

Facility Rental Rates

Facility Rental Rate Sheet

Rentals require a 4-hour minimum

	Trout Lily	Cedar Elm	Kitchen	Basin Deck	Garden/Forest	Veranda
Tues. – Sun. 9am – 5pm	\$75/hour	\$50/hour	\$25/hour	\$150/hour	\$125/hour	\$100/hour
Tue. – Thur. 5pm – midnight	\$200/hour	\$150/hour	\$35/hour	\$150/hour	\$175/hour	\$150/hour
Fri. – Sun 5p-midnight	\$250/hour	\$200/hour	\$40/hour	\$150/hour	\$175/hour	\$150/hour
Monday* 9am – midnight	\$250/hour	\$200/hour	\$40/hour	\$200/hour	\$200/hour	\$200/hour
Capacity with Tables	75	35	n/a	Varies with set-up	n/a	Varies with set-up
Capacity Theatre Style	100	50	n/a	20	30	n/a

*Center is closed to the public on Monday's

Additional Rental Options:

- **Chair Rental:**

\$20 for up to 20 chairs	\$30 for 21-49 chairs	\$50 for 50-75 chairs	\$100 for 76-100 chairs
---------------------------------	------------------------------	------------------------------	--------------------------------

- **Table Rental: \$5 each** for 30" x 60" rectangle tables

- **Kitchen Use: \$25 per hour** (minimum of 4 hours)

- **Alcohol Surcharge: \$2 per person** for renter-provided alcohol service

*For all events that include alcoholic beverages, TABC-certified bartenders and an off-duty police officer(s) (scheduled by Dogwood Canyon) are mandatory; renter pays bartenders and police officers directly.

- **Food Service Surcharge: \$1 per person** for non-catered renter-provided food service.
\$2 per person for professionally catered food service.

- **National holiday surcharge: \$250** (Fri. – Mon. of national holiday weekends)

- **Equipment charge: \$30 per item** (TV, TV Cart, Projector etc.)

- **Dogwood Canyon event facilitator: \$20/hour** (required for events beginning/ending after 5pm)

- **Dogwood Canyon security officer Fee: \$40 per hour** (required for alcohol service)

- **Event Equipment Storage Fee: \$400 per day/\$200 half day (minimum)**

Overview of General Policies:

- Renters or their caterers are responsible for room set-up and breakdown
- Discount for Dogwood Canyon Audubon Center membership (at \$150 level or higher):
- Non-Profit Discount of 10% off of Total for Organizations Only (Must provide 501c3 Letter)
- **Deposit of 50% of rental charge due at the time of signing agreement** (*Note: event date is not guaranteed until deposit has been received*)
- **Balance due 2 weeks prior to event**

Please note: Renters are responsible for other expenses not reflected here such as catering, security, valet parking, and additional event insurance. A credit card number must be submitted with the final payment to cover damages or incidental expenses the day of the event.

For more information and to make a reservation, please contact Julie Collins or Haily Summerford at (469) 526-1980 or email at dogwood.audubon.org