

**2018-2019 Facility Rental General Information
For Nature-Based Functions & Weddings
At Allens Pond Wildlife Sanctuary**

Thank you for your interest in holding a function at Mass Audubon's Allens Pond Wildlife Sanctuary.

Community residents and Mass Audubon members alike cherish this Sanctuary for its stupendous beauty and captivating wildlife. Our vision is that Mass Audubon's Allens Pond Wildlife Sanctuary will be recognized as the place for people to embrace their passion for the South Coast by sharing environmental experiences; connecting to self, sanctuary and community; and protecting and stewarding significant wildlife habitat for all generations. We welcome a limited number of facility rentals as a means to engage members or non-profit organizations and spread their appreciation for our sanctuary to new audiences who might also become champions for nature.

The Sanctuary offers an unheated stone barn, agricultural fields, and beach-side overlooks with magnificent views of the pond and bay. Also using these fields and natural habitats are a wide variety of birds, reptiles, mammals, amphibians, insects, and plants. Many of our wildlife residents are rare, endangered, or of special concern. Our goal is to serve as a model for ecological management to protect and steward the nature of Massachusetts right here on the South Coast. Together we will be able to host your event in a way that is compatible with habitat management, wildlife conservation, and environmental education.

Crucial to any facility rental is the integration of Mass Audubon's mission into the event. Integrating our mission highlights your commitment to supporting our organization, valuing the work we do and the land we protect and steward for future generations of wildlife as well as humans. Joining as a Mass Audubon member is the first way you demonstrate mission support. Once your event is booked, mission can be integrated in many ways. At Stone Barn Farm, we have installed interpretive pieces in the restrooms, kitchen and throughout the Stone Barn that are to remain visible and intact at all times in the manner that we have installed them. Based on the type and length of your event, we will work with you to weave in your choice of an engagement component that highlights the property and wildlife such as a slide show, written materials, a seasonal or youth program conducted by our teacher-naturalist, trail walks, service learning activity, and/or a custom-designed, hands-on component or presentation.

We encourage you to incorporate into your event self-guided tours for guests to enjoy before and after an event. Community service activities are particularly welcome to be part of your event and often provide a meaningful way for participants to bond and be enriched by the stewardship experience. Such activities could include a beach clean-up, trail work and/or gardening.

Please read the following information carefully and then contact the Allens Pond's field station to speak to a staff member, ask questions and to arrange a property tour. We are also happy to provide information on local businesses who are familiar with our facilities and can provide food, music, photography, and florists.

Site locations, all in South Dartmouth MA, are as follows:

The **Field Station** located at 1280 Horseneck Road offers agricultural fields and shoreside locations, along with ample parking.

- At this site, favored locations for functions are the hay field to the north of the Field Station (across from the Bayside Restaurant) and/or the field south of the Field Station, close to the ocean. These large field locations permit the installation of one or more small, temporary structures and portable toilets. A more recently appreciated spot is the field north of the Beach access road, accessible through a bar way between the trees. Due to the timing of hay season, fields are available only before May 1st or after July 30th. These fields will not be available during the weekend of the annual Allens Pond Duck Derby in August. The fields are also undesirable during wet months of the year. An alternative location for smaller gatherings is the beach and ledge outcrop at the edge of Buzzards Bay; however, access to this site is challenging for some guests with mobility issues and inaccessible by vehicles. Parking can be made available on mowed sections of the adjacent fields as dictated by ground saturation and bird nesting.

The **Allens Neck** portion of our sanctuary, accessible from Allens Neck Road offers additional field locations and limited parking.

- Available sites at Allens Neck are limited to sections of grassland with seasonal determination. Please contact the Sanctuary for additional information and to schedule a site visit.

The **Stone Barn Farm**, located at 786 East Horseneck Road offers the unheated Stone Barn, with accessible kitchen and restrooms, fields and ample parking.

- The Stone Barn, a historic 150 year old building, is a rare and beautiful parged fieldstone structure that offers **3-season** space for meetings, workshops, and functions. Its open floor plan of polished wood readily can accommodate seating and tables for 50 people. For a function over 50 people, arrangements must be made that may include an event tent and portable toilets. Please contact the Sanctuary for additional information and to schedule a site visit.

Rental Agreements

All facility rentals are arranged and priced at the time of contract signing, with a minimum of five hours. The “Function Rental Contract” must be initialed by the renter to acknowledge understanding of the unique elements of this facility use.

Allens Pond Wildlife Sanctuary encourages the use of ecologically-friendly decorations, plates, utensils, other party supplies, and natural resources such as water. Please expect to work with us in planning a “greener” event.

