5107 Arthur Street

Moss Point, MS 39563

228-475-0825

prac@audubon.org

Thank you for selecting the Pascagoula River Audubon Center for your upcoming event. The Center Staff is committed to working with you to make sure it is a great success!

Katie Fetzer and Susan Stachowski will be your designated Event Coordinators. They can be reached at 228-475-0825 or by email katie.fetzer@audubon.org and susan.stachowski@audubon.org. Cell phone numbers may be given out upon request.

In this packet you will find 3 important items. Each item will need to be read through thoroughly, signed by the renter, and returned at a designated time. Items include:

1. Facilities Rental Contract
2. Facilities Rental Agreement
3. Facilities Rules and Regulations Contract

Facilities Rental Contract

* This contract, when signed and returned with your deposit & credit card on file, serves as an agreement and confirms your event date with the Pascagoula River Audubon Center (PRAC).
* There is a *non-refundable* deposit of $125 for all events. The balance paid in full will be required (14) fourteen days prior to the event. Additional payments may be made at your convenience from the time of deposit until final payment in full is required.

**Total Balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_ will be due on or** **before** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* A credit card is required on file for any incidental charges that may occur before, during or after your event.
* Cancellation Policy: PRAC must receive a 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 $100.
* An additional hourly rate of $125 will apply should you decide to extend your event.
* Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by Renter’s use or occupancy of the Audubon Center facilities rented herein and surrounding property. Furthermore, Renter hereby agrees, at Renter’s sole expense, to indemnify, defend, and hold Audubon and/or its officers, employees, and volunteers, free and harmless from any loss, claim, liability, damage, cost (including reasonable attorney’s fees), and/or injury to persons and property that in any way may be caused, in whole or in part, by or occur during Renter’s use or occupancy of said properties and/or facilities.
* Your signature below signifies your agreement to the included terms listed on this Facility Rental Contract. Once complete, please return the original copy of the contract to the Pascagoula River Audubon Center along with your deposit and all other information requested at the time of booking.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CVV#: \_\_\_\_\_\_\_\_\_ Exp: \_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below for office use only:

Paid $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Facilities Rental Rules & Regulations

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Facilities Rental Agreement

**This Agreement is between the renter identified below (“Renter”) and the National Audubon Society, Inc. /Pascagoula River Audubon Center (“Audubon” or “Audubon Center” or “PRAC”)**

DATE OF EVENT: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NUMBER OF GUESTS: \_\_\_\_\_\_\_\_\_\_\_\_

ACCESS FOR SET UP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLEANED/LOCK UP BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FACILITIES REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Renter is an entity, provide name of CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRICING

|  |  |  |
| --- | --- | --- |
| Whole Center Daytime | M - F, 7 a.m.-3 p.m. | $85/hr.  |
| Whole Center Nighttime | M - F, 3 p.m. – 11 p.m. | $100/hr.  |
| Saturday |  Between 8 a.m. – 11 p.m. only | $100/hr. |
| Sunday | Between 11 a.m. – 5 p.m. only | $90/hr. |
| Whole Facility, Full Weekend | From Friday 3 p.m. – To Sunday 12 p.m. | $2000 |
| Daytime Meetings | M – F, 7 a.m. – 6 p.m. | $75/hr. |
| Kids Birthday Party(Saturday Only) | Between 8 a.m. – 1 p.m. only | $275 w/o Educator, $325 with Educator |
| \*All rentals are for a minimum of 2 hours and are to include the event, set up and clean up, unless indicated otherwise. Discounts are provided to members, donors, or corporate sponsors and are determined by amount of financial support. Rental fee does not include food, beverage, catering, linens, bartenders, or additional services.\* |

EVENT

NUMBER OF ATTENDEES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is the event ☐PUBLIC or ☐PRIVATE?

ROOM LAYOUT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Layouts include U shape of arranged tables, seminar style for speaker with rows of tables/chairs, or meal style of round dinner tables spread out.

