Non-Wedding Rental Policies & Agreement

Education Center Rental: Non-Saturday - $65 per hour | Saturday - $70 per hour
- 35 guest maximum.
- The Arboretum only rents the Education Center during late May through early October.
- A $65 or $70 non-refundable deposit is required. Fee is dependent on the date you are booking.

The rental fee includes:
- Initial informational meeting with Arboretum staff (scheduled by renter).
- Meeting with Arboretum staff one month prior to rental (scheduled by renter).
- Free admission and parking for all guests.
- Access to 35 chairs, eleven 6 ft. tables, and six 5 ft. tables
- Use of the Education Center during the hours determined in rental contract which must include setup and tear down time.

Garden Rental: Non-Saturday - $75 per hour | Saturday - $80 per hour
- 100 guest maximum.
- A $75 or $80 non-refundable deposit is required. Fee is dependent on the date you are booking.
- Available for any garden except the children's garden.

The rental fee includes:
- Initial informational meeting with Arboretum staff (scheduled by renter).
- Meeting with Arboretum staff one month prior to rental (scheduled by renter).
- Access to 100 chairs, eleven 6 ft. tables, and six 5 ft. tables
- Free admission and parking for all guests.
- Use of the garden during the hours determined in rental contract which must include setup or tear down time.

Non-Saturday Education Center & Garden Rental: $500 for 4 hours | $1,000 5-8 Hours
Saturday Education Center & Garden Rental: $600 for 4 hours | $1,200 5-8 Hours
- 100 guest maximum |A non-refundable deposit equal to half of the total fee is required. Fee is dependent on the date you are booking.
- Fee includes services listed in the Education Center & garden rental sections above.

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Before/After Hours Use of the Education Center

Non - Saturday Rental - $97.50 per hour
Saturday Rental - $105
• Before hours rentals are those that take place anytime from 7 am to 9 am or and/or anytime from 7 am to 11 am on Sundays.
• After Hours rentals are those that take place anytime from 7 pm to 9 pm

Before/After Hours Use of a Single Garden

Non - Saturday Rental - $112.50 Per Hour
Saturday Rental - $120 Per Hour
• Before hours rentals are those that take place anytime from 7 am to 9 am or and/or anytime from 7 am to 11 am on Sundays.
• After Hours rentals are those that take place anytime from 7 pm to 9 pm

Before/after hours use of both the Education Center and a Single Garden

Non - Saturday Rental - $190
Saturday Rental - $225
• Before hours rentals are those that take place anytime from 7 am to 9 am or and/or any time from 7 am to 11 am on Sundays.
• After Hours rentals are those that take place anytime from 7 pm to 9 pm
Reservation Process:

- Dates are considered tentative until the deposit is received.
- If there is interest in a date set aside as “tentative” for a couple from another possible renter, the rental coordinator will contact the couple who the date is “tentatively” set aside for via email and phone call or text (if such information is current at time of contact) and require payment of the deposit within 24 hours via invoice.
- Invoices can be paid with a debit or credit card online or can be paid for with cash or check in-person at the Arboretum office with appointment.
- If the “tentative” couple is unable to pay the deposit, does not respond within 24 hours of attempted contact, or states they are no longer in need of the Arboretum’s rental offerings, the date will be offered to the next interested party.
- Couples are marked as tentative rentals during the inquiry process and noted their place in line for popular dates. The process is repeated until a party books the date, or all interested renters have stated they no longer are interested in the date and the date is opened to the public again.

Break Down of Rental Costs

Rental Deposit:

- Deposit will be the cost for the 1st hour of use, which will be dependent on the area(s) you are renting.
- **This initial deposit is non-refundable if the event is canceled at any time by the renter.**
- The Rental Coordinator will send an invoice for your deposit via email; however, the deposit can be paid with card, cash, or check.
- The initial deposit must be made in full to secure your reservation, however the remaining balance can be paid with multiple payments.

Damage/Non-Compliance Deposit:

- A damage/non-compliance deposit of $300.00 is required one week prior to the event by separate check or to be payable by credit or debit card at the time of contract submission.
- If provided with a check, the damage/non-compliance deposit will be shredded by staff upon satisfactory inspection of the grounds & recognition of compliance with all policies after the event.
- Should renters prefer to pay with a card, the renters credit/debit card information will be kept on file until satisfactory inspection of the grounds & recognition of compliance with all policies after the event. This card will only be charged after your rental time has ended and if there is damage or non-compliance with Arboretum policies.

Remaining/Add on Balance(s)

- Any remaining balance or add-on fees are due one week prior to the event date. Renters are welcome to pay their remaining balance before their official due date.

*Cedar Valley Arboretum & Botanic Gardens
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Refunds:
- The rental fee, excluding the deposit, will be refunded if the event is held at an alternative site due to inclement weather conditions AND if the Arboretum has received proper notice of cancellation.
- Notice of cancellation must be received by the Arboretum at least two hours prior to the scheduled start of the rental period if cancelled due to weather conditions (in the case of outdoor events) and 24 hours prior to the event if cancelled for any other reason.
- In the event of cancellation of an event by the Arboretum, full payment of the rental fee to include the reservation deposit will be refunded to the renter.

