



Site Rental Policies

Norman Bird Sanctuary was established in 1949 through a bequest made by Mabel Norman Cerio.

Our mission is to spark people's curiosity to explore, steward, and find peace and joy in nature. Through conservation, historic preservation, education and exploration, we foster lifelong connections between people and the Sanctuary's rich and diverse habitats.

If you are interested in hosting an event at the Norman Bird Sanctuary, we ask that you adhere to the following policies 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 (125 people maximum event capacity) are permitted only from August 16 to April 14.
3. Indoor events (40 people maximum indoor capacity) 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.
5. Portable restroom trailers (no single occupancy "porta-potties") are required for all events over 40 people. You must rent restrooms from one of our preferred vendors: Hallman's or C&S.
6. PEAK Event Services is the ONLY tent rental company allowed to provide tents at NBS.
7. Using our preferred vendors results in your event being handled by vendors who are familiar with our property, resulting in a smoothly functioning event. Caterer, tent and portable restroom rentals must be from our preferred vendor list. Non-preferred vendors may be required to complete our Vendor Polices Agreement. All vendors must be licensed and insured and provide proper documentation of coverage(s). A fee of \$250.00 will be applied to each non-preferred vendor. Event vendor list must be submitted and approved in writing by NBS at least 60 days in advance of event date.
8. Vendor timeline for deliveries and pickup is required in writing at least 30 days prior to the event date. NBS will provide delivery requirements to singular point of contact.
9. If required, the site renter is responsible for paying directly to NBS any applicable fee for an electrical panel based on the electrical needs of their event. Electrical requirements must be submitted with vendor list at least 60 days in advance of the event date. NBS will manage installation of electrical panel.
10. Event set up must take place between regular operating hours of 9 am - 5 pm.
11. Events must end promptly at 9:30 pm, at which time event attendees must depart NBS property. If you exceed your contracted end time, you will be charged a \$500.00 penalty fee.
12. 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 dumpsters.
13. Smoking/vaping is strictly prohibited at NBS. No smoking/vaping 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.
14. Music: No bands, no drums, and no horns allowed. DJs, acoustic instruments, and singers without microphones are permitted. Decibel level is at the discretion of NBS. NBS reserves the right to require decibel level to be lowered.
15. No dogs or pets are allowed on the premises (except service animals).
16. One point of contact designated by the site renter is required to provide all event details to Norman Bird Sanctuary. Norman Bird Sanctuary will not coordinate event details with multiple parties. **A professional wedding planner is the required point of contact for weddings booked at NBS.**
17. 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.
18. Free standing heaters are permitted on an as-needed basis and must be rented through PEAK Event Services. Prior approval by NBS is required.

19. For the safety of the wildlife, no balloons, ball-playing, lawn games, drones or kite flying is permitted.
20. The throwing of confetti, rice or other such material is prohibited. Bird seed or flower petals are permitted.
21. Unless otherwise defined, furniture is not included in site rental. All furniture must be rented and set up by site renter. Any and all existing furniture and property of NBS cannot be removed.
22. Children must be supervised at all times by a responsible adult.
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 or plants or placed on stone walls, including decorative items or lighting.
24. Due to limited parking, the site renter is required to make the following arrangements:
 - 1.) For events with less than 40 people: There are approximately 30 parking spaces available. The 30 parking spaces are for vendors *and* guests. NBS reserves the right to designate parking spots. During NBS operating hours (Monday-Sunday, 9am-5pm) parking will be shared with regular visitors.
 - 2.) For events with more than 40 people: Site renter 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.
25. NO STILETTO HEELS. Please inform your guests not to wear stiletto heels as they will damage the wood floors in the Studio and Farmhouse. Any damages caused by stiletto heels will be deducted from the damage deposit.

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

- Liaison with PEAK Event Services to manage installation and breakdown of tent.
- Liaison with vendors to accept delivery and pickup 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 refundable damage deposit, which will be refunded within 20 days post event if there is no damage. 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 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 damage 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: 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: Caterers and beverage services must be selected from our preferred vendor list. Caterer must provide proof of Serve Safe Certificate, 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 a review shall be at the discretion of NBS and shall be billable to the event client.

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.