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www.mohonkpreserve.org

Rental Guidelines for the Mohonk Preserve Slingerland Pavilion

What is the Mohonk Preserve? The Mohonk Preserve is a mountain refuge – for people and nature. It is a haven for wildlife, a living museum, and a sanctuary where visitors can come to reflect and be restored.

The Preserve's mission is to protect the Shawangunk Mountains by inspiring people to care for, enjoy, and explore the natural world.

What is the basis for the Preserve's rental guidelines? The Preserve developed the rental guidelines to ensure:

- **Ecosensitivity:** The event has to have minimal environmental impact, including no manipulation/alteration of the rental site or of the outdoors.
- **Compatibility with existing uses:** The event must not conflict with other visitors' use or quiet enjoyment of the resource, with regular staff operations, or neighbors' privacy and security.
- **Consistency with facility limitations:** Renters must respect the capacity limits listed in the guidelines below, and use the facility in a manner consistent with its purpose, legal occupancy limits, and equipment.

What are the rental guidelines?

- The Slingerland Pavilion is available for rental by Preserve members only. If you are not currently a member, you can join when you reserve the facility.
- Events may be scheduled from sunrise to sunset 7 days a week with the exception of holiday weekends.
- Gatherings are limited to a maximum of 115 people.
- Maximum duration of an event itself is 6 hours.
- Overtime use of the facility will incur fees to be deducted from the Damage Deposit described below.
- The reservation of the Slingerland Pavilion is for your exclusive use **only on the date and for the time frame contracted**. Any other or additional use of the facility will require separate arrangements to be made in advance, which may incur additional fees.
- A Preserve staff member(s)/representative(s) must remain in attendance for the duration of the event. **The Preserve reserves the right to stipulate how many of our staff will be required.**
- Alcohol will be permitted but only under the following conditions: **The renter must obtain alcohol liability insurance OR employ the services of a caterer who holds alcohol liability insurance.**
- Acoustic (non-amplified) music is allowed, but volume must be kept low. The Preserve reserves the right to require that the music volume be lowered if, in its sole discretion it is determined that such level is excessive.
- Modest decorations are allowed in keeping with the natural setting. No nails, tacks, glue, or chalk may be used on the wood and no other markings may be made.
- Signage identifying the event and indicating directions and parking will be placed by Preserve staff at key points.

- **The ultimate responsibility for the clean-up/condition of the Pavilion lies with the renter.** Renters must leave the Pavilion in the same condition as it was upon arrival. A damage deposit will be required to ensure this.
- The Preserve reserves the right to change its policies, procedures and pricing without notice. Pricing for rental agreements already signed will be honored. When policies and procedures are changed, the renter will be notified.

What is the cost of renting the Pavilion? While we cannot anticipate the details of your intended use of our facilities which will make your event unique, we would like to explain some of the various elements that contribute to and influence our pricing plan. We need to take into account several factors including but not limited to:

- the length of time you will spend at the Pavilion,
- how many Preserve staff you will need to support your event,
- how many guests will attend the event (and thus your parking requirements),
- if you will be serving food,
- if you will engage the services of a caterer,
- if you will be using tents
- if you will be serving alcohol.

Various combinations of several of the factors indicated above will trigger one or the other of our two-tiered pricing plan. **The Preserve reserves the right to determine which pricing plan will apply to your event.**

- **A \$1,000 site rental fee** - for shorter, less elaborate events.
- **A \$2,000 site rental fee** - for more elaborate events up to 6 hours duration. **NOTE: catering services to include tents, food and/or alcohol will be permitted.**
- A Preserve representative will meet with you and/or your caterer for a planning session. This meeting is included in the rental fee. Preserve staffing at the event is also included in the rental fee.

What is the payment schedule?

- **A \$1,000 non-refundable Reservation Deposit and a \$500 Damage Deposit** are required upon confirmation of the event. Once the agreed upon time and date is approved the **Reservation Deposit is non-refundable.** If the facility is left in the condition in which it was found, the Preserve will refund the **\$500 Damage Deposit** to the renter. The Preserve will determine the condition of the site after the event. **If damage caused by the rental group exceeds the amount of the damage deposit, the rental group assumes full responsibility for the cost of repairs to be determined by the Mohonk Preserve.**
- For the longer event, the **\$1,000 balance** for the site rental fee is **due 30 days prior to the event.**

What are some of the obligations and responsibilities of the renter and/or caterer?

- As a Preserve member, we encourage you to tour the Slingerland Pavilion in advance of submitting your application to make sure you are familiar with the features the site has to offer.
- If the Preserve determines that you and/or your contract caterer will be required to provide proof of liability insurance, such proof must be acceptable to the Mohonk Preserve.
- All arrangements for the delivery, set-up and breakdown of rented items (tents, tables, chairs etc.) must be cleared in advance with the Preserve representative.
- There is no smoking permitted under the Pavilion.
- No lit candles, no gas or charcoal grills or any other open flames are permitted under the Pavilion.
- The renter and/or the caterer are responsible for maintaining the security of the event at all times.
- **Children attending the event must remain under adult supervision at all times.**
- The renter will permit Preserve staff to enter the Pavilion and surrounding area to ensure that safety and all other requirements are being followed during the course of the event.

What does the Preserve provide for the event?

- The Slingerland Pavilion is a cedar wood, open-air, roofed pavilion. It is equipped with **110-volt outlets**, site lighting, a small, separate room with a sink and counter, and is handicapped accessible.
- Two handicapped accessible, running water bathrooms are available during the event. Bathrooms are cleaned and stocked with necessary supplies.
- Approximately 90 chairs and several small tables are available. Built-in side benches provide some additional seating.
- Parking is available for approximately 70 cars near the Pavilion site including 2 handicapped spaces
- Event attendees are welcome to explore the trails and carriage roads of the Preserve as guests of the Preserve on the day of the event (a \$10 value per person). Maps and hiking information are available at the Preserve Visitor Center which is open 9-to-5 seven days a week. Visit our web site at www.mohonkpreserve.org or call 845-255-0919.

What does the Preserve staff member/representative do at the event?

- Ensures that your event conforms to the Preserve's rental guidelines.
- Helps with the following tasks:
 - ensures that the Pavilion is swept, clean, and ready for setup
 - ensures that bathrooms are clean and stocked
 - helps to direct parking
 - helps with setup of chairs and tables
 - helps with cleanup

PLEASE NOTE: the rental party will need to provide direction and assistance with setup and cleanup and **is responsible for leaving the site in the condition in which it was found.**

For a rental application, please contact:

Jon Ross, Visitor Services Coordinator
Mohonk Preserve
P.O. Box 715
New Paltz, NY 12561
Phone: 845-255-0919 ext. 231
e-mail: jross@mohonkpreserve.org

PLEASE NOTE: Your rental reservation cannot be confirmed until a completed application, including compliance with appropriate insurance requirements and a signed Rental Application form is received. Your confirmed reservation is subject to availability at the time your completed application is received.