



Audubon

Pascagoula River
Audubon Center

5107 Arthur Street
Moss Point, MS 39563
228-475-0825
pascagoula.audubon@gmail.com

Thank you for selecting Pascagoula River Audubon Center for your upcoming event. The PRAC Staff is committed to working with you to ensure your event is a great success! Please be respectful of the facility, its furnishings, the grounds and the neighboring homes (noise and parking). We are proud that you have chosen our beautiful venue for your event. We hope that you will tell others about our unique facility.

In this packet you will find four (4) additional important documents. Please read each item thoroughly, sign each required page and return them to the PRAC Staff. These documents included:

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| 1.) PRAC Facility Rental Contract | 2.) PRAC Amenities Agreement |
| 3.) PRAC Facility Rules and Regulations | 4.) PRAC Facility Clean-Up Agreement |

Pascagoula River Audubon Center Rental Fee Schedule

Entire Center	Hours	Fee
Whole Center Daytime	M - F, 7 a.m.-4 p.m.	8-hour block \$650 or \$150/hr.
Whole Center Nighttime	M - F, 3 p.m. – 11 p.m.	8-hour block \$800 or \$175/hr.
Saturday	Between 8 a.m. – 11 p.m.	8-hour block \$1200 or \$175/hr.
Sunday	Between 8 a.m. – 6 p.m.	8-hour block \$900 or \$175/hr.
Whole Facility, Full Weekend	From Friday 12 p.m. - 9 p.m. Saturday 8 a.m. to 11 p.m. Sunday 8 a.m. - 12 p.m.	\$2,500 or \$175/hr.
Daytime Meetings in Gallery	M – F, 7 a.m. – 6 p.m.	\$100/hr.
Kids Birthday Party (Saturday/Downstairs Only)	From 8 a.m. – 1 p.m.	\$300 w/o Educator, \$325 with Educator or \$175 per hour
<p>*All rentals are done by blocks of time or by the hour. This includes set up, the event, and clean up. Discounts are provided to members, donors, or corporate sponsors and are determined by the amount of financial support.</p> <p>Rental fee does not include food, beverage, catering, linens, bartenders, or additional services.</p>		

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| <ul style="list-style-type: none"> * All rentals require a \$200 damage deposit that will be refunded within 1 week of your event date. * If rented by block, additional time is \$100 per hour * PRAC members/donors/corporate sponsors receive discounts determined by the level of financial support. * 1 - 60 minutes = 1 hour@ \$175.00 |
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While planning your event, please be aware of the following information:

- Reservations are confirmed when a **\$150.00** initial payment has been received, the PRAC Rental Contract, PRAC Facility Rules and Regulations and PRAC Facility Clean-Up Agreement have been signed and received. Full payment must be made **14 days prior to the event date**. Failure to provide payment in full may result in cancellation of your event, revocation of the agreement and forfeiture of all fees and deposits paid.

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- Facility must close **NO LATER than 11:00 pm**. The Renter/guests/vendors must be off PRAC property by the designated contract end time. Any additional time beyond the rental time limit spent on the property will result in extra fees of \$175.00 per hour. Events must shut down by 10 p.m. to allow for cleaning/trash removal within the rental time limit. All areas of the property used during the event must be cleared/cleaned as listed in the PRAC Facility Clean-Up Checklist. *Caterers are responsible for clearing the facilities used for food or beverage preparation and service.
- Security and bartenders are available. These rental services should be made at the signing of the PRAC Facility Rental Contract and must be made within 14 days prior to the event. Payment must be made by cash or check and payable directly to the person(s) providing the service.

PRAC Facility Rules and Regulations

These rules and regulations have been established to ensure the safety and enjoyment of your event and to maintain the integrity of the Pascagoula River Audubon Center (PRAC). The Renter is responsible for all damage to the facilities and/or the property caused by the Renter, guests and/or vendors. A pre and post walk through of the rental area is recommended.

