CAS Rental Policies

# At A Glance

Thank you for your interest in rentals at Audubon Acres. Nestled in the heart of Chattanooga, our sanctuary provides a convenient and affordable location to escape the city din and enjoy time with friends and family in a natural setting.

# Walker Hall

Walker Hall is 50 ft. x 25 ft. plus a concrete pad patio area. The kitchen and restrooms are attached. Six tables and 40 chairs are available for use and additional picnic table style seating is on hand. Walker Hall has a maximum capacity of 50 people.

# Grounds

Audubon Acres is 130 acres along South Chickamauga Creek. Numerous picnic areas, an amphitheater, a large meadow, and over 5 miles of hiking trails, offer many options for laying out your event. While rentals do not guarantee exclusive use of the sanctuary during business hours, we have more than enough room to accommodate your group in addition to our regular visitors.

# All Rentals Include

* **Use Of On Site Chairs And Tables**
* **Admission To Grounds For All Guests**

# What You Are Responsible For

* **Set Up/Take Down & Clean Up**
* **Emptying Trash Containers**
* **Leaving Our Sanctuary As Clean As You Found It**

# We Welcome

* **Outside Caterers**
* **Rented Decor & Seating**
* **Photographers**

# Reservation Procedure

A $50 nonrefundable deposit AND a $50 cleaning deposit are required to reserve the time/date requested. Final payment may be made the day of, but no keys will be issued until all payment is received.

Cancellations must be made one week prior to the reservation date. The cost of the reservation, excluding the $50 non-refundable deposit, will be refunded.

# Building Rules

Walker Hall is available at these times:

**Sunday through Saturday 9 a.m. until 10 p.m.**

The person(s) responsible for the room set-up and monitoring the event, hereafter referred to as the Key Holder, must be designated at the time of the reservation.

Users must arrive and depart in a timely manner.

As a wildlife sanctuary, pets are not allowed in the sanctuary.

All persons or organizations using the facility must leave it in the original clean and undamaged condition, including all equipment and kitchen supplies (dishes cleaned, dried and put back where found). Groups are responsible for providing their own supplies: towel to dry dishes, coffee, sugar, napkins, any disposable plates or silverware, etc.

No smoking in the building – smoking outside only. Alcohol, weapons, and illegal drugs are not permitted.

CAS has the final say on any questionable activities. If, for any reason, they believe that an activity/event has gotten out of hand, they have the authority to end the activity/event.

Users will be responsible for damage that exceeds reasonable use as determined by CAS.

CAS shall not be held liable for damages, accidents and infractions which occur pursuant to applicant’s use of the facility. CAS shall not provide, or be responsible for, security for events, exhibits, or articles not owned by CAS within the facility or on the grounds. CAS will not be responsible for lost or stolen property belonging to renters/visitors.

Chairs located within Walker Hall are not to be used for outdoor events/activities.

Decorations can be placed on walls with tape only. No staples are allowed. Any tape used must be completely removed.

We reserve the right to refuse service to any group, organization or individual. Use of this facility is a privilege.

# Parking

Walker Hall has a limited number of handicap parking spaces in front of the building. All others must park in the parking area in front of the Visitors Center. Deliveries of food and equipment may be made at the building but the vehicles must be immediately moved to the parking area.

Cleaning Check List

As a reminder, it is your responsibility to review facility usage and check the following:

* + ⁪ All decorations are to be taken down.
	+ ⁪ Tables are in the proper place in the room.
	+ ⁪ Chairs are folded and stacked against the wall.
	+ ⁪ Nothing is left on the floor.
	+ ⁪ Garbage is bagged and placed in the dumpsters inside the gate at main entrance.
	+ ⁪ Kitchen counters are clean and tidy.
	+ ⁪ Kitchen floor must be cleaned.
	+ ⁪ Bathrooms are clean and tidy.
	+ ⁪ All windows are locked.
	+ ⁪ Nothing is left within three (3) feet of the wall heaters.
	+ ⁪ No garbage is allowed to get into the kitchen drains.
	+ ⁪ The grounds used for the event, and those surrounding Walker Hall must be free of trash and debris upon departure.

If any of the above applies to your rental, please take care of these tasks before leaving the building. Failure to do so will result in loss of cleaning deposit and/or denial of future use of the facilities.

Thank you!

CAS Rental Prices

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Rate** | **Quantity** | **Total** |
| **Deposits** | **Non-Refundable Deposit** | $50  | 1 | $50  |
|  | **Cleaning Deposit** | $50  | 1 | $50  |
|  |  | … | … | … |
| **Rentals** | ***Members*** | … | … | … |
|  | 1 - 50 people hourly | $50  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 1 - 50 people 4 hour block | $200  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 51 to 100 people hourly | $65  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 51 to 100 people 4 hour block | $260  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | ***Non-Members*** | … | … | … |
|  | 1 - 50 people hourly | $75  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 1 - 50 people 4 hour block | $300  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 51 to 100 people hourly | $90  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | 51 to 100 people 4 hour block | $360  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | ***NonProfits/Churches*** | … | … | … |
|  | All Rentals | 100 Flat Fee | \_\_\_\_\_\_ |
| **Additional** |  |  |  |  |
|  | Spring Frog Cabin Yard hourly | $260  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  | … | … | … |
| **Discounts** | *If Already Paid* |  |  |  |
|  | **Non-Refundable Deposit** | -$50 | \_\_\_\_\_\_ |
|  | **Cleaning Deposit** | -$50 | \_\_\_\_\_\_ |
|  |  |  |  |  |
| **Total Due:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Late Fees - 1st Hour Past Reservation = Lose Cleaning Deposit |
| Late Fees - After First Hour = $100 Per Hour |

CAS Rental Agreement

CAS agrees to rent Walker Hall to (individual/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Time).

The RENTER is represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) who will be referred to in this agreement as Keyholder and accepts the responsibility for the conduct of the group and the safety and security of Walker Hall.

## The Key Holder’s Contact Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Keyholder) do accept the conditions of rental as stated. Having signed this agreement and submitting it with the $50 non-refundable deposit and the $50 cleaning deposit, I do hereby bind myself to the rental conditions as stated in the above mentioned documents.

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

 Signature of Key Holder Date

 Accepted on behalf of the Chattanooga Audubon Society by:

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

 Signature of CAS Staff Member Date