



Information Letter for Rental Inquiries of the Little Rock Audubon Center

Audubon Arkansas
4500 Springer Boulevard
Little Rock, Arkansas 72206
501-244-2229

Thank you for your interest in holding your special event at the Little Rock Audubon Center (LRAC). Audubon is a non-profit organization whose mission is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. By choosing to hold your function at the LRAC, you are helping to support these broad objectives.

The LRAC campus is 450 acres in the Granite Mountain community of southeast Little Rock, one exit from the airport. Here, visitors have access to an oak savannah, a cypress-laden oxbow lake, and globally rare nepheline syenite glades, all within city limits. The Center itself is a green building that houses the state headquarters of Audubon Arkansas, as well as education and event space.

Use of this site must be compatible with the sensitive environment of the LRAC and the conservation goals of Audubon. For this reason, Audubon reserves the right to carefully screen applicants before granting permission to rent the LRAC. *Accordingly, no contract exists until renter provides Audubon with an initial rental payment (50% of total rental fee) and a security deposit, and renter and Audubon have signed a Facilities Rental Agreement.* Deposits are required at the time of reservation. Assuming no violation of the rental agreement, the full security deposit will be returned to the renter within six (6) weeks of the event.

The LRAC facilities are generally available for rent for private functions Sunday-Thursday from 9 AM to 9 PM, and Friday and Saturday 9 AM to 10 PM. Call 501-244-2229 to check for specific availability of spaces on the date and times in which you are interested.

The facilities listed below are available for rent according to the following fees:

FACILITY	FEE	TIME
Community Room	\$300	Per 4-hour minimum period
Conference Room (M-F, 8:30am-5:00pm only)	\$100	Per 2-hour minimum period
Community Room + Conference Room	\$400	Per 4-hour minimum period
Patio/Garden	\$100	Per 2-hour minimum period
Picnic Area/Wildlife Trail	\$200	Per 4-hour minimum period
Pavilion/Gillam Park	\$300	Per 4-hour minimum period
All spaces	\$1000	Per 4-hour minimum period
Over-time fee	\$50	Per half-hour

All fees are subject to periodic change. No fee will change after a Facilities Rental Agreement is signed by both renter and Audubon. The Kitchen is included in the fee, whether used or not.

Please note that certain event activities raise the risk beyond what is normally accepted at a nature center. Such event activities include, for example, caterers, on-site food vendors, performances requiring audio or visual equipment, any use of fire, generators, etc. If you are considering including any such activities at your event, at least 45 days before your event is scheduled to occur, you must provide Audubon with a certificate of insurance from the vendor who will be providing such activity at your event. The insurance certificate should name National Audubon Society, Inc. as an additional insured and show the following insurance coverages:

- a. a. comprehensive general liability insurance of at least \$1,000,000 per occurrence;
- b. workers compensation and employers liability insurance, including occupational disease, disability benefit, and other similar insurance required by applicable law, with a minimum limit of \$100,000 per accident, per employee;
- c. comprehensive automobile liability insurance (covering owned, non-owned, and hired vehicles) with a combined single limit of \$1,000,000 for bodily injury, including death, and property damage; and
- d. liquor liability insurance with a single limit of \$1,000,000 per occurrence (only for caterers that will provide alcohol).

It is the responsibility of each renter to provide Audubon with a copy of the insurance certificate(s) at least 45 days before the event is scheduled to occur. Failure to provide such certificate(s) may result in cancellation of your event by Audubon, revocation of the Agreement, and forfeiture of all fees and deposits paid.

If you would like to serve any alcoholic beverages, your event must be catered. Caterers must provide Audubon with an insurance certificate that conforms to the above requirements. It is the responsibility of the renter to arrange all catering details directly with the caterer, and to provide Audubon with a copy of the insurance certificate at least 45 days before the event is scheduled to occur. *Failure to provide this may result in cancellation of your event by Audubon, revocation of the Agreement, and forfeiture of all fees and deposits paid.*

If you have any questions, please contact Uta Meyer at 501-244-2229 or umeyer@audubon.org.

Sincerely,

Gary Moody

Interim Executive Director