

RULES AND REGULATIONS, INSERT A (Read and initial below)

Violation of any of these Rules and Regulations may result in Audubon's cancellation of the event, revocation of the Agreement at the discretion of Audubon, and forfeiture of fees paid.

1. Dates are reserved only with a complete rental agreement and receipt of the initial payment. A security deposit is required for all rentals.
2. All fees, deposits and records, including the refundable security deposit, the Certificate of Insurance, and the balance of the rental fee are due 45 days in advance of your event. Permits, contracts, and agreements are not transferable.
3. Any food and alcohol must be handled by a caterer. Retention of the services of a caterer is contingent on their continued approval by Audubon.
4. All youths require adequate supervision throughout. There is no climbing allowed on the rocks on the beach, walking barefoot on the site, or walking off trail due to poison oak.
5. Events are not to exceed designated times. Hours stated on the agreement include time for set-up and clean-up, which are the Renter's responsibility. Caterers are not permitted inside a facility until the start of the rental time. Caterers usually require 2+ hours to set-up and 1 hour to clean-up. All events must conclude, and the facilities must be cleaned and vacated by contracted ending time. Renter will be charged an overtime fee for any additional time used by Renter or the caterer or any other vendor associated with the event. Overtime is at the rate designated by the fee schedule. Overtime will be subtracted from your security deposit.
6. Smoking is prohibited on Audubon property.
7. No tape, adhesives, nails, screws, staples, tacks or pins, etc. are allowed in or on walls, woodwork, windows, furniture, masonry, building exteriors or grounds, etc. All decorations must be removed after the event. Confetti, rice, or birdseed may not be used. Flower petals and bubbles are alternatives.
8. Audubon reserves the right to make ANY physical changes to the facilities or grounds. In the event of inclement weather, Audubon is not responsible for relocating the event, supplying heat lamps or rain shelter, or providing alternative facilities.
9. Candles, flames, or burning material of any kind are NOT allowed anywhere in the facility or on the grounds. Gas barbecuing is permitted on the brick terrace only. Sterno is permissible for use by caterers only.
10. Audubon is not responsible for any personal or professional articles or possessions lost or stolen from the Renter and/or Renter's guests, participants or contracted services during their use of the facilities and/or grounds.
11. The rental of Lyford House includes the outdoor terrace, meadow, first floor parlor, dining room, foyer and kitchen. Use of the upstairs bedroom is for the bride and her attendants only. This area is off limits to all other guests. The groom and his attendants may use Rosie's Cottage on the day of the event, and the Cottage must be clean at the end of the event.
12. Please do not move furniture and objects in Lyford House.
13. Cars are allowed on the property for loading and unloading only. Rules set by the Fire Marshall prohibit parking in the Lyford House driveway. The Center can accommodate approximately 50 cars with nearby street parking.
14. If there is damage to rugs, floors, walls, furniture, property of the facility or ground; if there is theft; if Renter's use exceeds hours of use; or if Renter fails to comply with the Rules and Regulations herein, all or a portion of the security deposit may be retained by Audubon at its sole discretion and the Renter whose signature appears on this Agreement will be charged for extra costs associated with the damage or loss.
15. The adult whose signature appears on this Agreement or the Responsible Person set forth on the Rental Agreement shall be present at the starting time designated and continue to be present until the end of the event. If the Renter cannot be present, they should designate a Responsible Person, and place that person's name on the Rental Agreement.
16. At the discretion of Audubon, security or police officers may be required, and the Renter will be required to assume the cost of those services.
17. Under no circumstances may cars be parked on the sanctuary grounds. All cars must be parked on Greenwood Beach Road. During event hours, vehicles can drop off people at the house who are unable to walk from Greenwood Beach Road.
18. Objects are not allowed on the mantle or other wood furnishings without protection to ensure the wood does not get scratched or stained. Flower arrangements are permissible only if they are dry or completely waterproof (no leaking). Spills or any kind anywhere are to be wiped up immediately.
19. No tables or chairs are permitted in the meadow to the right of driveway or the driveway itself.
20. No pets or animals of any kind are allowed in the facility, except for necessary guide dogs.
21. Amplified music is not allowed. (Please ask for our list of suggested musicians.) If excessive noise is recorded through a sound monitor by the facility attendant it will result in termination of the music and loss of the security deposit.
22. Audubon and Renter agree to submit any claim(s) arising under this agreement and any dispute concerning the terms and provisions of this Agreement to binding and final arbitration according to the rules of the American Arbitration Association. Such arbitration shall take place in Marin County, California, and be pursuant to the laws, rules, and regulations of the State of California, unless otherwise mutually agreed by the parties.
23. Any changes to the times, dates, designated individuals or other provisions of this Contract must be requested and approved by the Lyford House Event Facilitator in writing.

Renter Initial

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