EVENT ACTIVITES (catering, music, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALCOHOL
Will any alcohol be served? YES NO
Details of bar set up (location, types of drinks, tables/cloths needed) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT AMENITIES NEEDED (PART OF FEE)

Kitchen: YES NO Refrigerator: YES NO Ice Machine: YES NO

Coffee Bar: YES NO Projector: YES NO Speaker/Microphone: YES NO
 Upstairs Bar: YES NO Downstairs Bar: YES NO

Handicap Lift (people allowed): YES NO Utility Lift (No people allowed): YES NO

Gift Shop open for purchase: YES NO Gift Shop Curtain: OPEN CLOSED

Standing Outdoor Propane Heater (Must provide your own propane): YES NO

EVENT TABLES & CHAIRS NEEDED (PART OF FEE)

Round Tables (5ft): \_\_\_\_\_ of 8 Rectangular Tables (2ft x 6ft): \_\_\_\_\_of 10

Bistro Tables (2.5ft): \_\_\_\_\_\_ of 6 Chairs: \_\_\_\_\_\_ of 60

Plastic Tables (4ft x 6ft): \_\_\_\_\_\_ of 10 Wooden benches (5ft): \_\_\_\_\_ of 6

OPTIONAL $$ AMENTITIES NEEDED

White Tablecloths: $15 each YES NO Number needed: \_\_\_\_\_\_\_\_\_\_\_

Bartender: $50 per hour YES NO Hours needed: \_\_\_\_\_\_\_\_\_\_\_\_

Golf Cart Driver: $100 per event (during event hours only) YES NO

BYOG (Bring Your Own Golf cart, FREE): YES NO

SECURITY

All *public* events require security or police officers on site during event. Security or police officers must be secured by the renter. If event is private and has 75 guests, or more, in attendance then security is recommended. Please see the list of approved security vendors.

Will security or police officers be required? YES NO

Choice of Caterers

Caterer used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO CAterer: \_\_\_\_\_\_\_

Renters may use a caterer of their choice. Audubon requires that any caterers coming to the Audubon Center provide Audubon with an insurance certificate. It is the responsibility of the renter to arrange all catering details directly with the caterer and to provide the Audubon Center with a copy of the insurance certificate and caterer contact information at least 14 days before the event is scheduled to occur. *Failure to provide such invoice may result in cancellation of your event by Audubon, revocation of the Agreement, and forfeiture of all fees and deposits paid.*

The renter assumes the entire responsibility and liability for any and all claims or causes of action that may be brought against National Audubon Society as a result of the conduct of the renter's event at the Pascagoula River Audubon Center, including the conduct of any of the renter's guest or hired event staff. The renter releases and holds the Pascagoula River Audubon Center and/or National Audubon Society harmless from and against all such responsibility and liability.

Renter has carefully read this entire Facilities Rental Agreement and agrees to abide by all of its terms. Once complete, please return the original copy of the contract to the Pascagoula River Audubon Center.

RENTER:

SIGNATURE: DATE:

PRINT NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AUDUBON CENTER REPRESENTATIVE:

SIGNATURE: DATE:

PRINT NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Facilities Rules and Regulations Contract

**Thank you for selecting the Pascagoula River Audubon Center for your upcoming event. The Center Staff is committed to working with you to make sure it is a great success!**

**Please review the Facility Rules and Regulations thoroughly before signing. Failure on your part to comply with all rules, regulations, and policies set forth by this rules and regulations contract may result in immediate termination by Audubon of the Agreement before or during your event and forfeiture of all fees and/or deposits paid or additional expenses.**  **Please sign and return completed contract to PRAC at least 14 days prior to event.**