Camping at Stone Barn Farm

Occasionally, overnight tent camping may be considered at the Barn for groups that are renting the facility or performing group volunteer projects on the site. A separate camping agreement is required. Camping is free for those groups who are performing volunteer work on the Sanctuary, and this work must be mutually-agreed upon by the Sanctuary and group prior to contract signing. Campfires are strictly controlled and require prior arrangements. This is a venue that respects quiet time between the hours of 9pm and 7am and strictly prohibits pets, smoking, alcohol, illicit drugs and fires outside of single designated fire pit. Camping allows for use of the restrooms at the Stone Barn. Use of the kitchen and Barn facility are as negotiated and documented in a contract. There are no shower facilities.

All camping must be approved by the Sanctuary before contract signing.

Mass Audubon’s goals and tax exempt status place primary emphasis on educating audiences, not providing services to rental consumers. This facility will not meet the needs of many who seek a traditional facility for

their private event. Our staff is happy to discuss your needs and suggest alternatives if our purposes don't align. Below are a few areas where our policies depart from traditional facility norms:

Sanctuary Rental Policies

■ Membership

Using Allens Pond Wildlife Sanctuary for a function is a privilege of MAS membership. An applicant who is not an MAS member and desires to rent at Allens Pond for a function must become an MAS family member at \$65 (separate check, payable to Mass Audubon). MAS is the largest conservation organization in New England, concentrating its efforts on protecting the nature of Massachusetts for people and wildlife. Across the state, MAS operates wildlife sanctuaries that are open to the public and serve as the base for its conservation, education, and advocacy efforts. Our members help by introducing us to new audiences.

■ Engagement

By choosing our facility for your event, you are introducing your guests to our mission and goals. We look forward to collaborating with you to develop the message of conservation, stewardship, and nature appreciation that most resonates with you and your guests.

■ Capacity

Due to parking and site constraints, attendance for any event is capped at 200 people. Attendance in the barn is set at 50 people unless prior arrangements are made which may require conditions of tent rental and portable toilets. Guests are strongly encouraged to carpool whenever possible. Use of MAS chairs for the barn is included in the standard rental fee. A limited number of tables are available. The caterer may rent other types of furniture for the day, with approval from Mass Audubon staff.

■ Other expectations

Consumption of alcohol is limited to beer and wine and must comply with organizational policies. Smoking is limited to a designated, small area outdoors of buildings. Caterers will need to supply external power, water, and heat if needed. Musical groups must meet staff approval. Open flames and combustion heat sources in the barn are prohibited. No pets. No drones. Threats to ecological values are prohibited, including application of insecticides, release of animals; scattering of rice or birdseed, use of balloons, noisemakers, kites, hay bales (straw bales are allowed), motorized vehicles on trails, and loud music.

■ Scheduling

The Stone Barn and sanctuary grounds are available for functions on weekdays, weekends and holidays. **The agreed upon rental period must be scheduled to begin no later than 5:00 p.m. and must end by 10 pm, including equipment delivery, setup and breakdown/cleanup activities, including by caterers.** A typical 5-hour rental allows for 2½ hours of guest attendance and 2½ hours for setup and breakdown. In addition, no set-up for a function can begin before 11:00 am on the day of the event, without prior approval and coordination with Mass Audubon staff. Staff schedules all dates for wedding ceremonies and other functions. Time can be added, for an additional hourly fee, provided other activities at the site permit it and arrangements are made within 45 days of the event. The delivery and pickup of any tents and/or rental items as well as the arrival time of caterers, etc. must be confirmed at least two weeks in advance. We will try to accommodate delivery and contractor constraints, however other uses of our facility may limit flexibility; if delivery or removal does not fit within the rental time period, the charge for extra time will be calculated and added to the contract/ invoice.

Base Pricing

Nature-based Facility Rental (not wedding ceremony) and Stone Barn Rental

Use of the aforementioned site(s) and Stone Barn Farm for events other than wedding ceremonies is priced at \$500 per event to include 5 hours of access from set up to clean up, and to accommodate 50 guests. This rate includes preparation of site and designated event parking area, nature engagement activity, use of the kitchen, use of all available tables, chairs, screen and projector. Additional guests and hours can be accommodated at an adjusted rate.

\$500/ 5-hour

Wedding Ceremony

Nature-based wedding ceremony only, at selected outdoor location or Stone Barn Farm; includes mowing, parking, nature-engagement activity and five hours of site access.

\$2,000

Wedding Ceremony & Reception

Mass Audubon allows no more than four nature-based weddings with reception per year. Base pricing assumes 100 guests and eight hours of site access for setup and breakdown. Additional guests and/or time can be arranged. Includes use of either an outdoor location or Stone Barn Farm for the ceremony. Reception must be held at Stone Barn Farm (no field receptions). Additional guests and/or longer rental periods can be accommodated for a scaled fee.

\$3,500

Dartmouth residents: \$2,000

Amenities

Port-a-john fee, per unit

see requirements & pricing structure on worksheet
\$200/unit

Non-profit Events

Site rental fees are offered at a 50% discount, or equivalent in-kind support, to qualified non-profit groups. You must provide proof of non-profit status at the time of rental.