

springcreek.audubon.org



EVENT SPACE RENTAL RATES

**Regular Business Hours: 9:00 a.m. to 5:00 p.m. Monday-Friday and
1:00 to 5:00 p.m. Saturday and Sunday throughout the year (except major holidays)**

Regular Business Hours

Meeting Room

(~1,100 sq. ft.; 38' x 29')

Half Day (1-5 hours)

Nonprofit	\$50
Corporate/private	\$75

Full Day (5½-8 hours)

Nonprofit	\$100
Corporate/private	\$150

(\$50/hr before 1:00 pm weekends)

Includes use of kitchen, LCD projector, screen, conference phone, and available tables and chairs. *(Renter will supply extra tables and chairs.)*

* Wi-fi access (password required)

Capacity: 100 — Theater seating
80 — Table seating

*SCPAC has 80 chairs, 10 rectangular tables (8 ft.), and 10 round tables (5 ft. diam.).

Abbott Grand Hall – Not available during business hours

After Hours

Meeting Room and Abbott Grand Hall

(Two hours minimum)

First two hours	\$400
Each additional hour	\$100/hour

Includes use of kitchen, LCD projector, screen, conference phone, and available tables and chairs. *(Renter will supply extra tables and chairs.)*

* Wi-fi access (password required)

Capacity: 100 each room — Theater seating
80 each room — Table seating

*SCPAC has 80 chairs, 10 rectangular tables (8 ft.), and 10 round tables (5 ft. diam.).

Outdoor Weddings

Regular hours	\$300 (\$50/hr before opening)
After hours	Call/write for details

Wedding parties up to 100 guests permitted
(special arrangements for larger parties)

*Includes rental of meeting room, access to bathrooms

Ask about availability and pricing for guided tours and use of fire pit.

RESERVATION AND CANCELLATION POLICY

Reservations require signed contract and deposit of either \$100 or total rental amount, whichever is lower, due 45 days in advance of event. Failure to provide signed contract and deposit at least 45 days before event may result in cancellation of event and forfeiture of all fees paid. Deposit applied toward the total rental fee upon a satisfactory staff inspection after the event. Deposit will be retained if building is not satisfactorily cleaned by renter immediately after event. Deposits will be refunded to renters who cancel building reservations at least three weeks prior to the scheduled event date. SCPAC will retain the deposits of reservations canceled within three weeks of the scheduled event date.

Availability at (402) 797-2301, scp@audubon.org. Visit springcreek.audubon.org for more information. If requested, we can present to your group a brief SCPAC overview at no cost; education programs available for a fee.

- Renter will be responsible for all set-up and clean-up.
- Alcoholic beverages can be served only by a licensed caterer; SCPAC must receive copy of license.
- Meals can be catered or brought in by the renter; caterer must provide certificate of insurance.
- Kitchen includes stove, refrigerator, microwave, dishware, dishwasher, and coffee makers (renter will supply coffee).
- Walking trails available to guests; no alcohol or smoking permitted on trails.
- Tents or other structures are prohibited without special arrangement and additional rental fee.
- Music must be kept to a low volume (acoustic, no amplifiers).