- **PRAC is a SMOKE FREE facility.** Smoking is allowed ONLY in the designated outdoor area. This includes: Cigarettes, E cigarettes, Vapes, Cigars, Hookahs, Chewing Tobacco and/or Dip. The Renter is responsible for removal of ALL smoking related debris or incidental fees of \$150.00 will be charged.
- **NO OPEN FLAMES ALLOWED.** Dripless candles are permitted. Tea lights must be in proper containers. (LED candles recommended) NO fireworks/ sparklers of any kind will be allowed on PRAC property. Failure to comply with this regulation WILL result in event cancelation and/or immediate eviction, incidental fees of \$150.00 and possible city citations.
- **NO fake/silk flower petals should be dropped,** NO confetti and/or glitter, NO confetti or glitter balloons will be allowed on PRAC property.
- **NO decorations** which may in any way cause damage to the Gallery artwork or facility are allowed. Do Not remove PRAC décor from the walls or hang items from the facility walls.
- **NO BALLOON RELEASES** will be allowed on PRAC property. In an effort to reduce fly away balloons and to help the birds and other wildlife, please use CAUTION when transporting helium balloons into and out of the Center.
- **NO ANIMALS** of any type, except those allowed by State Disability Codes (i.e. A.D.A. Service Animals)
- **PRAC will set-up tables** and chairs based on provided drawing and instructions. PRAC is not responsible for the return of, loss of or damage to any additional supplies rented from vendors or brought in by the Renter. DO NOT drag tables or chairs across the floor as it will scratch the surface. Please lift them when moving.
- **MUSIC must be turned off** at 10:00 pm. There will be NO EXCEPTIONS to this rule.
- **All facility thermostats** are pre-set and are not to be changed by the Renter or the guests.
- **Emergency Exit doors** must NOT be blocked. All outer doors must be closed during the event. All fire extinguisher cabinets, fire alarm pulls, and emergency exits must be visible and accessible at all times.
- **Event parking** is permitted in the parking lot outside the PRAC property. PRAC does allow on-site Handicap parking in the designated area. There will be NO EXCEPTIONS to this rule.
- **The use of PRAC kayaks** during an event is strictly prohibited unless a kayak rental is included in your PRAC Facility Rental Contract and PRAC Liability Waivers have been signed by all adults intending to kayak. This rule is not negotiable and strictly enforced.
- **Children must** be accompanied by an adult at ALL times.

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- **PRAC has two** (2) on-site elevators: a Utility Lift and a Handicap Lift. The handicap lift is for PEOPLE ONLY. All other items that need to be lifted must use the utility lift. No one is allowed to ride the utility lift at any time.
- **PRAC reserves** the right to take photographs/video for its own records/ publicity.
- **Bring any equipment** cords you may need (HDMI, VGA, connectors, extension cords, etc.).
- **Abiding to the PRAC** rules and regulation, maintaining order and control over all persons/guests/vendors at the event is the responsibility of the Renter. Hostility, profanity or improper behavior toward PRAC Staff will result in event cancelation and/or immediate eviction.
- **The Renter** must provide/hire personnel needed to service the event. This includes setup, decorating, food service, clean up, and trash removal. PRAC does not provide any of these services. Be prepared to carry in your items although wagons are available.
- **Any event wishing to serve alcoholic** beverages (e.i.: wine, beer, champagne, liquor), must indicate this upon signing the PRAC Facility Rental Contract. All catered events serving alcohol requires alcohol to be controlled and served by a bartender. NO ONE under the age of 21 is allowed to consume alcoholic beverages on PRAC property. There will be NO EXCEPTIONS to this rule.
- **Security:** All events, when alcohol is being served, require on-site security. Any event held outside of PRAC business hours will require one on-site security officer for 1 - 50 total in attendance and 2 on-site security officers for 51 - 100 total in attendance, etc.

PRAC FACILITY CLEAN-UP AGREEMENT

The Renter is responsible for cleaning ALL areas utilized at the ending of the event. Please remember that you are only authorized to be on the property during the date and hours listed in the rental contract. There should be NO clean-up required by PRAC Staff.

To ensure proper clean-up, PRAC requires the Renter follow these clean-up instructions at the conclusion of the event. Please be advised that failure to properly clean the facility will result in a cleaning fee of \$150.00 being charged to the credit card on file. Any damage, unreturned equipment and/or additional time may also result in additional charges and/or denial of future rental.

Prior to vacating the facility, the Renter must checkout with PRAC staff. The facility attendant will do a walk-through and will address any issues that need to be resolved before the Renter leaves the facility.

The following cleaning items are provided by PRAC and can be found in the kitchen area:

- See Attendant: Extra Trash Bags / Bathroom Products
- Behind Door: Broom / Dust Pan / Mop
- Below Sink: Dish Rags/ Sponges / Dish Drainer / Cleaning Products (i.e. Dawn, 409)
- Do Not Use Any Other Cleaning Products Unless Approved By PRAC Attendant

Entire Dwelling:

- Remove all of your personal belongings and decorations – including all catering items
- All trash is picked up and thrown away
- Sweep all floors as needed and/or spot mop (water only) as needed
- Empty all trash receptacles and replace liners. No food related trash can be left in the facility
- Wipe up any spills from tables, chairs, floors and/or counters as needed
- PRAC tablecloths (if used) folded and placed at the end of reception desk counter

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Kitchen:

- Refrigerator/ Freezer is empty and free of spills. Do Not leave any food items / beverages unless approved by attendant.
- Any PRAC dishes / utensils used are washed and left in dish drainer or dishwasher
- Clean out sink drains of any food debris
- Clean all surface areas, including cabinet fronts (if needed)

Outdoor/ Grounds:

- All trash has been picked up and placed in trash bags
- Place all trash bags have been placed in designated outdoor receptacles under the building
- All recyclables have been broken down and placed in recycling receptacles under the building
- All smoking related debris has been cleaned (no loose cigarette/ cigar butts) and placed in trash

PRAC Amenities Agreement

Name:	Company:
Phone:	Email:
Address:	

Event Information

Event Date:	Event Type:	Duration:	
Set-Up Time:	Start Time:	End Time:	Lock-Up Time:
Indoor/ Outdoor Event:		Rooms Requested:	
Caterers & Vendors Contact Info:		Block or Hourly Rental Cost:	
No. of Guest:	Alcohol:	Number Security Needed:	

PRAC Amenities Requested

2ft x 6ft Rectangle Table _____ of 12	5ft Round Table _____ of 10	2.5ft Bistro _____ of 6	4ft x 6ft Plastic Table _____ of 10	Gray Chairs ____ of 60 White Chairs ____ of 50	5ft Wooden Benches with back_____ of 6 5ft Wooden Benches NO back _____ of 6
Kitchen:	Coffee Bar:	Indoor Bar:	Outdoor Bar:	Utility Lift	
Projector:	Speaker/Mic:	Outdoor Heater: Propane not supplied	Gift Shop Open or Closed (\$25 extra) :		

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Service Amenities

Basic Bartender (Beer / Wine) @ \$30 per hour ____ hours needed (include setup / cleanup time)	Full Bartender (Cocktail/Mixers) @ \$50 per hour ____ hours needed (include setup/cleanup time)
Security @ \$30 per hour (required if serving alcohol) _____ times needed	The payment for security and bartender is payable by cash or check directly to the vendor.

Venue Setup Information: Please sketch your preferred table arrangement or provide a drawing.

Total Amount of Rental including Amenities: \$ _____

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PRAC Facility Contract Agreement

This Contract being made between the Renter identified below as "Renter" and the National Audubon Society, Inc. /Pascagoula River Audubon Center identified below as "PRAC."

When signed by the Renter or authorized company agent, this contract serves as an agreement and confirms your event date with PRAC. A *refundable damage deposit* of \$200 (Cash or Check) is required for all events. The balance due to be paid in-full **fourteen (14) days** prior to the event date. Additional payments can be made at your convenience until final payment in full is required. An additional hourly rate of **\$175.00** will apply should your event extend the contracted duration. *Events cannot be extended beyond 11 p.m.

Renter hereby agrees, at Renter's sole expense, to indemnify, defend, and hold PRAC and/or its officers, employees and volunteers free and harmless from loss, damage, claim, liability, cost (including Attorney's fees) and/or injury while occupying the PRAC facilities and/or property. The Renter hereby agrees to assume all risk of loss, damage, liability, injury, cost or expense that might arise during or caused in any way, in whole or part by Renter's use or occupancy of the PRAC facilities and/or property.

Your signature below signifies your agreement to the included terms listed in this contract, the PRAC Amenities Agreement, the PRAC Rules and Regulations and the PRAC Facility Clean-Up Agreement.

Renter Signature: _____ Date: _____

PRAC Representative: _____ Date: _____

A valid credit card is required on file for any incidental charges that may occur before or after your event.

CREDIT CARD # _____ **CVV#** _____

EXP: _____ **BILLING ZIP CODE** _____

Cancellation Policy: PRAC must receive notice of cancellation in writing or by email at least 72 hours before the event. Cancellations received after this time will be charged a fee of \$150.00.

Renter hereby agrees, at Renter's sole expense, to indemnify, defend, and hold PRAC and/or its officers, employees and volunteers free and harmless from loss, damage, claim, liability, cost (including Attorney's fees) and/or injury while occupying the PRAC facilities and/or property. The Renter hereby agrees to assume all risk of loss, damage, liability, injury, cost or expense that might arise during or caused in any way, in whole or part by Renter's use or occupancy of the PRAC facilities and/or property.

Your signature below signifies your agreement to the included terms listed in this contract, the PRAC Amenities Agreement, the PRAC Rules and Regulations and the PRAC Facility Clean-Up Agreement. Once complete, return the original copy of this contract to the Pascagoula River Audubon Center along with your deposit and all other information requested to confirm booking.

FOR OFFICE USE ONLY

Total Price \$ _____ Deposit paid \$ _____ Date _____ **BALANCE DUE \$** _____

The balance due to be paid in-full **fourteen (14) days** prior to the event date.

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