



Boston Nature Center

500 Walk Hill Street ▲ Mattapan, MA 02126
tel 617.983.8500 ▲ fax 617.983.8012 ▲ www.MassAudubon.org

Rental Form

Contact Information

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Email: _____

Event Details

Rental Date: _____ Time In: _____ Time Out: _____

Type of Event: _____

Spaces Reserved: _____

Special Notes: _____

Number of Guests: _____

- For room arrangement, please see Office Manager.

Rental Fee: _____ Deposit Amount: _____

Will you be using a catering service? : Yes No

- If yes, a Certificate of Insurance (COI) is required.

Will you be serving alcohol? : Yes No

- If yes, Certificate of Insurance (COI) must include liquor liability; alcohol must be served by a licensed bartender. A Release from Responsibility and Indemnification form must be signed and included.

Rental Agreement

Thank you for your interest in renting the Mass Audubon's Boston Nature Center (BNC) and Wildlife Sanctuary ("the premises") for your event. As one of the staffed sanctuaries of the Mass Audubon, BNC offers a unique, natural setting for meetings, conferences, retreats, and social events. The George Robert White Environmental Conservation Center is BNC's visitor center and is one of the greenest buildings in Boston. Guests will be able to enjoy BNC's two miles of trails and boardwalks. For interested parties, BNC can arrange a group tour of the property and building or an educational program on urban ecology. Such programs must be scheduled in advance and additional fees may apply.

Please read the following information carefully and then contact BNC if you have any questions or would like to arrange a tour prior to booking the space. For more information about wedding rentals, please contact BNC's Office Manager at 617-983-8500 x6904.

Facilities

The facilities available include the Hayden Classrooms (which may be one large room or divided into two smaller classrooms), the Resource Room, and the Exhibit Area. A small, noncommercial kitchen is available if needed. In addition, there may be other spaces available for small group discussions. There are patios with shade awnings and an amphitheater which may be used, weather permitting. We have a large parking lot for approximately 75 cars. Access to public transportation is also available.

Use of BNC's tables and chairs is included in the standard rental fees. Tablecloths are not provided. Equipment may include the following, depending upon availability:

- 90 wooden chairs for indoor use
- 20 three-foot square tables for indoor use in the Hayden and Resource rooms
- 3 five-foot long rectangle tables on wheels for indoor use
- 4 eight-foot long rectangle tables for indoors or outdoors
- 4 six-foot long rectangle tables for indoors or outdoors
- 4 four-foot long rectangle tables for indoors or outdoors
- 2 four-foot long rectangle tables for indoors or outdoors
- Podium with microphone

Tents or other equipment needed may be rented from outside vendors. Responsibility for setup and cleanup lies solely on the renter. The areas used by the applicant must be left in the same condition as they were found. Furniture may be moved, but must be returned to its original location by the renter.

BNC asks that renters be ecologically sensitive in their planning. Please refer to the Green Event Checklist.

For the protection of sanctuary wildlife:

- Smoking is not allowed anywhere on the property.
- Balloons are not allowed on the property, including at entrances.
- Pets are not allowed on the property (except service animals.)
- No open flames, including candles, indoors or outdoors.
- Volume of music must be kept at a reasonable level.
- No cars or trucks are allowed on the bluestone path leading to the building. All deliveries must be unloaded on gravel driveway.

Scheduling

The building is available for rentals everyday from 9:00 am to 6:00 pm, excluding some holidays. Earlier or later times may be possible for an additional fee and must be confirmed in advance. All events must end by 10:00 pm.

Renters should keep in mind that there may be educational programs occurring at BNC on the day of rentals, as well as other groups using the space. BNC staff members request that the scope and noise of rental activities be kept at a courteous level so as not to interfere with others in the building. Please note that no political or religious activities are allowed.

Maximum Capacity

- Hayden Classroom I and II (individually): 40 seated adults without tables; 25 with tables
- Hayden Classroom I and II (joined): 80 seated adults without tables; 50 with tables
- Resource Room: 40 seated adults without tables; 25 with tables
- Exhibit Room: 150 seated adults without tables; 75 with tables

Rental Fees and Payments: meetings, conferences and special events.

Standard Rates up to 4 hours

Hayden I only	\$125
Hayden II only	\$125
Hayden I & II	\$250
Resource Room	\$125
Exhibit	\$250
All Rooms	\$500
Gazebo	\$125

Each additional hour or portion thereof is \$100 per hour. Access to the building before 9:00am and/or after 6:00pm will require a fee of \$150.

Nonprofit Rates up to 4 hours

Hayden I only	\$75
Hayden II only	\$75
Hayden I & II	\$125
Resource Room	\$75
Exhibit	\$125
All Rooms	\$250
Gazebo	\$75

Each additional hour or portion thereof is \$50 per hour. Access to the building before 9:00am and/or after 6:00pm will require a fee of \$75.

To reserve a date a \$75 nonrefundable deposit must be paid at least one week in advance. Setup and cleanup time should be included in the time allotted. The balance is due on the date of the rental. Payments may be made by cash, check, or credit card (Visa, MasterCard, or Discover).

Rental Fees for Wedding Celebrations

- \$1,750.00 flat fee for up to 8 hours, including setup and cleanup
- \$250.00 for each additional hour or portion thereof
- Indoor and outdoor spaces are included in the fee
- \$300.00 nonrefundable deposit is due at time of reservation. Balance is due in full ten days prior to event.
- \$200.00 refundable damage/cleaning deposit required in addition to the balance, ten days prior to the event

Caterers and Use of Kitchen Facilities

The kitchen includes an electric oven, burners, microwave, sink and refrigerator that are available for function use with the provision that the premises must be left in clean conditions. Even though professional caterers may be engaged it is the responsibility of the renter that the kitchen area, as well as the other areas used, be left in satisfactory condition. Outside grilling is not allowed except by a licensed caterer.

As an environmental organization, we ask that renters and caterers minimize disposables and use reusable, recyclable, and/or compostable serving items whenever possible (i.e. no plastic plates or Styrofoam.) Please recycle all cans, bottles, containers, and paper/cardboard in recycle bins provided.

Beer and wine only may be served by a licensed bartender with advance approval by BNC. No hard liquor is allowed on site. For beverage use, please plan to remove all bottles and cans. Alcohol service must end one hour prior to the end of the event.

All caterers shall comply with the insurance standards established by BNC. Caterers must first provide a properly signed and completed Certificate of Insurance (COI), indicating that the insurance coverage currently in effect for their business meets BNC standards outlined below. ***Documentation of the insurance must be sent to BNC at least one month in advance of the rental date.*** The insurance program shall include the following:

- 1) Statutory workers compensation coverage
- 2) General liability insurance with a \$1,000,000 combined single limit for bodily injury and property damage
- 3) Automobile liability insurance with \$100,000 per person and \$100,000 for property damage
- 4) Liquor law liability insurance with a dual limit of \$1,000,000 per person and \$1,000,000 per occurrence, as needed
- 5) BNC added as an additional insured on general liability and liquor liability insurance policies, as needed.

A renter should not assume that his/her caterer meets BNC insurance standards and should not contract with a caterer before the BNC has approved the caterer's insurance program.

Liability to Persons and Property

1. BNC assumes no responsibility and expressly disclaims any liability or responsibility for damage to or loss of personal property belonging to the applicant, guests, employees, or contractors in or on the premises, and for injury or death to persons invited to the premises or employed by the applicant for any purpose whatsoever.

2. The renter agrees to assume liability for any and all bodily injury or property damage resulting directly or indirectly from the applicant's use of the premises. The renter further agrees to hold BNC and its employees, volunteers, directors, officers and agents harmless from any and all liability, claims or assessments arising out of the renter's use of the premises. The renter shall agree to be responsible for, and reimburse BNC, for any loss or damage to the building, its contents, equipment or grounds by the renter, guests, employees or contractors. In specific, the renter agrees to defend with counsel satisfactory to BNC and to pay, protect, indemnify and save harmless BNC from and against, any and all liabilities, damages, costs, expenses (including any and all attorneys' fees and expenses of BNC), causes of action, suits, claims, demands or judgments of any nature whatsoever arising from the exercise of this rental agreement and (i) any work, act or omission to act done in, on or about BNC premises, or any part thereof, by or on behalf of the renter or any person claiming under the renter or the employees, agents, tenants, contractors, applicants, invitees or visitors of the renter or any such person; (ii) injury to, or the death of, persons or damage to property on BNC premises or upon adjoining property or in any way growing out of or connected with the use, non-use, condition, possession, operation, maintenance, management or occupation of BNC premises by the renter or any person claiming under the applicant, or the employees, agents, tenants, contractors, invitees, or visitors of the renter or any such person, or resulting from the condition of BNC premises; or (iii) violation of any agreement or condition of this rental agreement or any applicable federal, state or local statutes, laws, regulations, or other requirements, affecting BNC premises or the ownership, occupancy or use thereof. The provisions of this paragraph shall survive the expiration or earlier termination of this rental agreement.

Agreement to abide by Rental Agreement

I, the undersigned, have read the above Rental Agreement and agree to abide by the conditions set forth. This agreement supersedes all other agreements or understandings, verbal or in writing, regarding this matter. This agreement can be changed only by a written amendment signed by both parties.

Signature(s) of Renter(s)

Date

Printed Name(s)

Phone Number

Email

Agreement received by BNC's Office Manager or Director

Signature of Office Manager or Director

Date