Discounts & special pricing
- Any requests regarding discounts or special pricing must be made in writing and approved by the Executive Director.
- Submission of a request does not guarantee that the request will be fulfilled.
Optional fees & Services

Set up and take down of Arboretum provided chairs & tables - $50
Arboretum staff will set up up to 100 chairs and up to 13 tables rented through the Arboretum before the event. If no configuration is provided, chairs will be set up in the best option as chosen by Arboretum staff. Staff will take down any chairs and any tables provided by the Arboretum and place them back in the Education Center after your event.

Arboretum provided pop-up tents - $25 per tent
The Arboretum has 12 white, canvas pop up tents which can be rented for events. For longevity and safety, only Arboretum Staff or volunteers are permitted to set up and take down tents. Renters are able secure additional tents on their own, from the vendor of their choosing for no additional fee if they'd like but are responsible for the coordination of set up and take down of any non-Arboretum provided items during their event.

Golf Cart Transportation- $100
The Arboretum can provide a golf cart for use during your event. Renters will need to provide a friend or family member to drive the golf cart during their event. Driver(s) will need to attend a short training. Drivers are expected to engage in responsible driving practices while using Arboretum machineries and/or vehicles. Drivers must provide a valid driver's license for insurance.

Generator-$25
Renters may add a generator to provide electrical access in gardens without any. The Arboretum will provide all training on how to use and have a staff member or volunteer available to assist with any issues during your event. Renters are able secure a generator on their own, from the vendor of their choosing for no additional fee if they'd like but are responsible for the coordination of set up and take down of any non-Arboretum provided items during their event.

Speaker System-$100
The Arboretum can provide a speaker and microphone to be used by renters. Features Bluetooth connectivity and includes stands, 1 speaker, 1 amplifying unit, and 1 microphone.

Commemorative Memorials-$2,000 Tree, $1,500-Bench, $1,000-Chair or Table, $200-Engraved Brick
Commemorative Memorials are a way to leave a lasting memory of your special day at the Arboretum. Memorials for trees, benches, chairs, and tables are engraved on metal and placed throughout the Arboretum. Engraved bricks are placed in the path in front of the Education Center.

*Please note that engraved bricks can take an extended period of time to be processed by our engraver as they engrave bricks by pallet load, not by individual brick. If you are interested in purchasing a memorial brick to be placed in honor of your event, we encourage you to let us know as soon as possible so that there is a higher chance the engraving will be complete by the date of your event.

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Arboretum Rental Policy

1. Renters must be at least 18 years of age to rent any Arboretum facility.
2. Renters agree to follow all policies, procedures, and responsibilities and understand that they are responsible for making their guests aware of all policies, procedures, and responsibilities as well.
3. Visitors, rental guest or otherwise, will not pick any flowers or remove plants.
4. Smoking is prohibited on Arboretum grounds. Evidence found of discarded smoking materials requiring staff time to clean up will result in loss of the damage/non-compliance deposit.
5. **Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.** This includes the parking lot.
6. Arboretum benches and tables located anywhere on the grounds may not be moved to other gardens to accommodate rental guests. Rental guests may move the tables from the education center to their rental area if allowed with approval from the Executive Director.
7. Inflatable games or entertainment options are not allowed.
8. Renters may not hang signage on Arboretum fencing or structures.
9. It is the responsibility of the renter to make all appointments to meet with Arboretum staff on site prior to the event date to confirm the event site on the grounds and discuss equipment needs and event preparation.
10. Pruning of trees, gardens, and flowers in the Arboretum is strictly prohibited.
11. Leave the premises clean. Damage to and/or clean-up of the grounds and/or facilities requiring the use of staff or volunteer time because of the event, and/or non-compliance by the renter with regard to the policies stated herein, will result in forfeiture of the damage/non-compliance deposit.
12. Renters are encouraged to have a designated person on site on time to meet delivery persons and Arboretum staff for instructions, to answer any questions, and to receive contact information in case of an emergency or unforeseen problems.

Cancellation Policy:

- **The initial reservation deposit is non-refundable if an event is cancelled for any reason and at any time by the renter.**
- The remaining balance is refundable with cancellation if renters meet the following conditions.
  - Notice of cancellation must be received by the Arboretum at least two hours prior to the scheduled start of the rental period if cancelled due to weather conditions (in the case of an outdoor event).
  - If the event is cancelled for any other reason, 24 hours’ notice of cancellation is needed.
  - If proper notice is not received, the full rental fee as stated in the Facility Rental Agreement will be charged.
  - Renters that have paid the full rental amount and who do not provide proper notice of cancellation will not be provided with a refund of their remaining balance minus the reservation deposit.
  - In the event of cancellation of an event by the Arboretum, full payment of the rental fee to include the reservation deposit will be refunded to the renter.

