



# Mohonk Preserve Visitor Center After-Hours Rental Guidelines

## 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 region and inspire people to care for, enjoy, and explore their natural world.*

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

- **Ecosensitivity:** The event has to have minimal environmental impact, including limited or no manipulation 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, or with regular staff operations.
- **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 general after-hours rental guidelines?

- Food may be brought in or provided by a caterer of the renter's choice.
- Alcohol may be served if the renter provides the Preserve with acceptable host liquor liability insurance.
- Music is allowed, but the volume must be kept low and must not interfere with or disturb other activities.
- Renters may utilize up to six components of the Visitor Center: (on the main floor) the Main Exhibit Hall, the Conference Room and the Terrace, (on the lower floor) the Discovery Room, the adjacent outdoor Patio and the Amphitheatre below the Patio.
- Nothing may be affixed to the walls or cabinets in the rooms except on the exhibit wall in the Conference Room.
- The rental group is responsible for leaving the Visitor Center facilities in a neat condition. Tables must be cleaned and trash and recyclable material placed in the receptacles provided. Trash and recyclable material must then be moved to the appropriate Preserve dumpsters.
- The Preserve will determine the condition of the rooms after the event. If any damage has occurred, the rental group assumes full responsibility for the cost of repairs to be determined by the Mohonk Preserve.
- Please provide Mohonk Preserve with a Certificate of Insurance for general commercial liability in the amount of \$1 million per occurrence/\$2 million aggregate naming Mohonk Preserve as additional insured (to include coverage for Host Liquor Liability Insurance if you will serve alcohol at your event). If you are working with a caterer they generally offer this type of insurance to their clients. If you are managing your event yourself you will need to obtain Host Liquor Liability Insurance in the above amounts. This is usually known as Event Insurance and is typically available on a per-day basis from a variety of providers.

## When are the rooms available for rental?

- The rooms are available for rental Monday through Sunday from 4:00pm to 10:00pm with the exception of holiday weekends, the month of October, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.

## What is the cost of renting the Visitor Center?

**\$1,500** from 4:00pm to 10:00pm (includes 6 hours staff time)

**Staff Fees:** (required) **\$50** per hour after 6 hours

## What does the Preserve staff representative do in preparation for and at the event?

- Ensures that your event conforms to the Preserve's rental guidelines
- Meets with renter and caterer for a tour of facilities before the event
- Coordinates rental equipment drop-off and pick-up with renter and caterer
- Ensures that bathrooms are clean and stocked
- Provides Preserve Ambassador Services event guests
- The Visitor Center is handicapped accessible. Four handicapped parking spaces are available, three in the Visitor Center main lot, and one in the secondary, back lot. The building is equipped with an elevator.
- Rental groups are welcome to walk the LaVerne Thompson Self-Guiding Nature Trail, the J&S Grafton Sensory Trail, or visit the Butterfly Garden, all of which are easily accessible.

## For an After-Hours Visitor Center rental contract, please contact:

Jon Ross, Associate Director of Visitor Services

Phone: 845-255-0919 ext.1231; email: [jross@mohonkpreserve.org](mailto:jross@mohonkpreserve.org)

**PLEASE NOTE:** Your rental reservation cannot be confirmed until a completed contract, including compliance with appropriate insurance requirements is received. Your confirmed reservation is subject to availability at the time your completed contract is received.