



# Osprey Wilds

Environmental Learning Center

## 2020-2021 Banquet & Wedding Pricing

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### RENTAL SPACE

- **Entire Center** (includes dining hall rental, all of our meeting spaces and lodging for 102 guests)
  - 1 night: \$3,250
  - 2 nights: \$5,500

Additional costs: Linens (sheets, pillow, blanket, & towels) can be included for \$10/person (advance notice required). Daily housekeeping service is not available.

During our peak season, May through October, at least 2 nights of entire center rental required. One night is required for renting the entire center November through April.

- **Dining Hall Rental** (Capacity 205)
  - Half-day (8 hours): \$525
  - Full-day (16 hours): \$1,050

**We can only guarantee access to the dining hall during the time of your rental.** If available, the dining hall may be used for decorating, prep, rehearsal, etc. outside of your rental times, at an additional cost. Please discuss your desired times with our staff to determine the availability.

If renting the entire center, the dining hall is included at no extra charge from check-in time (3:00 pm) on the day of your arrival until check-out time (11:00 am) on the day of your departure.

### ACCOMMODATIONS (All lodging buildings have accessible accommodations)

- **Crosby Lodge**
  - 56 total (lower bunks only)
  - 14 rooms total (4 beds & a private bathroom in each)
- **Lowry Lodge**
  - 28 total (upper and lower bunks)
  - 5 rooms total (3 sets of bunks in each upper level room, lower level room has 2 sets of bunks)
  - 2 shared bathrooms on lower level
  - Full kitchen
- **Schwyzzer Lodge**
  - 22 total (upper and lower bunks)
  - 5 bedrooms, 11 sets of bunks
  - 3 bathrooms
  - Full kitchen

## **FOOD SERVICE**

- Head count for meals is needed two weeks in advance, and this is the minimum number you will be billed for.
- Banquet meal pricing varies, but typically ranges from \$18-35/person, plus a 15% gratuity. You will have a custom consultation with our chef to find a menu that fits your needs and budget.
- We encourage the use of local, sustainable, & organic options whenever possible, and this topic can be discussed during your consultation.
- We do not allow outside catering or potlucks for the banquet meal, but you are welcome to bring in your own dessert or appetizers/snacks (we can also provide these through our food service, inquire for pricing).
- If you choose to serve alcohol, you are required to apply for a liquor license through Pine County, purchase event insurance listing Osprey Wilds Environmental Learning Center as an insured party and have a peace officer (someone who works in law enforcement, such as police, sheriff, and state patrol) on-site during the serving period.
- You cannot charge for alcohol- no cash bars unless a service is used and their insurance lists Osprey Wilds Environmental Learning Center as an insured party. Beer, wine or other malt beverages are acceptable. Hard liquor is not allowed at any event.

## **OTHER RENTALS – advanced notice required**

- Tables
  - Tables (rectangular and 8 feet long) are available and included in the rental fee.
  - Linen tablecloths and napkins can be rented for \$12/table, or just tablecloths for \$6/table
    - Tablecloths come in black, white, and ivory; and napkins come in an array of colors.
  - Additional cocktail tables (32" diameter, 43" height) are available to rent and come with stretchable black tablecloth: 6 tables for \$60 or 13 tables for \$120
- A/V Technology
  - TV/DVD
  - Speaker podium
  - White board and markers
  - LCD projector (\$10/hour or \$75/day)  
\*Note: windows in the Dining Hall and Climbing Wall Classroom make projecting a problem during daylight hours.
- Outdoor Equipment (Free with lodging with exception of canoes.)
  - Canoes (\$12/day)
  - Snowshoes
  - Cross-country Skis
  - Volleyballs
  - Firewood is supplied for small campfires at our fire pits and fireplace. If additional firewood is needed, there will be a small fee for the additional wood – please make these arrangements well in advance.
- Optional Programming (any of our programs, dependent on staff availability, can be added to your event)
  - Climbing Wall, High Ropes or Canoeing Programs – 2 hours: \$275 for up to 15 people; each additional person = \$15
  - Team Challenge (Low Ropes Course), Total Team (Initiative Course) and Naturalist Programs – 2 hours: \$175 for up to 15 people; each additional person = \$10
  - Wildlife Presentations (Birds of Prey, Wolf Ecology, etc.) – 1 hour: \$200 (for entire group, regardless of size)
  - Other: We may be able to accommodate special program requests, inquire upon booking.

## **PAYMENT**

A \$500 deposit is required to confirm reservations. This deposit will be applied to your final bill and is refundable only if cancellation is made 120 days prior to scheduled dates. A 25% non-refundable down payment and \$500.00 damage deposit is due 60 days prior to event date. The damage deposit will be refunded within 10 days after the event, provided no additional cleaning or services incurred. Final head count, due two weeks before the event, will be the minimum number billed for. The balance must be paid upon arrival.

An additional cleaning and/or damage fee may be assessed for all reservations where alcohol is served.



As an Environmental Learning Center, we have invested in renewable energy, and sustainable practices, and we always encourage our visitors to try and be as environmentally and socially responsible as possible. We are happy to help you implement these practices into your event and provide input for how to minimize the environmental impact of your event. Here are some ideas for starters: Avoid the use of disposables, buy locally grown or produced items when possible, actively promote recycling among your guests, encourage carpooling, etc. Thank you for doing your part to protect the environment!