



The Garden is an educational institution, a repository of rare and endangered species, and a living museum, and the need for protection of its treasures is primary. To ensure the safety of event attendees/guests and to preserve the Garden's pristine natural environment, we respectfully request that you keep these rental guidelines mind.

**Contracting Details:** A rental reservation is considered confirmed and binding after the date, time, guest count and location are agreed upon and the following have been received by the Special Events Dept.

1. **Rental agreement** has been signed and received by the Special Events Dept.
2. **A non-refundable rental deposit** must be paid to the Special Events Dept. For rental rates of \$2,000 or more, the deposit is 50% of the total rental rate. Rental rates of less than \$2,000 must be paid in full. The balance of the rental rate will be due no later than 60 days prior to the event. For events booked less than 60 days in advance, the full rental rate will be due with the signed event rental agreement.
3. **A valid credit card number** has been placed on file with the Garden that can be used for any and all event charges that are outstanding 30 days after the event. A late fee, equal to the greater of \$50 or 1.5% of the outstanding balance, will be charged if the credit card is declined.
4. **A refundable security/damage deposit** deposit is required upon submittal of the contract. The amount will be based on the size of the event and the spaces contracted. This deposit will be refunded, provided there is no breach of contract, property damage, excessive cleanup or overtime fees incurred.
5. **A certificate of insurance** that names Atlanta Botanical Garden as an additional insured for the duration of the event is required if alcohol will be served at the event or the event is unusually large. Some homeowners' or business insurance policies can be endorsed to cover the Garden for the event, or a rider on the Garden's insurance policy can be purchased for \$70.

**Cancellation:** Cancellation of the event, for any reason other than an act of nature or public calamity, 100% of the rental rate paid to date will be non-refundable. Any security/damage deposit paid will be refunded upon cancellation of the event.

**Overtime Fee:** In order for the Garden to ensure an event is adequately staffed, a timeline of the event, which will be all inclusive from vendor setup to vendor clean up will be required. An overtime charge of \$100 per half hour will be charged for events that start or end outside of the final approved timeline of the event. This includes guests, vendors, wedding coordinators and/or wedding parties arriving early or staying late unless prior arrangements have been made with the Special Events Dept.



**Permissible Events:** In observance of the Garden's educational mission and non-profit status, the Garden does not allow the following types of events: Commercial, Political, Religious (wedding, commitment and memorial services permitted) or Fundraising events that benefit in part or wholly any other group other than the Atlanta Botanical Garden.

**Venue Restriction/Exclusivity:** Contracts are written for a set amount of time and exclusive use of specific spaces within the Garden. The Garden reserves the right to book multiple events simultaneously. For an additional fee clients may contract to have an exclusive event. Exclusive events are only held after hours when the Garden is closed to the public and will have access to the entire garden.

**Garden Admission:** For events booked during the Garden's normal operating hours, the Garden admissions fee will be waived for event attendees/guests. Admission will also be waived for attendees/guests of events scheduled during the Garden's special "open to the public" evening hours. Should attendees/guests wish to visit the Garden outside the event rental time, the Garden reserves the right to charge admissions.

**Tables, Chairs and Other Event Setup Needs:** The Garden can provide limited quantities and varieties of tables and chairs and other items for your setup needs. For a detailed list of what is available and pricing, please refer to Attachment C. Additional tables and chairs, beyond what the Garden can provide, and any other event setup needs can be rented from an outside rental company and must be removed at the conclusion of the event. The Garden will not assume responsibility for any lost or stolen equipment.

**Parking:** The Garden shares the Sage Parking Facility with Piedmont Park. Lancor is the parking facility management company and the exclusive Valet vendor for the Atlanta Botanical Garden. All vehicles related to the event will be required to park in the facility. The Special Events Dept will provide specific parking details as they relate to the event.

**Final Walk-Thru:** To assure that the event runs smoothly, the Garden will require a final walk-thru meeting no later than four (4) weeks prior to the event date. For smaller events a phone call with the Special Events Dept will be adequate. The goal of the final walk-thru/phone call is to discuss and confirm the event details, including vendor contact information, floor plans, timeline and rain plan. The final floor plan (if applicable) if not completed at this meeting will be due to the Special Events Dept no later than two (2) weeks prior to the event. The catering staff is responsible for setting up and dropping the necessary tables and chairs for the event according to the floor plan, unless prior arrangement have been made and agreed upon with the Special Events Dept.

