

Tables and chairs are available for your event. My Nature Lab staff members will be responsible for set up and clean up of tables and chairs. Please note that we do not have tablecloths available for your event. Our round tables are 5' in diameter and can seat up to 8 people comfortably. Our two low classroom tables are approximately 30" x 60" and can seat up to 12 people comfortably (please note - the classroom chairs and table are low to accommodate children and may not be suitable for all adults. We may be able to add round tables to the classroom depending on rental details - please email us for more information and to arrange seating).

Guests of all ages are welcome.

My Nature Lab events are designed for **a limited number of attendees as detailed below, including children and adults**. This helps us cultivate the best experience for your group and the live animals. Any additional individuals will cost \$20/person on the day of the event. Please be aware that the more people you have, the less hands-on time each individual will receive. If you are looking to visit Open Lab, you may come outside of your event time slot during Open Lab hours for \$15/person for non-members or free for members.

Food and non-alcoholic beverages are welcome. We ask that you bring your own utensils, plates, and napkins as needed as we do not provide these items. Please note, we do not have a water fountain. We recommend having your guests bring water bottles. We do not provide a refrigerator or freezer. Decorations are allowed. **Balloons, glitter, hanging decorations, pinatas, confetti, projectile toys, silly string, and similar items are not permitted** in the classroom or lab space. Bringing them may result in a \$75 damages/cleaning fee.

All guests are required to abide by the rules of My Nature Lab, stated as follows:

- Shh... Keep your voice down.
- Never squeeze or grab an animal.
- Always ask before picking up an animal
- Kindness and respect for all.
- Everyone have fun!

We ask that **adults help us enforce these rules**, as well as keep a calm environment conducive to the comfort of the live animals.

My Nature Lab reserves the right to end the animal presentations if it is deemed unsafe for the animals to continue (i.e. the group refuses to abide by the above rules or listen to My Nature Lab staff).

Classroom rental:

- \$175 for one hour (includes 45 minutes of personalized animal presentations) or \$325 for two hours (includes 90 minutes of personalized animal presentations)
- 15 attendees, including children and adults
- Classroom/event room only

Lab rental:

- \$475 for one hour (includes 45 minutes of personalized animal presentations) or \$900 for two hours (includes 90 minutes of personalized animal presentations)
- 40 attendees, including children and adults
- Lab space only

Lab + Classroom rental:

- \$600 for one hour (includes 45 minutes of personalized animal presentations) or \$1100 for two hours (includes 90 minutes of personalized animal presentations)
- 80 attendees, including children and adults
- Classroom/event room and lab space

REFUND POLICY:

- Event invoices must be paid in full to confirm your event's date.
- Cancellations with at least 30 days' notice will be given a full refund, minus a 10% processing fee.
- Cancellations between 30-15 days' notice will receive a 75% refund, cancellations between 15-5 days' notice will receive a 50% refund, and cancellations with less than 5 days' notice will receive no refund.
- If anyone in your group is diagnosed with COVID-19 or has any symptoms as defined within current Boulder County Public Health guidelines, then My Nature Lab will move your event to an open time of your choosing at no cost or you will be given a refund, minus a \$50 room deposit charge.
- If My Nature Lab must cancel your event for any reason, your event will be moved to an open time of your choice at no cost to you.

Thank you in advance for your cooperation. If you have any questions, please email us at info@mynaturelab.org or call us at (720) 248-7251.

Private event policies revised November 30, 2023.