



## Mass Audubon's Boston Nature Center

500 Walk Hill Street ▲ Mattapan, MA 02126  
tel 617.983.8500 ▲ fax 617.983.8012 ▲ [www.MassAudubon.org](http://www.MassAudubon.org)

### Wedding Rental Fact Sheet

Thank you for your interest in having your celebration at the Boston Nature Center. If you have any questions, please contact Zaskya Perez, Office Manager, at 617-983-8500 x 6904 or [zperez@massaudubon.org](mailto:zperez@massaudubon.org).

#### Site Usage Fee:

- \$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 due at time of reservation. Balance is due in full, ten days prior to the event.
- \$200.00 refundable damage/cleaning deposit required in addition to the balance, ten days prior to event.

#### Hours:

- The Boston Nature Center is open to the public every day except Thanksgiving, Christmas, and New Year's Day. Regular operating hours are:  
Monday – Friday 9:00 am – 5:00 pm  
Saturday, Sunday, and Monday holidays 10:00 am – 4:00 pm
- During these hours, members of the public have access to the building and grounds. Boston Nature Center is not able to close for your exclusive use during regular operating hours.
- All guests must be vacated from the property by 10:00 pm.
- A staff member will remain on site for the duration of the event.
- Indoor space is very limited during the summer. Please call or email to check availability.

#### Space Availability:

##### Indoors

- Exhibit Area
- Hayden Classrooms I & II
- Resource Room
- Restrooms

##### Outdoors

- Front and side lawn areas
- Side and back patios with shade awnings
- Amphitheater
- 20'x30' canopy tent may be available
- 2 miles of trails on 67 acre wildlife sanctuary

##### Parking

- Onsite parking for 75 cars
- Access to public transportation is available

#### Equipment Available:

- 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

#### Catering/Food:

- Food may be provided by the caterer of your choice. Caterer must provide a certificate of insurance.
- No grilling allowed, except by a licensed caterer.
- As an environmental organization, we ask that caterers minimize disposables and use reusable/ recyclable/ compostable serving items whenever possible (i.e. no plastic plates.) No Styrofoam allowed. Please see out Green Event Checklist.
- We have a small kitchen with a sink, stove/oven, refrigerator, and microwave. This area can be utilized as needed, but all food preparation is to be completed off site.
- Please recycle all cans, bottles, containers, and paper/cardboard in recycle bins provided.
- All trash must be bagged and removed. Bins of recyclables should be left in or by maintenance closet.

#### Alcohol:

- Beer and wine may only be served by a licensed bartender. No hard liquor allowed on site.
- For alcohol beverage use please plan to remove empty bottles and cans.
- The bartender/catering company must provide a certificate of insurance at least one month prior to the event, evidencing liquor law liability insurance coverage of \$1,000,000 per person and \$1,000,000 per occurrence and naming Mass Audubon's Boston Nature Center as an additional insured.
- Release form must be signed by renter at least one month prior to the event for Mass Audubon approval.

#### For the Protection of Sanctuary Wildlife:

- Smoking is not allowed anywhere on property.
- Balloons are not allowed on the property, including at entrances.
- Pets are not allowed on the property (except service animals.)
- Throwing of confetti/ rice, or release of animals (butterflies, doves, etc.) is not allowed.
- 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.