



## **Site Rental Policies**

***We often ask ourselves "What would Mabel do?"  
as a reminder of why we are here and to guide our decisions for the future.***

Established in 1949 at the bequest of Mabel Norman Cerio, the Norman Bird Sanctuary (NBS), under the charge of her will, was to maintain the land "for the propagation, preservation, and protection of birds, and where birds and bird life may be observed, studied, taught, and enjoyed by lovers of nature and by the public generally so interested in a spirit of humanity and mercy."

NBS is a nonprofit organization that has maintained steady growth throughout its history. Over the years, Norman Bird Sanctuary has grown to include more than 325 acres of diverse habitats, and its mission remains true to Mabel Norman Cerio's original vision. The Sanctuary is a community organization with an array of Educational Programs and important initiatives that have impacted the quality of life on Aquidneck Island and across the state for over sixty years.

**If you are interested in hosting an event at the Norman Bird Sanctuary, we ask that you adhere to the following policies in order to help preserve the property:**

1. Tented events are not permitted from April 15 to August 15, due to bird nesting season.
2. Tented events for up to 125 people (maximum event capacity) are permitted from August 16 to April 14.
3. Indoor events for 38 people (maximum capacity) or less are permitted year round in Mabel's Studio. The existing furniture and decor cannot be removed. This includes a 10'x4' wooden farm table which must remain inside the Studio. The table seats 12 people.
4. Norman Bird Sanctuary Membership is required in order to rent space at NBS. (Annual Membership is \$65.00 for a Household Membership and \$125 for an Organization Membership.)
5. Portable restroom trailers (no single occupancy "porta-potties") are required for all events with more than 38 people. You must rent restrooms from one of our preferred vendors: Hallman's or C&S.
6. Newport Tent is the ONLY tent rental company allowed to provide tents at NBS.
7. It is recommended that event services (i.e. food, alcohol, furniture rental, DJ etc.) are provided by our preferred vendors. If site renter does not work with a preferred vendor, a fee of \$200.00 will be applied per each non-preferred vendor that renter hires. Using our preferred vendors ensures a smoothly functioning event handled by skilled professionals possessing the required licenses and certificates of insurance. Non-preferred vendors must be approved in writing by NBS at least 30 days in advance of event date. Additionally, non-preferred vendors must sign our Vendor Policies Agreement. Please see our preferred vendor list: <http://normanbirdsanctuary.org/site-rental/preferred-vendors/>
8. Site renter is responsible for paying \$400.00 for an electrical panel for all electrical needs at their tented event (i.e. inside of tent and electrical needs of vendors). Renter must provide list of electrical requirements and make payment for electrical panel 60 days in advance of event date. NBS will manage installation of electrical panel.

9. Event site rental rates are based upon a 4 hour event period. Included with the 4 hour event period, you may set up 3 hours in advance of the event start time and you are allowed 2 hours post event end time for cleanup. Event set up must take place between 9 am - 5 pm.
10. Event must end promptly at 9:30 pm at which time event attendees must depart property. If you exceed your contracted end time, you will be charged a \$500.00 penalty fee. Additional event hours (prior to 9:30 pm) may be requested in writing 30 days in advance of event and if approved by NBS, site renter will be charged a pro-rated fee for additional approved hours.
11. All food, trash and recycling must be removed by site renter (or renter's Caterer) from the property at the conclusion of the event. NBS does not provide trash barrels, trash bags or dumpster.
12. Smoking is strictly prohibited at NBS. No smoking is allowed anywhere on the NBS property. Please inform your guests of this policy prior to the event and ensure that this rule is followed during your event.
13. Music: No bands, no drums, and no horns allowed. DJs, acoustic instruments, and singers with no microphone are permitted. Decibel level is at the discretion of NBS. NBS reserves the right to require decibel level to be lowered.
14. No dogs or pets are allowed on the premises (except service animals).
15. One point of contact designated by site renter is required to provide all event details to Norman Bird Sanctuary. Norman Bird Sanctuary will not coordinate event details with multiple parties.
16. No open flames, sparklers or fireworks permitted. Candles are permitted only if fully enclosed by glass and glass must be at least 1 inch above flame.
17. Free standing Heaters are not permitted on the property.
18. For the safety of the wildlife, no balloons, ball-playing, lawn games, drones or kite flying permitted.
19. Throwing of confetti, rice or other such material is prohibited. Bird seed or flower petals are permitted.
20. Furniture is not included in site rental. All furniture must be rented and set up by site renter. The only exception is in Mabel's Studio -- there is a farm table that may be utilized inside. Table cannot be removed.
21. Children must be supervised at all times by a responsible adult.
22. All vendors MUST check in at the welcome center upon arrival to NBS. NBS will direct vendor to rented space for set up and breakdown.
23. Decorations and signage may be used on the premises only if affixed with low-adhesive tape and no damage is caused to any building/ structure. Any tape that is not low-adhesive, staples, pins, thumbtacks, hooks, nails or similar devices are not allowed. Any damage will result in a charge for repair and/or cleanup. Nothing can be hung on trees, plants or placed on stone walls, including decorative items or lighting.
24. Due to limited parking, site renter is required to make the following arrangements:
  - 1.) For events with more than 38 people: Site renter has the option to do one (or both) of the following:
    - a. Site renter must hire transportation vendor to bring their guests to and from NBS.
    - b. Site renter must hire preferred valet parking vendor to manage parking.
  - 2.) For events with less than 38 people: There are approximately 30 parking spots available. The 30 parking spots are for vendors and guests. NBS reserves the right to designate parking spots.

