

## WING HAVEN CONTACT INFORMATION

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### PHOTOGRAPHY & EVENT AGREEMENT - *Rules for Use of Space*

1. *Wing Haven's two historic gardens, Wing Haven Garden & Bird Sanctuary and the Elizabeth Lawrence House & Garden, are designated local historic landmarks, and the Elizabeth Lawrence House & Garden is listed in the National Register of Historic Places. These gardens are significant and fragile. Children must be accompanied by an adult at all times. Entry into garden beds is strictly prohibited.*
2. Wing Haven is a smoke-free facility.
3. For safety and comfort, events are capped at a maximum of 50 people for a standing event and 30 for a seated event. Photography sessions are capped at 4 people max plus one photographer.
4. No animals in the facilities except assistance animals.
5. No amplified sound.
6. No entry into any areas not specifically covered by this License Agreement.
7. No candles or incendiary devices (including tapers, sparklers, and any and all covered candles devices) except votive candles. No votive candles may be placed in the bookshelves or on the back of the toilet.
8. No decorations may be affixed to any wall, ceiling, floor, or other physical structure on Wing Haven's premises without prior approval. Any damage to Wing Haven property resulting from decoration removal will be charged to the User.
9. No decorative or celebratory materials (**like balloons, confetti, glitter, rose petals, rice, Silly String, feather boas, sparkles, etc.**) that may injure wildlife if ingested, or require special clean-up.
10. No use of any furniture other than that which is requested pre-photography session or event.
11. Any food or beverage on Wing Haven premises must be provided by a licensed caterer as defined below. **Alcohol is only allowed when provided by a licensed caterer.**
12. It is the User's responsibility to make sure that any caterer providing food or beverage on Wing Haven premises provides - at no expense to Wing Haven - (a) an off-premises catering license, (b) a policy of commercial general liability insurance (including liquor liability coverage) in the amount of not less than \$1,000,000 per occurrence, and (c) a policy of workers compensation insurance complying with statutory requirements and employer's liability insurance with limits of at least \$500,000 per accident or disease. The policies must be written by a reputable, licensed insurance company, and the commercial general liability policy shall name Wing Haven as an additional insured.
13. Wing Haven memorabilia, books for sale, and/or Wing Haven promotional materials can be removed from the rental areas with prior notice, and **only by Wing Haven staff.**
14. **Wedding Ceremonies, receptions, and after-parties are not permitted.**

15. User must park in Wing Haven’s parking lot, or in front of the main property at 248 Ridgewood Avenue. **Additional on-street parking is restricted to the Wing Haven side of the street and shall be managed by the User.**

16. User is responsible to tidy up post-event, including kitchen and equipment, and caterer-related activities. Any and all decorations shall be taken down by the User. Any cost incurred by Wing Haven for the clean-up or removal of event-related activities or materials will be charged to the User.

17. All event-related materials must be removed immediately after the event. Wing Haven is not responsible for any materials left on the premises after the event.

18. Rentals / photography sessions that occur outside of normal business hours of 9am - 5pm require a staff monitor be in attendance during the time that the space is occupied at an additional cost of \$35/hour. This includes set-up and clean-up times. The staff monitor and Wing Haven staff are on-site to oversee the operation of the facility and to help with facility logistics, not to act as event planners or event assistants.

19. User’s guests are welcome to stroll through Wing Haven’s gardens during daylight hours of the contracted rental date at no additional charge.

**20. Wing Haven is available for User’s exclusive use only during times that Wing Haven is not open to the public.**

21. Use of Wing Haven’s facilities for any use other than those specifically contracted and approved will result in a \$1,000 penalty assessed to the credit card held on file.

22. Any use of Wing Haven for the purpose of making a profit must be approved in advance by the management of Wing Haven.

**SIGNATURE:**

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*Name*

*Date*

If you have any questions of concerns regarding the stated rules, please contact [events@winghavengardens.org](mailto:events@winghavengardens.org)