



# Westmoreland Sanctuary

NATURE CENTER & WILDLIFE PRESERVE

260 Chestnut Ridge Road, Bedford Corners, NY 10549  
(914)666-8448 Fax:(914)242-1175

www.westmorelandsanctuary.org  
westsanc@optonline.net

## **Instructions for Obtaining and Maintaining a License for Use of Westmoreland Sanctuary Facilities. (Exhibit A)**

Make arrangements to come by and obtain the door key pad code 1 week prior to event by calling our office at (914)666-8448. The key pad code will be given only if the office has received the balance of the rental fee and a separate check for the damage / acceptable use deposit. For the security of the facility, you are responsible for either opening the facility for the delivery people, caterer and any other necessary parties responsible for set-up and clean-up of the facility or arranging for Westmoreland Sanctuary staff to be available to have the facility open.

### **Equipment and Supplies**

- The facility will provide paper towels in the kitchen and toilet paper in the bathrooms.
- All other products must be provided by the lessee. The following products may not be used under any circumstances and use may result in a loss of damage / acceptable use deposit.
  - o Styrofoam products
  - o Mylar balloons
  - o Confetti
  - o Sparklers or candles
- The kitchen includes a small refrigerator, one oven and range tops (3 burners), a sink and small countertop. No freezer is available.
- Available furniture includes: 80 aluminum chairs, 3 - eight foot tables, 3 – 6 foot tables, 1 wooden podium.

### **Lights, security, heating and electrical use**

- Outside lights will be one for all evening events and are the responsibility of the Westmoreland Sanctuary staff.
- Light switches for interior lights are located on both sides of the stage.
- Light switches for outside lights are located by office door.
- Lessee is responsible for ensuring all lights are turned off upon completion of event.
- Lessee is responsible for ensuring all exterior doors are locked upon completion of event.
- Heating is normally kept at acceptable temperatures. Please do not adjust heat above 66 degrees.
- Lessee is responsible for turning heat down to 60 degrees upon completion of event.
- Do not touch red furnace switch located in the kitchen.

### **Care of the building**

- Do not drag tables or chairs across the floor.
- Wipe up any spills promptly.
- Please refer to rental agreement regarding decoration restrictions.

### **Parking**

- Do not park or allow your guests to park up and around the building. We must adhere to Fire code regulations regarding leaving driveway open and clear for emergency vehicles.
- Caterers may park in the designated spot only behind the building.
- Vendors may drive up to the door to drop off supplies. They must park car / van in lot once unloaded.
- Do not block lower driveway leading to cottage.
- Parking is limited. More than 20 vehicles will require that you hire a parking attendant to assist in parking. Lot can hold a total of 35 vehicles.
- Carpooling is encouraged.

### **Recycling and Composting**

- Recycling of all plastics labeled #1-7 is required by law. (Failure to do so will result in the loss of the damage / acceptable use deposit).
- Please ensure that caterers and other vendors wash all plastics before placing in recycling bins provided.
- Please ensure all guests place any glass and cans into recycling bin provided.
- All recyclable containers must be emptied prior to placement in recycling containers.
- Composting is encouraged. All coffee grounds, vegetables, fruit and bread may be placed in the compost bucket outside shed located at the back of building.

### **Restrictions**

- No smoking is permitted anywhere on Westmoreland Sanctuary grounds.
- Do not unplug, move, open or tamper with any animal enclosure.
- Do not place any decorations on animal enclosures.
- Do not unplug any electrical attached to an animal enclosure.
- Pets are not allowed on Westmoreland Sanctuary grounds.

### **Clean-up**

- Remove all items you brought into the facility with you.
- The facility must be left as you found it.
- Make sure facility is free of debris and decorations.
- Check that oven and stove top is turned off.
- Remove all food from refrigerator.
- Lessee is responsible for emptying all trash receptacles (including kitchen and bathrooms) and placing garbage bags in shed. Be sure shed door is closed. The shed is located behind building.
- Brooms and cleaning supplies are left in the closet next to the bathrooms.
- Any items left by caterers or rental company must be picked up by 10am the morning following the event.

### **Trail use:**

- Trails are open from dawn to dusk.
- Please provide all guests who would like to explore trails with a trail map upon arrival.
- No guests are allowed on trails or roaming facility grounds after dusk.

**Non-Compliance with any of the above is grounds for loss of your damage / acceptable use deposit.**