

RENTAL POLICY - 2007

Huntsville Botanical Garden

GENERAL POLICIES

- Smoking is not permitted in any of the buildings under any circumstances.
- **ALCOHOL:** Alcoholic beverages must be purchased through the Garden. Any group serving liquor must comply with local, state and federal alcohol laws. Garden-approved bartender is required. Alcoholic beverages may not be brought into the garden for any event or for any reason. Infractions will result in forfeiture of \$200 damage deposit.
- Bubbles or flower petals may be used, but please do not throw rice or birdseed.
- No event can last past 10:30 p.m. Bars will close 30 minutes prior to end of event. Caterers, musicians, clean-up personnel must be out of the Garden by 11:30. Please allow plenty of time for setup, photography, and deliveries when choosing a time for your event. Any event exceeding contracted rental time will incur a \$150/hour additional rental fee.
- Wedding rehearsals (one hour) must be pre-arranged to take place during regular Garden hours.
- All areas must be cleaned after an event. Trash must be bagged. Damage deposit will be withheld if facility is not cleaned.
- Guests must remain in the rented area only after Garden closes. Please supervise children for their safety, especially around pond areas.
- Existing furniture, artwork and fixtures, indoor and outdoor, must remain in place – without exception.
- A Bridal Room is provided with the rental of Murray Hall and The Arbor.
- **PHOTOGRAPHY:** The Garden is available for photo opportunities, free of charge, with facility rental. A photography fee is charged for use of Garden areas for any commercial photography. Times must be scheduled with Facility Rental department.

CATERING, SET-UPS & DELIVERIES

- The Garden reserves the right to approve caterers, bartenders, musicians, photographers, florists and additional set up equipment.
- **CATERERS** must register with the Garden by providing a copy of their Business License, Health Department Permit, and Certificate of Insurance. Fax these documents to 830-5314. (Additional paperwork required.)
- All event service suppliers (caterers, photographers, florists, etc.) must make appointments with the Garden Rental Coordinator to view venues and make deliveries.
- The Garden does not supply furniture for outdoor use, but rented furniture is permitted in designated areas.
- Rental equipment must be delivered and picked up on the day of the event. No early deliveries are accepted. Delivery and take down times must be verified with the Rental Coordinator in advance. Note: in the event of an unscheduled early delivery or late pick-up an additional day rental fee will be charged.
- Absolutely no nails, staples, or push pins may be affixed to any surface. Gaffers tape is the **ONLY** tape permitted to secure cords, paper, linens, etc.
- The Garden does not provide linens.

CONTRACT AND FEES

- **DISCOUNT:** Huntsville Botanical Garden Members receive a 10% discount on facility rentals.
- **RETAINER:** A 50% non-refundable retainer is required to confirm reservations. Final payment is due 30 days prior to the event. No refunds will be applied to events that are cancelled within 30 days of scheduled event. Bar deposit totaling 50% of estimated usage is required based on service request. Special alcohol orders must be pre-paid -unopened bottles may be taken from the garden after the event. Credit card is required for final bar balance and for any overages in staff or security costs.
- **DAMAGE DEPOSIT:** A \$200 damage deposit (separate check) is required at contract signing. Providing there is no property damage, the monies will be refunded within 30 days after the event.
- **SECURITY:** Security/Staff Fee (4 hour minimum): \$45 per hour security fee is charged for all events for an off-duty uniformed police officer and a Garden staff representative. Events continuing past the reserved time on the rental contract are subject to an additional charge of \$55 per hour security/staff fee.
- **BARTENDER:** Bartender fee (4 hour minimum): \$45 per hour.

To obtain additional information, contact Facility Rental Office at 256.430.3572 ext. 243 or 237
Huntsville Botanical Garden • 4747 Bob Wallace Ave. • Huntsville, AL 35805 • www.hsvbg.org

Signature of Client

Date

Signature for the Garden

Date