

Facility Rental Information and Policies

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Fees

Facilities	Audience Occupancy*	Occupancy at Table*	Flat Rate 4 Hours	Each Additional Hour **
Multipurpose room				
Room B (small)	30	20	\$80	\$20
Room A (large)	70	50	\$120	\$30
Entire (A + B)	130	100	\$200	\$50
Sky Room (3 rd floor)	50	36	\$80	\$20

*Capacities are approximate. Rental of Audubon facilities does not exclude others, including the general public, from using other parts of the facility.

** If additional hours are outside of regular business hours, there is an additional \$25 charge per hour to each hour.

Additional Charges

Table Settings*	\$1 per setting (100 settings available)
Table Cloths	\$2 per cloth (20 table clothes available)

* A table setting includes fork, knife, spoon, dinner plate, salad plate, cloth napkin, coffee cup, and tumbler.

Equipment Loan

A 70" TV with a speaker bar, laptop, projector, white boards and blank paper charts with a stand are available for your use if needed. Please request an **Equipment Loan Record** if you would like to loan any of these items. Use of the kitchen is included in your rental, however the renter supplies all food items including coffee, creamer, sugar, etc.

Tables and Chairs

Audubon has approximately 100 chairs and 15 rectangular folding tables for indoor use. There is no added charge for their use. If you require additional chairs or tables, you must furnish them at your own expense.

Kitchen

The kitchen is available for limited use and is not designed for the preparation of meals for large numbers of people. For this purpose, you may need the professional services of a caterer. You are welcome to use the stove, coffee maker, refrigerator, sink and dishwasher. Food, coffee, tea and all other related items for the preparation and serving of snacks and meals must be supplied by you. It is your responsibility to clean and return the kitchen to its original condition prior to leaving the premises.

Discounts

Nonprofit Organizations .. 15%

Nature Center Membership

Student..... 10%

Sr. Individual/Family 10%

Individual..... 10%

Family 10%

Sustaining 15%

Contributing..... 15%

Supporting..... 20%

Benefactor..... 20%

Set Up

You may set up your rental space one hour before your rental, or at a different time if arranged in advance, during regular business hours as long as it does not interfere with other scheduled uses.

If you would like Audubon staff or volunteers to set up your rented space, instructions must be received *at least three weeks in advance*. If no instructions are received, staff will show you where to find the items you need, but may not be able to assist with moving these items.

Decorations

- **Walls and fixtures:** tacks, nails, screws, etc. may not be used on any walls or fixtures. Masking tape may be used on the walls as long as it is carefully removed immediately following the event.
- **Woodwork:** Only removable mounting tape or masking tape may be used on woodwork.
- **Tables, chairs, and other furniture:** tacks, nails, screws, etc. may not be used on these items. Table skirts may be attached using double sided tape as long as it is carefully removed immediately following the event. Tables may not be used to stand on.
- **Miscellaneous:** All celebratory traditions must be approved in advance by the President of ACNC. For example, rice throwing and balloon releases are not acceptable, but birdseed tossing and blowing bubbles are.

Parking

All vehicles must be parked on the asphalt parking areas or in the overflow parking areas. Parking along the entrance drive or on the lawn is not permitted. Vehicles parked in the designated handicapped parking areas must have a handicapped sign on display.

Supervision

One or more Audubon staff members or volunteers will be present in the building to monitor the activities of your group and to assure the security of the premises. Audubon staff will not perform any service such as waiting on tables or preparing food.

You are responsible for the activities and behavior of your guests, ensuring they abide by the rules of ACNC and those stated in this contract, and act in a safe manner. If your group includes children, you are responsible for the activities and behavior of the children. Children must be supervised by an adult at all times.

Music

Bands and other music performances are permitted at a volume not causing disruption to visitors or wildlife.

Publicity

Audubon is not responsible for any publicity related to the purpose of your rental. All inquiries must be directed to the private individual or organization responsible for the event.

Sales

Nothing may be sold nor can a commitment for future payment be made from those attending your rental without prior approval. If vendors are present, they must set up a contract with Audubon Community Nature Center.

Alcohol

Consumption of alcohol is permitted if it is approved in advance, provided in accordance with an issued NYS license to serve alcohol, and a copy of your insurance coverage is provided.

Smoking

- Smoking is prohibited throughout the building and on its decks.
- Smoking is permitted on the lawn at the rear entrance of the building.
- Smoking materials must be deposited in the container provided or removed with the rental garbage.

