

Special Events Rentals at Audubon GREENWICH



Audubon Greenwich is an ideal facility at which to hold your next meeting, presentation, or party. We offer a range of meeting rooms, including our main meeting space Kiernan Hall, as well as an historic barn located here on our beautiful 295-acre nature sanctuary.

FACILITY INFORMATION

Facility	Dimensions	Occupancy~ Standing Room	Occupancy~ Seated Banquet	Occupancy~ Classroom/Rows
Kiernan Hall	30ft x 42ft (usable space)	144	90-100 (varies by table set up)	125
North and South Classroom	30ft x 42 ft	61	35	61
Middle Classroom	16ft x 20ft	28	n/a	25
Red Barn	38ft x 26ft	60	60	60
Tables & Chairs	44 rectangle tables (2ft x 5ft) 144 chairs			

RENTAL FEES

Facility	Half Day (1-4 hours, between 9am-5pm)	Full Day (4-8 hours between 9am-5pm)	Evening (5pm-10pm)	Overtime
Kiernan Hall	\$250	\$500	\$1000	\$100 per hour
Classroom	\$200	\$400	\$800	\$100 per hour
Full Building (Kiernan Hall, Lobby, Balcony/Patio, and one Classroom)	\$800	\$1,000	\$1,500	\$100 per hour
Red Barn	\$500	\$500	\$800	\$100 per hour
Classroom-Child's Birthday Party (with or w/o staff)	For more information about children's birthday parties, please contact Gigi Lombardi at 203.869.5272, x.223			

AUDUBON GREENWICH IS A NON-SMOKING FACILITY

FREQUENTLY ASKED QUESTIONS

What does my rental include?

Your rental includes: use of the room reserved; set up and use of tables and chairs; use of AV equipment (if available); and use of catering kitchen.

Your rental does not include: food/drink; food service materials/tablecloths; decorations or set-up/removal of decorations; advertising or marketing of your event through Audubon; or use of Audubon phone/fax/computer resources (except wireless Internet). We can provide the contact information of local caterers, at your request. Renters must take with them all food, drink, outside kitchenware, and decorative items brought in for the event at the conclusion of the event. Garbage and recyclables must be separated and deposited neatly in the proper receptacles.

What equipment is onsite for my use?

There are tables and chairs, which are included in your rental. Kiernan Hall is equipped with AV and PowerPoint equipment, and wireless Internet access. Renters may use Audubon's limited selection of kitchenware with prior staff approval. The grand piano in Kiernan Hall is also available for use.

Can I have my child's birthday party at Audubon Greenwich?

Yes. Please contact Gigi Lombardi at 203.869.5272, x.223 for more information on birthday parties at Audubon Greenwich.

What outdoor space is available to rent at Audubon Greenwich?

Use of balconies, back patio, and Hawk Watch Lawn may be included in your rental, upon request.

What other events may occur at Audubon Greenwich the day of my rental?

The Audubon Greenwich facility (nature center and sanctuary) is open to the public seven days a week, 9am-5pm, except major holidays. Other events, programs, and visitation may occur during your event.

Is it possible to reserve parking for my event?

No, all visitor parking is on a first come, first serve basis. The parking lot can accommodate approximately 85-90 cars.

Can I come in the day before my event to set up?

Depending on availability, you may be able to schedule set-up time on the day prior to your event during normal business hours only.

How can I arrange to see the facility prior to my event?

Tours can be arranged Monday-Friday, 9am-5pm. Tours are recommended prior to booking, and are required for those interested in renting the Red Barn. Please contact Gigi Lombardi at 203.869.5272, x.223 to arrange.

How do I change the date or hours of an already-scheduled event?

Depending on availability, you may be able to alter the day or time of a booked event. Please contact Gigi Lombardi at 203.869.5272, x.223 to reschedule.

What paperwork do I need to complete to secure my rental?

A signed rental contract is needed to secure your rental. The signed contract also contains our complete Terms and Conditions for rental, including information on insurance requirements, security deposits, etc. Please contact Gigi Lombardi at 203.869.5272, x.223 for more information or to obtain a rental contract.