

## Rules and Regulations

Violation of any of these Rules and Regulations may result in Aullwood's/Audubon's cancellation of the event, revocation of the Agreement at the discretion of Audubon/Aullwood, and forfeiture of deposits and fees paid.

1. Dates are reserved only with a complete Rental Agreement signed by Audubon/Aullwood and receipt of the Amount Due at Booking (50% of Contract Price, including a \$250.00 non-refundable Rental Deposit and the \$500.00 Security Guarantee.)
2. Renter must provide a designated delivery, set-up and take-down crew/person, and provide name(s) of said designee to Aullwood/Audubon no later than 24 hours (during the business week) prior to event.
3. Renter and his or her guests are restricted to the area(s) described in Leased Facilities. Events held after Aullwood's regular business hours are limited to specific boundaries around each building. These boundaries will be detailed by Audubon/Aullwood during the set-up meeting and are incorporated into this agreement by reference.
4. There is no camping or overnight accommodations at Aullwood.
5. Renter or its designated representative must be present throughout the event, from set-up through clean-up.
6. Events are not to exceed designated times. Hours stated on the agreement include time for set-up and clean-up. Arranging for setup and cleanup is Renter's responsibility. Caterers usually require one-two hours to setup and up to one hour to cleanup. **The caterer is not permitted on the Audubon/Aullwood Center grounds until the start of your agreed-upon rental time, so please schedule accordingly.** All events must conclude, and the facilities must be cleaned and vacated, by contracted ending time. Renter will be charged an overtime fee (\$75 for every 15 minutes) for any additional time used by Renter or caterer. The overtime fee will be subtracted automatically from the Security Guarantee.
7. At least one Audubon/Aullwood staff member ("Rental Agent") will be on duty during the entire event. The Rental Agent will open the Facility and provide information and direction as needed. The Rental Agent will not be available to serve, decorate, set-up or clean-up, will not be involved in the event and will not act as an event coordinator. Any Audubon/Aullwood staff may enter any of the Leased Facilities at any time on any occasion without advance notice.
8. At the discretion of Aullwood's Executive Director, security guards may be required, and Renter will be required to assume the cost of those services.
9. **Aullwood is a non-smoking campus that includes the entire property; this includes the use of vaporless/electronic cigarettes.**
10. All events are expected to harmonize with the character and mission of Audubon/Aullwood. Events may not create hazard or impose hardship on Aullwood's collections, exhibits, facilities, nature sanctuary, livestock, wildlife, staff, volunteers or visitors.
11. By Rental of Premises, Audubon/Aullwood does not in any way affiliate itself with the group, individual or corporation. Aullwood reserves the right to decline any request for rental.
12. Audubon/Aullwood reserves the right to make any physical changes to the facilities or grounds.
13. **In the event of inclement weather, Audubon/Aullwood is not responsible for relocating the event, supplying heat lamps or rain shelter, generators, or providing alternative facilities.**

14. **In the event of thunderstorms or sustained high winds, Audubon/Aullwood may cancel at any time any activities scheduled outdoors for safety purposes, including the use of the Pavilion at the Farm. All guests will be moved indoors until Audubon/Aullwood determines it is safe to go back outdoors. Refusal to comply will result in termination of the Rental Agreement with no refund.**
15. Other than as set forth herein, open flame is not permitted; Sterno is permissible for use by caterers only. Votive or tea candles in enclosed holders may be used on tables in the Auditorium. Sparklers may be used as long as there is a 5-gallon bucket of water placed within 10 feet of activities. Aullwood reserves the right to restrict/prohibit the use of sparklers or candles at any time.
16. **Fog and smoke machines and all balloons, other than balloon modelling or balloon twisting by balloon benders/artists, are not permitted. All balloons and pieces must be removed by end of event.**
17. No tape, adhesives, nails, screws, staples, tacks, wire, or pins are allowed in or on walls, woodworking, windows, furniture, masonry, building exteriors, rails, porches, columns or grounds including natural features such as trees (living or not), boulders, etc. All decorations must be removed after the event. The only exception to this rule is that signs or similar types of items may be affixed to the cloth-covered walls of the Nature Center Auditorium using push pins. Any signage/items to be affixed in this manner must be pre-approved by Audubon/Aullwood.
18. **Audubon/Aullwood retains the right to refuse posting of any item if there are existing exhibits in the Auditorium, Hallway of Wonder or anywhere within the Premises. Audubon/Aullwood will not take down any existing exhibits in the Auditorium, Hallway of Wonder or anywhere within the Premises for an event. During the months of April and May, Aullwood features the Avian Art Contest, a children's display in the Center Auditorium. The Renter agrees that the children's exhibit will not be removed for their event and that the display will remain completely unaltered. Renters are not permitted to cover or alter any existing exhibit anywhere within the Premises. Failure to comply with this agreement will result in termination of the Rental Agreement with no refunds of monies paid.**
19. Freestanding decorations such as signs, flower pots, shepherd's hooks, etc. are allowed, provided they do not interfere with or damage plants, grass, trees or property in or on the Premises. The Renter must provide their own stanchions and easels for Renter's signage. All live plants used for decoration must be free from pests and removed at the conclusion of the event.
20. The use of glitter, confetti, straw, rice, birdseed, hay, and all similar materials, is prohibited in or on the Premises. No rice, birdseed, faux flower petals or similar items shall be thrown in or around the Premises.
21. Objects are not allowed on wooden floors or wood furnishings without protection to ensure the wood does not get wet, scratched or stained. Flower arrangements are permissible only if they are dry or completely waterproof (no leaking). Spills of any kind anywhere are to be wiped up immediately.
22. Renter shall provide Audubon/Aullwood with a description of its electrical requirements no later than 14 business days before the event and agrees that it will not use the facility's electrical system in any manner that would exceed its capacity.
23. The Renter must cover any exposed extension cords with tape or rugs. Audubon/Aullwood does not provide any items to assist the Renter with decorations. However, an Event Toolbox containing limited supplies such as tape, pushpins, scissors, etc. is available to borrow from the Rental Agent. All items must be returned and accounted for (except push pins). Missing items will be charged

against the Renter's Security Guarantee. Aullwood will not loan out ladders or rugs. A limited number of whiteboards with "EXPO" markers may be available for business meetings. Easel paper pads are not provided.

