



Event: _____

Date of Event: _____

Rental Terms & Conditions

Smoking is not permitted in any of the buildings under any circumstances.

Please note that all outdoor rental venues, except for the Pavilion, *require* rental of an indoor facility to provide guests with shelter in the event of inclement weather

Booking Reservations

An event may be booked in person or by phone or email. Events are booked only when the Facility Rental office receives both:

1. A rental contract signed by the person responsible for payment and
2. The non-refundable rental deposit (50% of the rental fee).

Please make checks payable to Huntsville Botanical Garden *or* HBG.

Rental clients are required to make an appointment to view the facilities in person.

Final Payment

The final payment includes the rental balance and any other costs incurred by the event that may include, but is not limited to, additional time purchased, security fee, bartender fee, etc. This final payment is due 30 days prior to the event.

Cancellations

If a reservation is cancelled within three days of booking, the Garden will charge the renter an administrative fee of 10% of the deposit paid. If a reservation is cancelled after the three-day period, the Garden withholds the rental deposit. If a reservation is cancelled within 30 days of the event, the Garden withholds the entire rental fee. A date transfer (from one date to another) is considered a cancellation and all policies listed above apply. The new date selected would be considered a new contract and full rental fees would apply.

Flip Fee

An additional fee is charged in the event a client would like to have a wedding ceremony and reception in the same space, requiring Garden staff to change ceremony/theater style seating to reception tables and seating. The amount of the flip fee is dependent on the venue.

Damage Deposit

A damage deposit is required (separate check or credit card number) at the time of the final payment. The damage deposit will be returned following the event provided all venues are clean and damage free. Damage includes, but is not limited to, any violations of the Garden’s alcohol policies, and any damage to garden property, facilities, equipment or grounds. All decorations, both inside and outside, flowers, cake, food or other items, must be removed. The amount of the deposit is dependent on the venue(s) rented.

Outdoor Venues

All outdoor venues (except for the Pavilion or the Amphitheater) require rental of an indoor facility to provide guests with restroom access and shelter in the event of inclement weather.



Outdoor Furniture and Rental Equipment

The Garden does *not* supply outdoor furniture. Rental furniture is permitted in designated areas. All rental furniture/equipment must be delivered on the day of the event. Rental furniture must be picked up immediately following the event unless other arrangements are made in advance through the Facility Rental office. The Garden is not responsible for lost items, personal or rental. The Garden is not responsible for the setup and/or breakdown of rental items and the Garden reserves the right to determine appropriate setup and breakdown times for rental items. The Garden reserves the right to charge an additional day rental fee for unscheduled early deliveries or late pick-ups.

Schedule

Rentals are typically for six to ten hours and include set-up, break-down, and the actual event. There is a fee if additional set-up time is needed, and it must be scheduled in advance and is subject to staff and facility availability. The fee for extra hours is dependent on venue. Actual event time must end no later than 11:00 p.m. (allowing until 12:00 a.m. for break-down). Exceptions to the ending time of an event may be made on a case-by-case basis and must be approved in advance by Facility Rental. A fee of \$500 per hour will be charged for rentals after midnight. Additional security charges will also apply. All bars *must* close 30-minutes prior to the end of an event.

Clean-up and Trash

Remove all decorations and supplies. Clear all tables of food, tablecloths, supplies, decorations, etc., and place in trash containers. Please do not overfill. Extra trash bags are provided. Any remaining items in event space(s) or not in trash containers may result in the loss of the damage deposit.

Security

A security officer must be present for all events after Garden hours and for all events with alcohol service. There is \$200 fee for a four-hour security officer; \$50 per additional hour. For large events, the Garden will make the determination if more than one officer is required.

Alcohol

- The Garden retains its own liquor license and clients and their guests must purchase alcohol only from the Huntsville Botanical Garden.
 - **Under no circumstances may any client or guest bring outside alcohol into Huntsville Botanical Garden.** The renter will lose the damage deposit if outside alcohol is brought in to the Garden (beer, wine, or liquor).
 - All groups serving alcohol must comply with local, state, and federal laws.
 - The Garden reserves the right to ID anyone requesting alcohol, to refuse alcohol service to any individual, and/or to shut down the entire bar service at any time the situation is warranted.
 - The client pays for all alcoholic beverages for a host or open bar. The Garden requires credit card information to be on file from the renter. Credit card will be charged following the event.
 - The Bartender fee is \$175 for every 100 guests.
 - Bartender fee is \$175 for 4 hours. The bartender fee will be charged at an additional \$50/hour past the 4 hour minimum.
 - Bars must close 30 minutes prior to the end of an event.
 - A 15% gratuity and 9% sales tax is added to the invoice for a host/open bar.
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Catering

The Garden does not provide catering services. The Garden requires the use of a licensed caterer for events in the Arbor and Murray Hall, and an approved caterer for events in the Grand Hall and Carriage House. The Approved Caterers list is available through the Facility Rental office. A caterer is required to clean the catering kitchen after an event. A Catering Checklist will be provided and applies to anyone using our kitchens. Any deviation from this policy must be discussed and approved by the Facility Rental office.