**Facilities Rules and Regulation Contract must be signed and returned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Reservations are confirmed when deposit and signed contract are received. Facility rules and regulations must be understood, signed and returned 14 days prior to the event. Final payments must also be made 14 days prior to the event.
* The facility will be available and ready for setup and decorating at the designated start time on the Rental Agreement on the day of the event. Decorating the day before the event is permissible only if both days have been rented.
* All guests of the event, including renter, must be off Pascagoula River Audubon Center property by the designated end time on the Rental Agreement. Any additional time spent on property past the rental time limit will be charged $125 per hour.
* All functions should shut down in time to allow for cleaning and removal of trash and decorations within the rental time limit. All areas of the property, including upstairs, downstairs, bathrooms, kitchen, and any other area used during the event, must be cleared by the end of the event. This includes removing all trash and properly disposing of it, removing all food from kitchen, wiping down of counters in kitchen, light sweeping of indoor floor spaces, and complete removal of all decorations and/or supplies that were brought in for the event.
* The Renter is responsible for removing all trash and properly disposing of it downstairs in the designated area of trash cans. This includes picking up trash from around the property when needed.
* The Renter must provide or hire personnel needed to service the event, including set up, decorating, food service, clean up, and trash removal. PRAC does not provide any of these services.
* PRAC’s own tables, chairs, and tablecloths will be placed in the designated area for your event, assuming the information regarding tables, chairs, and tablecloths has been submitted prior to the event. Renter is responsible for table and chair placement and final setup. The placement and final set up of any additional chairs, tables, or tablecloths that are brought in or rented from an approved vendor are the responsibility of the renter. PRAC is not responsible for setting up tables or chairs that do not belong to the Audubon Center.
* Tablecloths, Bartenders, and Golf Cart Drivers are available for rent from PRAC. These rental services must be made prior to the date of the event. Payment for these services will be included on your Facility Rental Agreement. Tablecloths, Bartenders, and Golf Cart Drivers are not available for rent on the day of the event. Tablecloths will be placed on tables by renter if not organized beforehand.
* Hostility, profanity or improper behavior toward staff will result in event being cancelled and/or immediate eviction. This includes but not limited to renter, event guest and/or hired personnel.
* No decorations, which may in any way, harm the Gallery artwork or the facility may be allowed. Decorating is permitted only during the agreed rental period. If additional set up time is needed, extra time can be added for $125 per hour.
* Dripless candles are permitted. All tea lights must be in proper containers. We recommend LED candles for long events. Confetti and/or glitter are NOT permitted inside or outside. Fireworks of any kind are not permitted on property. Failure to comply with this regulation will result in incidental fees and possible city citations.
* No balloon releases will be allowed inside or on PRAC property. In an effort to reduce fly away balloons, and to help the birds and other wildlife, please *take* *CAUTION* when transporting helium balloons for an event into and out from the Center.
* Catered events will need to utilize an approved caterer from the included vendor list. Renters will need to provide PRAC with the caterer’s contact and certificate of insurance at least 14 days prior to the event date.
* Any event wishing to serve alcoholic beverages including but not limited to wine, beer, champagne and liquor must indicate this upon making reservations. When events are catered, all alcohol must be served and controlled by a bartender. Security is recommended on site when alcohol is present and when 75 guests or more are in attendance.
* No one under the age of 21 is allowed to consume alcoholic beverages on Audubon property. NO EXCEPTIONS.
* Maintaining order and control over all persons and guests in your group and encouraging them to abide by all the rules and regulations of the Pascagoula River Audubon Center during the reserved period of time is the responsibility of the Renter.
* PRAC is a smoke free facility. Smoking is allowed in designated outdoor areas only. This smoking policy includes all E cigarette brands, cigars, and chewing tobacco.
* Emergency exit doors must NOT be blocked and the doors must be closed during event. All fire extinguisher cabinets, fire alarm pulls, and emergency exits must be visible and accessible at all times.
* PRAC has two elevators on-site: a Utility Lift and a Handicap Lift. The handicap lift is for PEOPLE ONLY. All other items that need a lift to the top floor of the center must use the utility lift. No one is allowed to ride the utility lift at any time.
* No publicity or media coverage of the event will be permitted without prior approval by PRAC. PRAC reserves the right to take photographs or video of events for its own records or for publicity purposes.
* Renter is responsible for all damage to property or facilities by guests and or vendors. A pre and post walk thru of the rental area is recommended. Caterers are responsible for clearing the facilities used for food or beverage preparation and service.
* PRAC will attempt to retain lost and found articles for up to 10 days. After that time period all articles are disposed of at the sole discretion of PRAC. PRAC does not guarantee the return or condition of any materials left on its premises.
* Failure to provide payments in full of all fees and deposits as described in Facilities Rental Contract and Facilities Rental Agreement may result in cancellation of your event by Audubon, revocation of the agreement, and forfeiture of all fees and deposits paid.
* Children must be accompanied by an adult at all times.

The above 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.

If any Facilities Rental Contract, Facilities Rental Agreement, or Facilities Rules and Regulations are violated by the renter, event guest, and/or hired personnel, incidental fees will be charged to the credit card you have provided on file for an amount to be determined by PRAC Management, but for no less than $125. This includes any damage or loss to Audubon, including: (i) damage to rugs, floors, walls, furniture, property of the facility or grounds; (ii) theft, or (iii) use of the facilities in excess of the agreed-upon hours of use.

Sign below if you have read and understand the Facilities Rules and Regulations Contract and understand that failure to comply with these Rules and Regulations will result in the cancellation of your event, forfeiture of your deposit, immediate eviction, incidental fees and/or city citations.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_