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Rental Contract Information
To be filled out by renter

Contact Information:
Contact Name(s): ________________________________
Organization (If Applicable): ________________________________
Address: _____________________________________________________________________________________________
Phone: __________________________ Email: __________________________

Contact on day of event:
Contact Name(s): ________________________________ Relation: ________________________________
Address: _____________________________________________________________________________________________
Phone: __________________________ Email: __________________________

Rental Details:
Rental Date(s): _____________________________ Type of Event: _____________________________
Rental Hours (must include set up and tear down): ___________________ to ___________________
Expected number of guests: ____________________________________________________________________________

Rental Fees: Please note that we accept cash, check, and all major Credit Cards
Deposit Amount enclosed ($50 non-refundable reservation deposit): $________________
Balance due 7 days prior to event: $________________
Check ____ Cash ____ VISA ____ MC ____ Discover ____
Card Number: ____________________________ Exp. Date: ____________ Sec. Code: __________
Name as Shown on Card ______________________________________________________________________________

I have read the attached policies for groups visiting the Cedar Valley Arboretum & Botanic Gardens. I agree to abide by them and understand that any non-compliance of those policies, by me or by my guests, will result in forfeiture of the damage/non-compliance deposit. I also understand and agree to the Cancellation Policy stated therein.

Signature: ________________________________ Date: __________________________

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### Additional Rental Time:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th># of hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before/After Hour Use (Per Hour)</strong></td>
<td><strong>Ed Center:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non- Sat – $97.50</td>
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<tr>
<td></td>
<td>Sat - $105</td>
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<td></td>
<td><strong>Single Garden:</strong></td>
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<td></td>
<td>Non-Sat – $112.50</td>
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<tr>
<td></td>
<td>Sat - $120</td>
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<td></td>
<td><strong>Ed Center &amp; Single Garden:</strong></td>
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<tr>
<td></td>
<td>Non-Sat - $190</td>
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<td></td>
<td>Sat - $225</td>
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<tr>
<td><strong>Total Cost</strong></td>
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<tr>
<td><strong>Additional Rental Time (Per Hour)</strong></td>
<td><strong>Ed Center:</strong></td>
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<tr>
<td></td>
<td>Non-Sat - $65</td>
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<td>Sat - $70</td>
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<td><strong>Single Garden:</strong></td>
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<td></td>
<td>Non-Sat - $75</td>
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<td>Sat - $80</td>
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<td><strong>Ed Center &amp; Single Garden:</strong></td>
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<tr>
<td></td>
<td>Non-Sat - $500 for 4 hours</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Additional optional fees & services:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up &amp; Take down of Arboretum Chairs</td>
<td>$50 Flat Fee</td>
<td></td>
<td>Completed by Arboretum Staff when selected</td>
</tr>
<tr>
<td>Golf Cart Use</td>
<td>$100 Flat Fee</td>
<td></td>
<td>Driver will have use for full rental period</td>
</tr>
<tr>
<td>Arboretum Pop-up tent</td>
<td>$25 per tent</td>
<td></td>
<td>Set up &amp; tear down must be completed by Arboretum staff only</td>
</tr>
<tr>
<td>Generator</td>
<td>$25 Flat Fee</td>
<td></td>
<td>Must be returned to the Education Center by Renter</td>
</tr>
<tr>
<td>Speaker System</td>
<td>$100 Flat fee</td>
<td></td>
<td>Must be returned to the Education Center by renter</td>
</tr>
<tr>
<td>Commemorative Memorial</td>
<td>$2,000 Tree $1,000 Bench $500 Chair or Table $100 Engraved Brick</td>
<td>Brick Engraving is limited to 13 characters per line including spaces. 3 lines of text maximum for bricks. A list of trees available for memorials is available upon request.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Additional Fees**
Photo Release

The Arboretum reserves the right to photograph your event set up, but will not photograph individuals without your permission. We greatly appreciate receiving photographs of people and events to use for development and promotional purposes. Please send the following Photo Release with your signed rental agreement if photographs may be taken of your event by Arboretum representatives or if you would like to share your own photographs with us.

Professional photographers may have their own restrictions with regard to use of their photos which the Arboretum must comply with before use, so please make your photographer aware of your agreement and have them contact the Arboretum directly regarding their individual restrictions, if any. Thank you!

Photo Release

I give the Cedar Valley Arboretum & Botanic Gardens permission to publish in print, electronic, or video format photographs of my event, to include individuals, whether taken by an Arboretum representative or provided by myself or my photographer. I understand that my name will not be published or shared unless express written permission is granted by me.

I release all claims against the Arboretum with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Signature: ____________________________________________ Date: __________________________

Commemorative Memorial Engraving

Bricks
Line 1: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Line 2: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Line 3: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Plaques for Trees, benches, tables & chairs

Please contact the office at 319-226-4966 or office@cedarvalleyarboretum.org with any questions.

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