

## RENTAL INFORMATION

# The Ohio Bird Sanctuary offers a unique, serene venue for your special event, celebration or corporate retreat.





**Outdoor Theater** 

**Education Center** 

**Natural Chapel** 

Fees: Rental of any of the designated areas: \$100/hour for groups of 100 or less \$150/hour for groups over 100

### **Basic Facts:**

- Minimum of two hours.
- Additional 2 hours at no charge for set up and clean up.
- Fees include tables and chairs to seat up to 100 guests
- Maximum Occupancy of Education Center is 250 individuals.
- The kitchen area is used for food assembly and staging only.
  Roasters and sterno burners allowed. Active cooking only permitted on outside grill.

#### Additional Fees and due dates:

- Security Deposit & Damages: A \$250 security deposit is required at booking.
- Full rental fee due three weeks prior to the event.
- \$50 garbage removal fee
- \$15/hour for OBS staffing outside of regular business hours
- Linens available for \$40 rental.

**Set up and clean up:** All set up and clean up is the responsibility of renter.

With exception of tents nothing may be set up on the grounds until the morning of the event unless special accommodations have been agreed upon. Clean up of the grounds must be completed by the end of the day. Any trash, garbage or recyclables generated by your group must be cleaned up and placed in the proper garbage containers that will be provided by the Sanctuary. Tents may remain until the beginning of the business week.

**Decoration and celebration restrictions:** As the Sanctuary is a nature preserve consideration must be taken in selection and use of decorations. No filament line or balloons may be used outdoors. Rice may not be thrown, bubbles or bird seed are acceptable alternatives. No live animals, live birds and/or butterflies may be released onto the preserve. Any residue due to decorations or their residue will be deducted from the security deposit

**Parking:** Park allowed only in designated parking areas unless otherwise directed by Sanctuary staff. Parking is limited to 50 vehicles, please encourage your guests to carpool. No parking on grass



**Programming:** Enhance your event with a live bird. \$50 per bird/hour



#### Other:

- Smoking is not permitted in the buildings or bird display areas.
- The bird display area and trails close at 4pm.
- The Sanctuary reserves the right to deny a rental if it is viewed as in opposition to the Sanctuary's mission or if it could pose a threat to the birds, grounds or visitors.
- The Sanctuary will not close to visitors during our regular business hours due to a rental. For a more private event, schedule your rental after 4pm.

Contact Gail Laux, OBS Director for more details and contract information 419-884-4295 ohiobirdsanctuary@gmail.com www.ohiobirdsanctuary.com