

## Part A: General Policies for All Facility Rentals



### *Decorations and Room Set-up*

- Candles, flames or burning material of any kind are NOT allowed anywhere on the property, and sterno is permissible for use by caterers only.
- Objects are not allowed on wood furnishings without protection to ensure the wood does not get scratched or stained. Flower arrangements are permissible only if they are dry or vessels/containers are completely waterproof (no leaking). Spills of any kind anywhere are to be wiped up immediately.
- No nails, screws, staples, tacks, duct tape or pins are allowed in or on walls, duct tape, woodworking, windows, furniture, masonry, building exteriors or grounds. All decorations must be removed after the event.
- Only native seeds or petals purchased through the Dogwood Canyon Nature Store can be thrown at weddings.
- Renters or their caterers are responsible for room set-up and breakdown.



### *Reservations, Deposits, Payments, and Refunds*

- All events require a 50% booking deposit, payable to confirm the reservation. **No reservation is confirmed until the booking deposit is paid.**
- All charges other than the 50% deposit to secure the reservation date are due two weeks prior to the event, payable via cash, check, or charge (in person or by calling 469-526-1980). **A credit card number must be submitted and kept on file to cover incidental expenses incurred after the event.** All credit card information will be destroyed upon completion of the event.
- Cancellation of an event within 5 business days prior to the event will result in the loss of the entire deposit; events cancelled from 6 days to 30 days of the event will result in a 50% loss of the deposit. *All cancellations* are also subject to a booking fee equal to 15% of the deposit.
- At the discretion of Dogwood Canyon staff, a refundable security/damage deposit may also be required; refunds will be made within 30 days following the event.
- Any changes to the times, dates, designated individuals, or other provisions of this contract must be requested from and approved by Dogwood Canyon in writing.
- Members of a wedding party can enter the center during regular operating hours for a rehearsal; staff does not facilitate rehearsals or reserve rehearsal times.



### *Parking & Security*

- At the discretion of the Audubon Center Director, security (including after-hours security) or police officers may be required, and Renter will be required to assume the cost of those services.
- Dogwood Canyon is not responsible for any vehicle theft or damage.
- Dogwood Canyon has 55 self-park parking spaces; for larger events, Renters may be required to use a valet service for parking.
- Parents are responsible for safety of minors. Minors are not allowed on the property unattended during special events.



### *Catering and Other Contracted Services*

- Renters are responsible for arranging all catering services, including special requirements for tables, chairs, audiovisual equipment, etc., and for scheduling removal of these items in a timely manner.
- Delivery and pick-up of rental items such as dinnerware and glasses, tables and chairs, etc., must be scheduled with Dogwood Canyon staff to fall within operating hours and Renter must be present upon delivery. **Dogwood Canyon staff cannot accept deliveries on behalf of the Renter.** Renters will be charged a storage fee for items stored on the property before or after the event.

- For catered events, Renters or their caterers are required to provide one staff person to stay throughout the event for cleanup afterward, as well as stacking tables and chairs after the event.
- Tables and chairs may be rented from the Center; otherwise, the Renter is responsible for securing tables and chairs.

**Other**

- Dogwood Canyon staff can provide a brief overview/welcome to event attendees at an agreed upon time.
- Smoking is prohibited on Audubon property.
- No pets or animals of any kind are allowed in the facility, except for service animals.
- Amplified music outside of the Center is allowed. If excessive noise becomes a problem, Renter's music will be terminated and Audubon may terminate the event, revoke the Agreement, and require that Renter forfeit all fees and deposits paid.
- Audubon reserves the right to make any physical changes to Renters' room set-ups. In the event of inclement weather, Audubon is not responsible for relocating the event, supplying heat lamps, rain shelter, or providing alternative facilities.
- Audubon is not responsible for any personal or professional articles or possessions that may be lost or stolen from Renter and/or Renter's guests, participants, or contracted service providers during their use of the facilities and/or grounds.

**Part B: Alcohol and/or Hot Food Service**

***Alcohol and/or Hot Food Service***

- Renters with events including any food service and/or alcohol must provide (either through their caterer or individual) proof of general liability insurance listing "National Audubon Society" (1206 W FM 1382 Cedar Hill, TX 75104) as additionally insured, with a minimum \$1,000,000 coverage each for both food AND alcohol liability. ***Failure to provide such certificates at least two weeks prior to the event will result in cancellation of the event and forfeiture of security deposit.*** There will be a \$1 per person surcharge for home-made food, \$2 per person for caterer-provided food and \$2 person for alcohol service.
- For all events that include alcoholic beverages, TABC-certified bartenders (scheduled by the caterer or Renter) and off-duty police officer(s) (scheduled by Dogwood Canyon) are mandatory; Renter pays the bartenders and police officers directly.
- **No alcoholic beverages, or tickets in exchange for alcoholic beverages, may be sold at any special event on the Dogwood Canyon property.** In accordance with Texas Alcohol and Beverage Commission policy, those who hold special events at Dogwood Canyon Audubon Center may do so without an alcoholic beverage permit *only if* the activity is truly "free", so that any adult who enters the facility and asks for an alcoholic beverage receives one. (For more information, please see TABC Marketing Practice Bulletin MPB-026).

***Indemnification***

Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or part, by Renter's use of Audubon center facilities and property. Furthermore, Renter agrees, at Renter's sole expense, to indemnify, defend, and hold Audubon and/or its officers, employees, and volunteers, free and harmless of any loss, claim, liability, damage, cost (including reasonable attorneys fees) and/or injury to persons and property that in any way may be caused, in whole or in part, by or occur during Renter's use or occupancy of said facilities.

**RENTER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Date: