



Audubon

Pascagoula River
Audubon Center

5107 Arthur Street
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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:

- 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:

Entire Center	Hours	Fee
Daytime	M – F, 7 a.m. – 3 p.m.	\$125.00 per hour
Evening	M – F, 3 p.m. – 11 p.m.	\$150.00 per hour
Saturday	8 a.m. – 11 p.m.	\$150.00 per hour
Sunday	11 a.m. – 5 p.m.	\$150.00 per hour
Weekend Center Rental	Fri. 3 p.m. - 8 p.m. Sat. 9 a.m. – 11 p.m. Sun. 9 a.m. – 12 p.m.	\$2500.00

- * All rentals require a \$150.00 damage deposit that will be refunded within 1 week of your event date.
- * All rentals require a minimum of a two (3) hour rental, to include the event, set-up and clean-up time, unless indicated otherwise.
- * PRAC members/donors/corporate sponsors receive discounts determined by the level of financial support.
- * 1 - 60 minutes = 1 hour @ \$150.00
- * Facility rental price does not include catering/ other food/ beverage, table linens/ décor, bartender/ security or other services

While planning your event, please be aware of the following information:

- Reservations are confirmed when full deposit has been received, the PRAC Rental Contract, PRAC Facility Rules and Regulations and PRAC Facility Clean-Up Agreement have been signed and received. Final payments 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.
- 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 \$100 per hour. Events must shut down in time 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.
- Bartenders, and Golf Cart Driver are available for rent. 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. ***Bartenders, and Golf Cart are not available for rent on the day of the event.**