

Great Blue Heron Hall Facility Rental – Frequently Asked Questions (FAQ)

Thank you for your interest in renting Heron Hall for your educational event. Please read the following FAQs before calling or emailing to pursue the rental. Thank you.

Weddings & Social Events:

At this time we are **not able to host weddings or social events**. However, Great Blue Heron Hall is a superb setting for meetings, educational events, symposiums, professional gatherings, retreats, workshops, seminars, in-service trainings, conferences, lectures, book signings, and documentary film events.

Insurance:

Before your event, you must obtain and provide the Laguna Foundation with a **Certificate of Insurance** for your event – see page 1 of Sample Rental Agreement for details. Event insurance is often available through your organization's or homeowner's policy for little or no cost.

Discounts:

For community groups and non-profit organizations, we offer a discounted rental fee of \$120/hour with a 4 hour minimum (\$480 minimum). This is the *lowest rate* we can offer at this time to cover our own costs.

Setup and Cleanup:

- You're responsible for setting up your event – for example, putting out chairs, setting up tables, coordinating with your catering staff, etc.
- Likewise, you're responsible for cleanup – wiping down chairs and tables, putting them away, sweeping and mopping the hall (excluding bathrooms). We provide cleaning supplies. For more info on cleanup procedures, please see the Sample Rental Agreement, page 4 "Use Policies".
- You're responsible for **taking all trash, recycling, and compost with you** at the end of your event. We provide garbage bags. We encourage using **reusable** items, and strongly discourage the use of Styrofoam, plastic cups, plates, utensils, table coverings, etc.

Parking:

- If your event attendance will exceed 20 cars, you'll need to provide **1 parking attendant for every 30 cars**. For example, if you expect 70 cars, you'll need to provide 3 parking attendants.
- Parking attendants must be available for **orientation** by LF staff at least **one hour prior** to your event.
- There is space for approximately 60-80 cars in the rainy season, and 100+ otherwise. Because the property is a working farm, parking locations can change and be challenging with more cars, therefore we encourage car-pooling whenever possible.

No pets & No smoking:

Because the Laguna Environmental Center grounds are a wildlife preserve and we are located on a working farm, **pets are not allowed** anywhere on the property. Official service animals are welcome. **Smoking is not allowed** anywhere on the property. You will be expected to inform your guests of these policies.

Further questions? Contact HeronHall@LagunaFoundation.org or call (707) 527-9277, ext. 110