



Heron Hall Reservation Form and Rental Agreement

Please send completed form with your payment to:
Audubon Society of Portland, Sanctuaries Director
5151 NW Cornell Road, Portland, OR 97210
503.292.6855 FAX: 503.292.1021

Your reservation will not be confirmed until both are received.

Contact Information

Name: _____
Group Name: _____
Address: _____
Phone: _____
Email: _____

Reservation Information

Date: _____
Time: from: _____ to: _____
(please include set-up and clean-up time)
Event Description: _____
Number of Guests: _____
(50-75 guests maximum, depending on set-up)
Room Set-up: _____

Rental Fees & Payment

Rental fee is a flat rate, \$50 per hour, with a 2 hour minimum. Rental fee includes a \$25 non-refundable deposit. Payment in full is required to secure your reservation. Renter must provide a certificate of insurance naming Audubon Society of Portland as additional insured before scheduled rental. Cancellations must be made at least five (5) business days before scheduled rental. No refunds will be given with less than five (5) days notice of cancellation.

Fee calculator: Total hours reserved (including set-up and clean-up): _____ **@ \$50 / hr = Total Rental Fee:** _____

Payment options: Check (payable to Audubon Society of Portland) Credit Card # _____ Exp. _____

Rental Agreement

1. Payment in full is required to secure your reservation. Cancellations must be made at least five (5) business days before scheduled rental. No refunds will be given with less than five (5) days notice of cancellation.
2. Renter must provide a certificate of insurance naming Audubon Society of Portland as additional insured before scheduled rental.
3. Additional rental fees of \$50 per hour will be charged if event runs beyond scheduled time.
4. Smoking is prohibited in and around Audubon facilities and sanctuaries. No pets are allowed in buildings or on trails.
5. Decorations are not allowed on walls – please no tape, tacks, glue, etc.
6. Set up: Audubon staff will arrange chairs & tables in advance as requested. Renter is responsible for any additional set-up needs.
7. Clean-up: Renter is responsible for basic clean-up (trash & recycling to bins, dirty dishes rinsed and put in dishwasher).
8. Renter will be billed for any damage or losses to Audubon property that occur during scheduled rental.
9. The Audubon Society of Portland is not responsible for lost or stolen personal items.
10. Alcohol Policy: If you will be serving alcohol at your event you must meet all requirements of the Oregon Liquor Control Commission (OLCC). Renter must have a Temporary Servers License (TSL) from the OLCC and provide OLCC permitted servers, or use an OLCC licensed caterer permitted to sell and serve alcohol. Renter must provide proof of OLCC licenses and permits at time of rental. Failure to provide proof of applicable licenses and permits may result in the cancellation of reservation.

Renter agrees to hold the Audubon Society of Portland and its agents, servants and employees, and the Audubon Society of Portland Board of Directors harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while on Audubon Society of Portland property. Renter agrees to fully reimburse the Audubon Society of Portland for any damage arising from the use of said property, and any costs and legal fees incurred in the collection of said reimbursement.

Signature _____
(Renter or Renter's Agent)

Date _____