**NBS Representative:** An NBS representative will be assigned to your event. This person will be your contact for assistance with:

- Liaison with Newport Tent to manage installation and breakdown of tent.
- Liaison with vendors to accept delivery and pick up of rental items. A list of rented items as well as delivery drop off and pick up must be provided to NBS in writing for approval 30 days in advance of event date.
- Onsite contact to direct vendors to event locations.
- Management of installation of electrical panel.
- Property layout.

- Sound requirements/decibel limit.
- Any other aspects of event operation and logistics relative to renting an NBS venue.
- **The Norman Bird Sanctuary does not provide an event planner for your event. NBS is not responsible for managing and setting up the site renter's items (furniture, decor etc.) The site rental fee is for the use of the event space only and does NOT include: event planning, tents, catering, furniture, décor, entertainment, valet parking, portable restrooms and any other items or services which are the responsibility of the site renter.**

**Payment Information and Procedures:** To secure event space, the total site rental fee can be paid in full or a minimum 50% booking deposit is required when the rental contract is signed. If 50% is paid when booking the space, the balance is due no later than 60 days prior to the event. Also due at the time of booking is a \$500.00 refundable damage deposit (or for non-tented events held from Monday - Thursday, 20% of the Rental Rate) which will be refunded within 20 days post event if there are no damages. A \$65 or \$125 Norman Bird Sanctuary Membership is required to rent event space. NBS reserves the right to ask new event clients for payment of all estimated costs in advance.

**Cancellation Policies:** 50% of the total cost paid is non-refundable after payment is made. If the event is canceled within 60 days of the event date, there shall be no refund with the exception of the damage deposit. Norman Bird Sanctuary Memberships are non-refundable.

**Refundable Damage Deposit for Events:** A refundable damage deposit of \$500.00 (or for non-tented events held from Monday - Thursday, 20% of the Rental Rate) must be paid for all site rentals at the time your event space is booked. After the conclusion of your event, the facility is to be returned to its initial condition prior to rental with the exception of standard cleaning (i.e. sweeping, mopping and the cleaning of restrooms is not required by the site renter). Should any additional cleaning be necessary or should there be any damages to the facility, the cost for such shall be billed and subtracted from the damage deposit. The damage deposit or unused portion thereof will be refunded no later than 20 days following the event. Should damage and additional cleaning costs exceed deposit amount, payment for such charges must be made no later than one month following the event. You may choose to donate all or a portion of your refund to the Norman Bird Sanctuary.

**Set up and Breakdown:** Set up is 3 hours in advance of event start time and breakdown is 2 hours post event end time. Typically, rented items may delivered the day before the event or the day of the event and picked up the day after the event between 9 am – 5 pm ONLY. Tent set up will be arranged by NBS and Newport Tent. Typically tent set up is one day in advance of event and breakdown is one day post event. The set up and breakdown times must be provided to NBS in writing 30 days prior to event. Access to the property beyond the contracted 3 hour set up and 2 hour breakdown must be requested in writing and approved by NBS 30 days prior to event. Additional set up and breakdown hours will be billed at the rate of \$200.00 per hour. This includes all vendors providing services for event (i.e. Caterer, Decor vendors, Furniture Rentals etc.). **Unless additional time is approved and paid for in advance, there is no access to the property beyond the allotted times.** NBS assumes no responsibility for any items such as personal articles, equipment, merchandise, etc. brought onto the grounds.

**Catering & Alcohol:** NBS contracted caterers are listed on our preferred vendor list. Any food/beverage operator or Caterer wishing to service an event in any capacity scheduled at NBS, must provide proof of Serve Safe Certificate, Liquor Liability Insurance and be TIPS trained. No dumping of food related items, waste or water is permitted on our property (i.e. hot water, grease, alcohol, bar fruit remnants, etc.).

**Insurance:** All catered events require proof of insurance as follows: Lessee/caterer must maintain General Liability Insurance coverage in the amount of \$1,000,000.00 per occurrence with Norman Bird Sanctuary named as an Additional Insured on the policy. A copy of the insurance certificate must be provided to NBS at least three weeks prior to the scheduled event.

**Layout:** All set up and tent/floor plans must be provided to NBS at least 30 days prior to the event date for submission and review to the Fire Department to ensure compliance with all public safety and fire codes. All layouts must include specific electrical needs for the event. In addition, layouts must include space around electrical panels and fire suppression equipment.

**Fire Marshal/Licenses:** All Catered Events must comply with all federal, state and local requirements. Certain events may require review and approval by an independent safety consultant to ensure compliance with Fire Code and Safety regulations. Such review shall be at the discretion of NBS and shall be billable to the event client.

**Sound/ Noise Levels:** We allow DJ's and/or acoustic music ONLY. All events and music must end by 9:30 pm. NBS reserves the right to monitor decibel level and determine decibel level that can be used. Should sound levels be too loud, clients must comply immediately with requests to reduce the volume or risk losing their damage deposit.

**Security, Safety and Emergency Services:**

Though it is not generally required for groups of less than 125 guests, NBS reserves the right to charge clients for all Public Safety services, including but not limited to EMS, Ambulance, Fire Department, Life Safety Consultation and State Police, if it is deemed necessary by the city of Middletown. Should your event require additional security, the NBS Representative can refer you to the appropriate security resources who will assist you in determining the level of service, number of personnel and hours scheduled.