



PO Box 715, New Paltz, NY 12561 • 845.255.0919
www.mohonkpreserve.org

Mohonk Preserve Slingerland Pavilion Rental Guidelines

What is Mohonk Preserve?

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 no manipulation/alteration of the rental site or of the landscape.
- **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 an hour after sunset 7 days a week with the exception of holiday weekends.
- Gatherings are limited to a maximum of 120 people.
- You and/or your caterer and/or your equipment vendor may access the facility (upon the conclusion of other scheduled Preserve activities and programs at the site) in the afternoon prior to the day of your event. You have use of the site from the early morning of your event until an hour after sunset.
- Overtime use of the facility will incur additional fees as outlined in the Contract.
- The reservation of the Slingerland Pavilion is for your exclusive use **only on the dates and for the time frame contracted. Any other or additional use of the facility will require separate arrangements to be made in advance, which will incur additional fees.**
- A Preserve staff member/representative 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 engage the services of a caterer who holds alcohol liability insurance.**

- Acoustic 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 the acceptable condition of the Pavilion after the conclusion of the event.
- 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?

- **\$5,000 site rental fee** – includes day-before access for preparation and use of the facility for the day of the event as noted above. **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 tour of the site and 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 \$4,000 non-refundable Reservation Deposit is required to secure the use of the site.**
- The **\$1,000 balance** for the site rental fee **plus a \$500 Damage Deposit is due 30 days prior to the event.**
- 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.**

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

- The Preserve requires that you and/or your contract caterer will 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 and coordinated with the Preserve representative.
- The Pavilion site is a **smoke-free environment.**
- 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 counters, and is handicapped accessible.
- Two handicapped accessible, running water bathrooms with flush toilets 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 \$15 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 representative do in preparation for and at the event?

- Ensures that your event conforms to the Preserve's rental guidelines.
- Helps with the following tasks:
 - Coordinates rental equipment drop-off with caterer
 - Ensures that the Pavilion is clean, and ready for setup
 - Ensures that bathrooms are clean and stocked
 - Helps to direct parking
 - Troubleshoots facility issues during the event
 - Ambassador for the Preserve to event guests

For a rental contract, please contact:

Jon Ross, Associate Director of Visitor Services
 Phone: 845-255-0919 ext.1231; email: jross@mohonkpreserve.org

PLEASE NOTE: The rental party (in coordination with their caterer) is responsible for setup and cleanup (including trash removal offsite) and is responsible for leaving the site in the condition in which it was found. **Your rental reservation cannot be confirmed** until a completed and signed Rental Contract, including compliance with appropriate insurance requirements is received.