**24. Aullwood's buildings are heated and cooled with complex HVAC systems. For this reason, doors may not be propped open during your event. Only the Rental Agent has the authority to adjust thermostats and unlock certain doors so guests may easily enter/exit the building.**

25. Audubon/Aullwood is not responsible for any personal or professional articles or possessions that may be lost or stolen from Renter and/or Renter's guests, participants, or contracted service providers during their use of the facilities and/or grounds.

26. No parking is permitted on grass other than in designated areas at the Farm and Center, which are described in a site map. For extremely large events where guest parking may exceed the normal parking areas, Renter may be assessed an additional fee to use expanded parking areas, including logistics training from Audubon Center staff. Audubon/Aullwood is not responsible for any vehicle theft or damage.

**27. Minors must be supervised at all times; they are not permitted to explore the Premises without adult supervision.**

28. No pets or animals of any kind are allowed in the facility, except for certified service animals. Releasing live animals including birds or insects is not permitted.

29. If excessive noise becomes a problem, Renter's music will be terminated and Audubon/Aullwood may terminate the event, revoke the Agreement, and require that Renter forfeit all fees and deposits paid.

30. The Renter must ensure that all building fire exits/doors remain clear at all times during the rental period. Renter agrees to keep all fire lanes at Center and/or Farm free and clear as outlined in Aullwood Site Map.

31. If the Renter is renting the Charity A. Krueger Farm Discovery Center and the event occurs past 5:00 p.m., all barns and outbuildings are closed and off limits to Renter and all guests. Renter and guests may explore the grounds directly behind the Farm Discovery Center up to the sidewalk and including the Farm Pavilion. Guided tours of the Farm by Audubon/Aullwood staff may be scheduled 30 days in advance for a \$200.00 fee. The Rental Agent can arrange these tours.

32. Use of the Pavilion's fireplace at the farm is strictly at the discretion of Audubon/Aullwood. A request to use the fireplace must be made 14 days in advance of event. The Renter is responsible for providing firewood, kindling, etc. for their use in accordance with applicable state and local laws and remove any excess wood, etc. upon completion of the event. The Renter agrees to and will follow Aullwood's Farm Pavilion Fireplace Rules (Appendix C). Renter shall be solely responsible for any damage resulting from violation of the foregoing requirement.

33. Audubon/Aullwood reserves the right to take photographs of rental events for its own records and for use in promotional materials.

34. The number of guests shall not exceed the stated Number of Attendees.

35. A reasonable number of the Aullwood's standard tables and chairs, based on number of guests, will be made available for the event. The number of tables and chairs needed in each room/area must be provided to Audubon/Aullwood at least 14 days prior to the event. Renter is responsible for meeting with Event Assistant 14 days prior to event to create a tables and chairs layout plan. Aullwood staff will set up and take down Aullwood's tables and chairs.

36. Tents, tables, and chairs are not provided for outside events. These items will need to be contracted by a third-party vendor from Aullwood's Preferred Vendor List. Tables and chairs provided by Audubon/Aullwood may be used only indoors.
37. No objects may be placed in grass or trees without prior written approval of Audubon/Aullwood.
38. Kitchen usage is limited to storage and preparation only as there are no resources in the kitchen or on the premises for cooking.
39. A commercial ice machine may be available for use. Renter should contact the Audubon Center at least two days in advance of the event if use of and access to the ice machine is desired.
40. All food must be prepared by, brought onto the premises, and served by Renter or a caterer that is designated by the Renter. Renter or their caterer shall coordinate with Audubon/Aullwood staff at least two days in advance to confirm catering staff arrival time. A minimum of one catering staff person is required to be on duty at all times during any catered event. Audubon/Aullwood will not provide any serving materials.
41. Renter is responsible for the safety and good order of all equipment and other property owned by Audubon/Aullwood and/or being displayed at the Premises, and is liable for said equipment and other property if it is lost, stolen, damaged or misplaced by Renter's agents or the attendants at Renter's function, whether or not invited.
42. Audubon/Aullwood reserves the right to review all copy and approve all forms of advertising or publicity in which the Audubon/Aullwood name is used. The parties agree that no partnership between them respecting any event or the use of the Premises shall be implied in any way.
43. Renter agrees that it shall not erect, post, place or affix any signs, advertisements, show bills, lithographs, posters or cards of any description on any portion of the Premises without written permission of Audubon/Aullwood. Should written permission of Audubon/Aullwood be obtained for the erection, posting, placing or affixing of any sign, advertisement, poster, show bills, lithographs, or cards, the said erecting, affixing, etc., shall be supervised by a member of Audubon/Aullwood's staff.
44. Audubon/Aullwood reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

Any changes to the times, dates, designated individuals, or other provisions of this Contract must be requested from and approved by Audubon/Aullwood in writing.

**By signing below, Renter acknowledges receipt of these Rules and Regulations, understands them and agrees to comply with each rule and regulation stated herein.**

Renter	Date	Organization (if applicable)
Print Name		