



Events at the Graeme Hall Nature Sanctuary – Guidelines

IMPORTANT Please read the following carefully before signing. By signing you agree to follow the GHNS Event facility use Guidelines completely and take full responsibility for ensuring all relevant members of your party are aware of same policies. It is important that you adhere to your event time as stated within these Policies & Guidelines. Events exceeding designated timeframe will incur the overnight charges.

EVENT BOOKINGS & CONFIRMATION

1. A reservation is not confirmed until these guidelines are acknowledged by signature of the responsible party and the requisite deposits received.
2. The remaining balance of the rental fee **must be paid 2 - 3weeks** prior to the event.

EQUIPMENT RENTALS - If it is not possible for rented equipment to be delivered during your event set up time, you are required to arrange a suitable delivery time with the GHNS Coordinator. If a signature is required at the time of delivery the GHNS Coordinator will only sign to acknowledge delivery but not verify specific quantities delivered.

CANCELLATION POLICY - If a GHNS event is cancelled more than 30 days in advance of the rental date, the total rental fee will be returned less the booking deposit. If the cancellation is 14 days or less in advance of the rental date, 10% of the total rental fee will be retained plus the deposit by the GHNS to cover administrative costs.

Inclement weather: Refunds will not be made for events cancelled due to poor weather conditions; however, clients will have priority and will be accommodated for rescheduling the event.



The following is a sample of the agreement guidelines:

As we welcome you we also wish to remind you that the GHNS is first and foremost a nature facility. Please exercise awareness of this when planning your event. We request that you keep your event as low impact as possible and that all guests show respect for all plant and animal life on the facility. As a result, the GHNS operates within unique guidelines as compared to other traditional sites. Please agree to the following guidelines by initialling by the following statements:

_____ I understand that I am responsible for clearing all trash (including leftover flowers, centerpieces, plants and any other decorations) from the event site following the event.

_____ *****I understand that rice, confetti, balloons, candles, fires, grills and inflatable play areas are prohibited on the event site. Items permitted are birdseed, bubbles and natural flower petals.**

_____ I understand that no pets are allowed, with the exception of canine-assistants or service animals.

_____ I understand that any items left at the GHNS for seven (7) days after the event, such as, tables, linens, carpet runners, dollies, etc. will become the property of the GHNS.

_____ I understand that overly loud music is not allowed, and that all music, i.e. DJ, live performances, ambient music, is to be maintained at a moderate volume.

I, the undersigned, have read and agree to the Guidelines as set forth in this document and all attending and supporting documents.

Signature: _____ **Date:** _____