

Event Booking FAQs

When is the final headcount and payment due?

The final headcount & final payments are required no later than 30 days prior to your scheduled event date.

What forms of payment do you accept?

We accept credit & checks. Credit payments do incur a 5% administrative processing fee.

Can we hire our own vendors?

Our current packages are mostly inclusive of the vendor team. You have some selections when it comes to the specific DJ, colors and types of flowers, and food selection. You can always upgrade to other options as well as if you are looking for something a little different than what the base packages provide. Any vendor working onsite must provide liability insurance. No exceptions will be made.

Can we decorate for our event?

You may bring in and decorate for your event, but you must be respectful of our park. Existing foliage must not be damaged. Confetti and glitter are prohibited. Please check with the Event Manager to confirm if there are any additional decorations that are not allowed.

Can we use candles?

We ask that no open flame (candles, sparklers, etc.) be used for your special event; however, flameless candles and other lighting may be. Sternos may be used for Chaffing Dishes when supervised by Catering.

Can we bring in games or other entertainment?

Yes, you can provide activities such as photo booths, corn hole, face painting and henna tattoos. All other games must be approved prior to your event by the Event Manager to ensure they do not cause a safety risk.

Will our application fee be processed if the date we requested is not available?

No, the nonrefundable \$5000 application fee / deposit will not be accepted if on of the requested date(s) are already booked or not available for any reason. You can also contact our Event Manager in advance to confirm our schedule and current open dates.

Do you provide tables, chairs & linens?

Yes, we provide tables and chairs for up to 150 guests for special events. Basic Polyester Linens are also included,. Specialty linens, tables & chairs are available as an upgrade for an additional charge.

Do you provide additional tables for dinner service, gift tables, beverage station and other needs?

In addition to the 15 round tables, we provide 8 rectangle tables.

(1 Welcome/Gift, 2-3 Dinner Buffet, 1 Water /Coffee Station, 1 Bar, 1 Sweetheart Table, 1 Dessert) Additional tables may be rented as needed.

Do you offer heaters or umbrellas?

We do not include heaters or umbrellas, but they may be added as an upgrade.

Umbrellas: \$45 each

Heaters: \$95 each

Are animals allowed onsite?

Animals are not permitted on Property with the exception of service animals so long as they are: (a) fully domesticated, (b) properly licensed, (c) fully vaccinated, (d) well behaved, and (e) kept on a leash at all times. Center reserves the right to remove or demand the removal of any animal from the Property at any time and for any reason. Client shall immediately remove any waste and excrement resulting from animals brought onto the Property by Client or Client's agents or guests.

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Are we responsible for the clean up?

Yes, you are responsible for removing all personal items and cleaning up all trash. There will be an excessive cleaning fee charged for trash not removed the day / night of your event.

What time does our event have to conclude?

All events must be completed and guests out by 10pm. You have 1 additional hour to clean up. If the facility is not cleared by 11pm, there will be an overtime fee of \$750 per hour or partial hour.

Can we pick up our personal items the following day?

Typically we ask that all person and rental items be removed the day of the event. However, in some case, dependent on our schedule, we may allow you to arrange for pick up the following day. Please check with the Event Manager for additional information.

Are you able to lock up items left overnight in a secure location?

Any items left for future pickup need to be placed in the classroom which will be locked; however, we are not responsible for any items left at the center. You do so at your own risk.

Are the Discovery room and Boardroom included in the rental fee for a wedding or outdoor festival?

Yes, the Discovery Room and Boardroom are included in the reservation for an all day event on the day of the event. We will accommodate use of the rooms for loading in the day prior when it is not booked for another event. Please contact the Event Manager for additional information.

When we book a wedding is a rehearsal time included?

Yes, a 1 hour rehearsal time will be arranged for you, your wedding party and your wedding coordinator to conduct a rehearsal typically on the Thursday or Friday prior to your wedding. Please work with the Event Manager to schedule your rehearsal.

Are we able to add to the packages provided or upgrade some items?

Yes, all items listed are included and will the price does not change if you chose to not use them. However, we can always upgrade an item for you for an additional fee or add on additional services like photo booth, photographer, videographers and more.

Are we able to buy out a particular vendor or item if we want to use our own?

In general, we offer the full packages as a base, but in some instances, due to cultural and religious reasons, we will allow you to buy out a vendor (i.e., you need to provide a Kosher meal to your guests.)

Please talk with the Event Manager for further information.

Do you have another question that is not included here?

Please contact our Event Manager and (s)he will be happy to answer any additional questions or assist you in getting starting booking your event here at the Audubon Center at Debs Park.