

CAS Event 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.

Grounds

Audubon Acres is 130 acres along South Chickamauga Creek. Numerous picnic areas, an amphitheater, a large meadow, and 2 buildings offer many options for laying out your event. While rentals do not guarantee exclusive use of the sanctuary during business hours, there is more than enough room to accommodate your group in addition to our visitors. Our buildings can hold up to 30 people comfortably. If you have more than 30 people in your party, you will need to explore our outdoor options. ***If your group consists of more than 50 people, you will need to reserve exclusive use of the property.*** More information on this can be found on our pricing sheet.

Parking

Walker Hall and the Visitor Center both have a limited number of handicap-friendly 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 to other parts of the property, but the vehicles must be immediately moved to the parking area after drop-off is complete.

All Rentals Include

- Use of on-site chairs and tables
- Admission to grounds for all guests
- Restrooms are provided for up to 30 attendees. If the number of anticipated attendees exceeds 30 people, the renter(s) is required to provide alternative facilities in the form of portapotties.
- High-speed WiFi at both buildings and most outdoor rental spaces
- Signage stating that your area is being utilized for a private event.



900 North Sanctuary Rd.
Chattanooga, TN 37421
(423) 892-1499
www.ChattanoogaAudubon.org

Your Responsibilities

- Setting up tables, chairs, and any decor. This does not include the signage stating that your area is being used for a private event. Chattanooga Audubon Society will place and remove those signs.
- Taking down decor and putting tables and chairs back in their designated places.
- Emptying trash containers and taking trash bags to the trash receptacles at our front gate
- Leaving our sanctuary as clean as you found it

- Comply with all rules and regulations set forth in this document.

We Welcome

- Outside caterers
- Rented decor & seating
- Photographers

Set-Up and Rental Hours

Access to the reserved property and/or buildings begins at your designated rental start time. Set up may not begin before your agreed rental time unless previously negotiated with staff and written in the “notes” section of the signed rental agreement.

Reservation Procedure, Cancellation Policy, and Incidental Policy.

A \$50 nonrefundable deposit and a \$150 refundable cleaning/incidental deposit are required to reserve the time/date requested. Final payment may be made the day of the event, but no keys will be provided until payment in full is received.

Before keys are issued or access is given to the property on the day of the event, a credit card and the renter’s photo ID will be required. Chattanooga Audubon Society reserves the right to charge the renter for any damages exceeding the \$150 refundable incidental deposit.

Cancellations must be made one week before the reservation date. The cost of the reservation, excluding the \$50 non-refundable deposit, will be refunded. Cancellations made less than one week prior to the date and no-shows will receive no refund of any payment.

Property Rules

- Leave No Trace principles must be followed at all times.
- You or any outside vendors may begin setting up at your designated rental time and no earlier.
- **Pets are not allowed anywhere in the sanctuary.**
- **Glitter is not allowed anywhere on the property.** Instead we allow and recommend birdseed or confetti made from leaves.
- **Fires are permitted ONLY within the designated fire rings or indoor fireplaces. Firewood may be collected from the ground, but may not be cut from any tree.**
- All persons or organizations using the facility must leave it in the original clean and undamaged condition, including all equipment.
- Groups are responsible for providing their own supplies: **trash bags and paper towels.** Chattanooga Audubon Society will provide toilet paper for any indoor facilities, but will not provide extra toilet paper for any necessary portapotties.
- **The sanctuary is a non-smoking campus. Smoking is not permitted anywhere on the property.**
- **Alcohol, weapons, and illegal drugs are not permitted.**
- CAS shall not be held liable for damages, accidents, and infractions that occur during the applicant's use of the facility. CAS shall not be responsible for anything brought in by renters while it is within the facility or on the grounds. CAS will not be responsible for lost or stolen property belonging to renters/visitors.
- Decorations can be placed on walls with tape only. Any tape used must be completely removed.
- If you are granted a temporary gate code to utilize for the event, you are not permitted to share that code and you are responsible for closing the gate behind the last person in your group.
- We reserve the right to refuse service to any group, organization, or individual that does not align with our goals and mission.
- We reserve the right to add rules to this list at any time, including after booking.

