Thank you for your interest in planning your wedding and your reception at Touch of Nature Environmental Center. This event guide includes facility and service rates as well as Touch of Nature’s event policies. Please familiarize yourself with the following to ensure a successful event.

1. Reserve facilities for your event with Touch of Nature Conference Services at 618/453-1121. Room set-up, event times, equipment needs, food service, alcohol service, etc. should also be determined at this time.

2. Contact a caterer to discuss your catering needs. (Visit our “Weddings” page here to view outside catering guidelines and caterers approved by SIU.) Plan the menu and discuss the details concerning your event no later than 10 business days prior to your event. Special arrangements regarding types of service, event timing and special needs should be discussed at this time.

3. Please stay in contact with us. The success of your event is our primary goal. Periodic communication will allow us to make any changes to your scheduled program and provide you with the best possible service.

### Site and Facility Rates

<table>
<thead>
<tr>
<th>Facility</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friends Room</strong> (Heat and A/C equipped)</td>
<td>$650.00</td>
</tr>
<tr>
<td><strong>Indian Building</strong> (Heat and A/C equipped)</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Sledgefoot Lounge</strong> (Heat and A/C equipped)</td>
<td>$550.00</td>
</tr>
<tr>
<td><strong>Freeberg Hall</strong> (Freeberg has no A/C)</td>
<td>$625.00</td>
</tr>
<tr>
<td><strong>Freeberg/Sledgefoot Combined</strong> (Sledgefoot has A/C)</td>
<td>$775.00</td>
</tr>
<tr>
<td><strong>Amphitheater</strong> (Maximum Capacity 120)</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Rehearsal ............................................................................................................. $150.00

Notes:
*An additional charge may be added if there are extensive facility set-up requirements.
**The time period for one day’s rental begins at 10:00 a.m. and ends at midnight.
***All Prices Subject To Change

### Lodging

The Hotel-style accommodations of Little Grassy Lodge are recommended.

Rooms in Little Grassy Lodge have heat, air conditioning and private baths.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twin room (14)</td>
<td>$69.00</td>
<td>$4.14</td>
<td>$73.14</td>
</tr>
<tr>
<td>Queen room (2)</td>
<td>$79.00</td>
<td>$4.74</td>
<td>$83.74</td>
</tr>
<tr>
<td>Double room (2)</td>
<td>$79.00</td>
<td>$4.74</td>
<td>$83.74</td>
</tr>
</tbody>
</table>

Notes:
All overnight accommodations are subject to the 6% State Lodging Tax with no exceptions.

Cancellation: 100% of room costs will be charged to your credit card if reservations are not canceled at least 48 hours prior to arrival date.

### A/V Equipment and Meeting Supplies

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD projector</td>
<td>$50.00</td>
</tr>
<tr>
<td>Freestanding lectern</td>
<td>$5.00</td>
</tr>
<tr>
<td>Flex screen</td>
<td>$10.00</td>
</tr>
<tr>
<td>Directional signs within grounds</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Bar Service

Alcohol Service Fee
Any groups requesting Bar Service must pay an Alcohol Service Fee of $50.00/hour. Bar service is limited to a maximum time of five hours. All alcohol service ends no later than 11 p.m.

Open bar
There will be no charges made at the bar during the event. Instead, an accounting of drinks served by cost will be maintained by the bartender(s). Billing for the bar will be a total sum of all drinks served at the bar.

Keg beer
Domestic and imported beer can be provided in ½ barrel and ¼ barrel quantities. Prices will vary according to quantity and type of product.

Alcohol Policy Highlights
An “Alcohol Request” form must be completed at least 15 business days prior to the event (POLICIES AND PROCEDURES.) Conference Program staff will guide you through this process, but please realize that prior planning is necessary to provide alcohol service at SIU.

The following are highlights of the Touch of Nature alcohol policy.

1. All Illinois liquor laws regarding the sale, consumption, and dispensing of alcoholic beverages will be strictly followed. Alcohol will not be served to individuals who are underage or individuals who are intoxicated.
2. The sale and consumption of ALL alcoholic beverages on Touch of Nature facilities need to be arranged 15 business days before your event. Last minute reservations will be accommodated if possible.
3. All requests to serve alcoholic beverages must be finalized and signed at least 15 business days prior to the event unless under extenuating circumstances.
4. Touch of Nature policy requires all alcohol possessed or consumed on the property be provided by Touch of Nature. No alcoholic beverages may be brought onto Touch of Nature’s grounds including buildings, parking areas, and other facilities.
5. Removal of alcoholic beverages from any event at Touch of Nature is strictly prohibited.
6. Alcohol service is limited to a maximum time of five hours.
7. Touch of Nature policy requires that food and non-alcoholic drinks be served with each event involving alcohol. Food service must be provided for entire length of the bar.
8. All alcoholic beverage sales and service must end no later than 11:00 pm the date of service.
9. A group representative will be responsible for assisting bar supervisory staff with the monitoring and intervention in the event of over consumption, underage drinking, or any other violation or potential violation of Illinois law or University regulations.

Note: In specific situations regarding sales and consumption of alcoholic beverages, additional policies and procedures may apply.
Event Decorating Policies

Safety Regulations

- All exits must be free of barricades and exit signs must remain clearly visible. Doors/windows may NOT be covered.
- All paper materials must be flame proofed or fire retardant.
SIU staff must approve extensive electrical power requests (such as power distribution systems, patch-Ins, high voltage equipment, etc.)
Keep all paper and cloth away from light fixtures and ceiling sprinklers.
Fire extinguisher must be clearly visible.
Aisles and walkways must be adequate for access and egress.
Decorations or other material may not be attached to curtains, draperies, or air vents.
Approval to extend decorations to venue doorways or outside the room must be obtained from Conference Services. This approval will be indicated on the event contract and the sponsor will be notified in advanced.

Decorative Materials

- Nail, tacks, staples, or other sharp objects may NOT be driven into walls, floors, doors, ceilings, or tables.
- Only clean release painters' tape may be used on any surface.
- Adhesive-backed picture hanging devices may not be used.
- All freestanding decorations must be stable in nature and anchored securely.
- Glue may not be used on any surface.
- Any substance to be used on the floors must be pre-approved.
- Sand, gravel, fountains or other “water features” are not permitted.
- Confetti is not permitted; if used, there will be additional charges to the sponsor for the clean-up.
- Open flames are not permitted in TONEC facilities.
- All decorations should be painted (if applicable) prior to being brought into the building.
- Groups are requested to communicate the location of the event to the participants and/or send directions in advance rather than post signs. If signs are required, they must be approved in advance. TONEC can provide on-site signage for individual groups for an additional charge.

All decorations must be removed by the conclusion of the contracted time. Additional cleaning and/or repair to reserved venue resulting from the removal of stated materials will result in additional charges to sponsor. TONEC assumes no responsibility for materials left in spaces after the reservation period concludes.

Touch of Nature Environmental Center
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