Catering Kitchens

The following equipment is standard in our catering kitchens: icemaker, refrigerator/freezer, prep table(s), microwave, warming oven(s), and triple sinks. Other equipment/appliances are available in the Grand Hall and Carriage House kitchens. Trash bags and paper towels are provided by the Garden. Please note: The Garden does not provide utensils (cooking and otherwise), ingredients, tablecloths or other linens, towels, potholders, coffee pots, or dishwashing cleaning supplies.

Appliances

Caterers are responsible for the safe care of all appliances. Please report any malfunctions to the Facility Rental staff. Please do not use any harsh abrasives on stainless steel surfaces.

Decorations

Absolutely no nails, staples, or push pins are allowed. No Command Hooks on the walls. Gaffers tape is the only tape permitted to secure cords, paper, linens, etc. to concrete floors, and must be removed immediately following the event. Existing furniture, artwork, potted plants, and fixtures, indoor and outdoor, must remain in place - no exceptions. Bubbles or glow sticks may be used in outdoor venues. Lavender and real flower petals may be used, but must be cleaned up afterward. No rice, seeds, sparklers, or silk flower petals may be used. Chinese lanterns are not allowed and cannot be released at the Garden. No open flame including taper candles and votives that are not in glass holders. Any decorations left behind shall result in forfeit of damage deposit.

Signage

The Garden will provide directional signage for your event. Any additional signage must be approved in advance by Facility Rental.

Wedding Rehearsals

A one-hour rehearsal may be arranged on a day before the wedding. The rehearsal must take place during Garden hours and location is subject to availability.

Guests

Rental of a Garden facility, with the exception of the Pavilion and the Amphitheater, includes admission for all guests invited to the event. However, after the Garden closes, guests must remain in the rented area only. Please supervise children for their safety, especially around pond areas.

Photography for Wedding Events

The Garden does not provide photography services. The Garden is available for photo opportunities, at no charge, with a facility rental. Photography sessions prior to your wedding must be scheduled with the Facility Rental office. Shuttle service is included with the purchase of a wedding package. A shuttle is available for rent for all other weddings for a fee of \$100. Shuttle service for photos taken on a day other than the event day must be scheduled through the Facility Rental office and will be charged a fee of \$50 per hour.



Photography for Non-Facility Events

If you would like to have professional photographs made in the Garden without a facility rental, please see the Photography Application for more information. Fees for Professional Photography in the Garden are listed on the Photography Application.

Emergencies

Locate the fire extinguisher and emergency exits. Please notify the Facility Rental staff or Security Officer in case of an emergency.

Vendor Deliveries and Parking

Maps with directions to each loading area are available through Facility Rental. No parking at yellow-painted curbs; unloading only.

- **Grand Hall:** Vendors may load and unload at the loading dock on the east side of the Guest Center. Any exceptions must be approved by Facility Rental.
- **Carriage House:** Vendors may load and unload at the side door of the Carriage House and the Carriage House catering kitchen on the west side of the Guest Center. All vehicles must then be moved to the Blue parking lot.
- **Arbor:** Vendors may load and unload on the patio behind the Arbor. All vehicles must then be moved to the main parking lot.
- **Murray Hall:** Vendors may load and unload at the flagpole next to Murray Hall and move to the Blue parking lot near Murray Hall and the Administration Building afterward.
- **Celebration Garden, the Meadow at Lake Lonnie, the Arbor Courtyard, and the Cottage Garden:** Vendors may load and unload only in designated areas for outdoor venues.

Cleaning and Trash Disposal

Dispose of all food, trash, decorations, etc., in trash bags and secure the bags. Leave the closed trash bags in the kitchen for pick up. Caterers are responsible for leaving the catering kitchen exactly as found; this includes sweeping/mopping, taking trash to the dumpster, wiping down surfaces, and removing all food and preparatory items. The Garden staff member will provide a checklist for the caterer which must be completed and signed before departure.

Signed by Renter Date

Signed by Bride/Groom (if applicable) Date