Pricing Sheet

Walker Hall

- Available any day of the week from 7am-10pm
- Walker Hall has a maximum capacity of 50 people.
- This is for the use of Walker Hall and no other space on the property. Fee is per day.
- Walker Hall is 50 ft. x 25 ft. plus a concrete pad patio area. Restrooms are attached. Fireplace is available for use during winter months. Six tables and 40 chairs are available for use. At this time there is no kitchen access.
 - Members- \$150
 - Non-members- \$200

Visitor Center

- Monday-Saturday 4pm-10pm and Sunday 8am-12pm or 4pm-10pm
- The Visitor Center has a maximum capacity of 35 people.
- This is for the use of Visitor Center and no other space on the property. Fee is per day.
- The Visitor Center is a log cabin with hand-hewn logs as the interior. Restrooms are attached. Fireplace is available for use during winter months. Four tables and 40 chairs are available for use. At this time there is no kitchen access.
 - Members- \$200
 - Non-members- \$250

Picnic Grove Only

- Grounds rentals are available any day at any time unless exclusive use is needed, then special arrangements will need to be made with our staff.
- The Picnic Grove has a maximum capacity of 200 people.
- This is for use of the Picnic Grove and no other space on the property. Fee is per day.
- Restrooms are available in Walker Hall during your event, but the building is shared with other visitors and groups unless exclusive use is procured ahead of time. There are 22 picnic tables available for use.
- Non-exclusive use of this area (up to 50 people)
 - Members- \$200
 - Non-members -\$250

- Exclusive use of this area (mandatory if over 50 people)
 - Members- \$1500
 - Non-members- \$2000

Outdoor Access- Meadow, Camp Clover, Apple Orchard, Cabin Lawn, Railroad Picnic, Amphitheater

- Grounds rentals are available any day at any time unless exclusive use is needed, then special arrangements will need to be made with our staff.
- The outdoor areas do not have a maximum capacity.
- Water spigots are available near the amphitheater and Camp Clover. Fire rings are also located at the amphitheater and Camp Clover. Fires are permitted ONLY within the designated fire rings.
- Restrooms are available in Walker Hall during your event, but the building is shared with other visitors and groups unless exclusive use is procured ahead of time. There are 6 folding tables and 40 folding chairs available for use.
- This is for use of the agreed-upon outdoor area and no other space on the property. Fee is per day.
- Non-exclusive use of these areas (up to 50 people)
 - Members- \$125
 - Non-members -\$150
- Exclusive use of these areas (mandatory if over 50 people)
 - Members- \$1500
 - Non-members- \$2000

Extra Hours Access

If your event occurs outside the hours of 9am-5pm, you will need a temporary gate code to enter and leave the property. This incurs an additional flat fee.

- Members- included with EHA membership, or \$20
- Non-members- \$35



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Cleaning Checklist

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.
- Bathrooms are tidy.
- All windows are closed.
- Nothing is left within three (3) feet of the wall heaters.
- The grounds used for the event 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!



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Rental Agreement

Chattanooga Audubon Society agrees to rent _____ (building/grounds) to
(individual/organization): _____
on _____ (date) at _____ (time).

The Renter is represented by _____ (Name) and accepts the
responsibility for the conduct of the group and the safety and security of the space listed above.

The Renter's Contact Information:

Name: _____

Address: _____

Cell #: _____

E-Mail: _____

Chattanooga Audubon Society's Contact Information:

Event Coordinator: _____

In Case of Emergency: _____

Address: _____

Office #: _____

E-Mail: _____



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Notes:

Pricing:

<input type="checkbox"/> Walker Hall	<input type="checkbox"/> Member Pricing (\$150)	<input type="checkbox"/> Non-Member Pricing (+\$50)	
<input type="checkbox"/> Visitor Center	<input type="checkbox"/> Member Pricing (\$200)	<input type="checkbox"/> Non-Member Pricing (+\$50)	
<input type="checkbox"/> Picnic Grove	<input type="checkbox"/> Member Pricing (\$200)	<input type="checkbox"/> Non-Member Pricing (+\$50)	<input type="checkbox"/> Exclusive Use
<input type="checkbox"/> Outdoor Access	<input type="checkbox"/> Member Pricing (\$125)	<input type="checkbox"/> Non-Member Pricing (+\$25)	<input type="checkbox"/> Exclusive Use
<input type="checkbox"/> Extra Hours Access (included with EHA membership)	<input type="checkbox"/> Member Pricing (+\$20)	<input type="checkbox"/> Non-Member Pricing (+\$35)	

Total Cost: _____



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I _____ (Renter) do accept the conditions of rental as stated. Having signed this agreement and submitting it with the \$50 non-refundable deposit and the \$150 cleaning deposit, I do hereby bind myself to the rental conditions as stated in the above-mentioned documents.

Signature of Renter

Date

Accepted on behalf of the Chattanooga Audubon Society by:

Signature of Chattanooga Audubon Society Staff Member

Date