Prohibited Activities

Hunting and fishing on the property, bicycling or walking dogs on the trails, the possession of firearms and fireworks, and activities or behaviors determined as threatening to the safety and security of individuals and their property or to wildlife.

Clean Up

You are responsible for the cleanup of your rental space, which includes the kitchen, tables, chairs and any dishes or linens. A cleaning checklist is provided with your contract and must be filled out with an Audubon staff member before check out. Costs associated with excessive cleaning beyond normal wear and tear are deducted from the damage deposit.

All garbage generated from your rental *must* be bagged and removed from Audubon property prior to leaving the premises. Garbage bags and recycling services are provided by Audubon. Audubon strongly encourages the practice of recycling and requests you and your guests separate your recyclables into appropriate recycling groups.

Table and chair storage after the event is the responsibility of Audubon.

Reservation Procedure

Step 1. A **50% non-refundable reservation deposit is required** to secure the date(s) and facilities for your rental. You may elect to pay the reservation fee in full at this time.

Step 2. A **separate damage deposit check of \$150 is required.** This deposit becomes the property of Audubon Community Nature Center upon payment and may be retained, in part or in full, at its discretion for, but not limited to, damages to the building and grounds or their contents, or to cover excessive cleaning costs. Damage deposits are returned by mail once the facility has been inspected and approved by an authorized Audubon staff member. Damage deposits are returned if you cancel your reservation.

Step 3. A final payment, if not paid in full in step 1, is **required one week prior to your rental date.**

Step 4. Contact Audubon Community Nature Center **three weeks in advance** if you have special instructions for table and chair set up.

Cancellation

A refund, less the non-refundable deposit, will be given in the event of cancellation.

If, on the date(s) of your rental, Audubon needs to close the building due to extreme weather conditions or other emergency situations, you will receive a full refund of your reservation fees. Audubon will not be held liable for any additional expense(s) incurred by you due to the emergency closing of the facility.

Rental Contract

Name of Group: _____ **Date of Event:** _____

Address: _____ **Time of Event:** _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Type of Event:** _____

**Preferred Phone/
e-mail:** _____ **Alternate Phone/
e-mail:** _____

Number of Adults: _____ **Number of Children:** 0 **Ages of children:** _____

Has use of alcohol been permitted by the President of ACNC? If yes, please attach proof of insurance coverage and note below under "additional items requested." Yes No

I have read and agree to the terms of the rental contract.

Signature

Date

Please mail to: Ruth Lundin, Audubon Community Nature Center, 1600 Riverside Road, Jamestown, NY 14701

Facilities requested	Fee	Discount/Premium	Net
Additional items requested	Fee	Discount/Premium	Net
Damage Deposit <input type="checkbox"/> Yes; <input type="checkbox"/> No	Chk #	Chk Date:	
Total Amount Due:			

For Office Use Only

Date Reserved	Reservation Deposit			Final Payment (if needed)		
	Chk#	Chk Date	Amount	Chk#	Chk Date	Amount

Rental information taken by: _____ Damage Deposit Returned on: _____

- Google Internal Calendar; Paper Calendar; Setup Received; Housekeeping Form Completed Staff member assigned
 Ghost Registration; Scanned to: G: Rental & Caterer/Confirmed Rentals

Rental Check-Out Form

How many people attended your rental? Adults: _____ Children: _____

All Audubon tables and chairs are wiped down and ready to be stored. Yes No

All decorations and tape have been removed from all surfaces. Yes No

All garbage from the rental has been bagged and removed from premises. Yes No

All used linens have been gathered into the laundry basket in the kitchen. Yes No

All recyclables have been placed in the recycling bin in the kitchen. Yes No

All personal belongings associated with the rental have been removed. Yes No

All table settings rented from Audubon have been taken to the kitchen, rinsed, and stacked for washing. Yes No

Items rented from Audubon, such as laptop, projector, etc. are turned off and left in room. Yes No

A final inspection has been completed by staff. Yes No

Comments:

Renter has been cleared for 100% refund of deposit. Yes No

Deposit refund is pending. Yes No

Signature of Staff Member

Signature of Renter

Date

Date

Welcome

The Nature Center is open to the public, so please show respect to other visitors and use the facility responsibly.

- **Children should be supervised by an adult at all times.**
- **Food and drink stay in the rental space.**
- **No running or jumping.**
- **Use inside voices.**
- **Do not jump on or off furniture.**
- **Respect the animals. Do not tap on the glass or put fingers in their homes.**
- **Use the elevator as intended, not as a toy.**

Thank you, and enjoy your visit.