**Vendor Load-ins:** Vendors may enter and begin their setup/installation no more than three hours prior to the start time of the event. Vendors requiring more than three hours of setup time will need to get approval from the Special Events Department no later than four weeks prior to the event and there may be additional charges to accommodate a vendor who needs additional setup time. It is also advisable that vendors with questions and/or needing to see the Garden prior to an event (including event/wedding coordinators), contact the Special Events Dept well ahead of time to ensure all their concerns are addressed. Vendor early arrivals on the event day may result in overtime charges and/or loss of the security/damage deposit for the person(s)/entity that booked the event.



**Catering:** The Garden maintains an exclusive list of Atlanta caterers. Event food may only be provided by one of them. This allows us to assure the quality of the event's food service and keeps delivery traffic from unfamiliar vehicles to a minimum on environmentally sensitive Garden property. Attachment A lists the Garden's approved caterers.

1. **A signed copy of the catering contract** is required by the Special Events Dept.
2. **For food and/or beverage service outside while the Garden is open to the public**, the Garden will make reasonable accommodations to ensure that general garden guests do not partake of the event's food and beverage, but will not make a 100% guarantee.
3. **No outside food or beverages may be brought to the Garden** for use at the event in compliance with the Garden's catering policy. This includes candy/snacks for meetings or food and beverages for wedding parties, birthday parties, etc.
4. **Catering equipment** including all dishes, bar glassware and service needs for the event is to be provided by the caterers. Caterers are responsible for the materials and personnel they bring into the Garden. No catering equipment, tents, décor, or other items may be left behind or stored at the Garden after an event unless prior arrangements have been made with the Special Events Dept.

**Rental Items:** Rental items and/or equipment to be delivered and picked up outside of the event timeline will need to be pre-approved by the Special Events Dept to ensure that that the Garden has adequate storage for such items both before and/or after the event is over. The Garden will not assume responsibility for any lost or stolen rental items/equipment.

**Alcoholic Beverages:** The Atlanta Botanical Garden holds a Georgia Liquor License and provides top-quality beverage selections, a choice of beverage plans, and complete coordination of bar staff. For events planning to serve alcohol, all the products and services must be provided by the Atlanta Botanical Garden in accordance with Georgia law. Alcohol cannot be legally served in the State of Georgia on Sundays until 12:30pm. Under no circumstance can alcoholic beverages be brought on Garden property, be it for personal consumption or for serving at the event.

Attachment B details the Garden's pricing plans, policy and house products that are available. The Garden requires a beverage deposit for all events serving alcohol, no less than 60 days prior to the event. This is not a minimum and will be put towards the final bar bill. Over/under payments will be adjusted on a final invoice.

**Event Lead:** There will be a qualified member of the Garden's Special Events staff dedicated to the event. The Event Lead will supervise the event's setup/tear down, direct any Maintenance or Security needs, manage the bar/bar staff, and oversee outside vendors to ensure a smoothly executed event. Only the Garden's designated Event Lead may give direction to Garden Staff during the event.



**Maintenance/Security Staff:** For the safety of everyone at the event, and the protection of the Garden, there will be both Maintenance and Security staff scheduled for the event. The guest count, duration of the event and amount of Garden space utilized will determine the number of Maintenance and Security personnel scheduled. And while the Garden will make every effort to include Maintenance and Security staff in the rental rate of an event, should the scope of the event dictate additional personnel, the Special Events will add the necessary personnel at the rate of \$25 per hour, with a 4 hour minimum.

**Cleanup:** The Garden's Maintenance staff will maintain the restrooms and other Garden facilities during the event, and the event rental space(s) will be in good, clean condition prior to event setup. Cleanup of the food prep area, catering items/equipment and all food-related refuse is the responsibility of the caterer. Additionally, each vendor is expected to handle their own setup/teardown unless other arrangements have been made and approved by the Special Events Dept. In the event that that a vendor fails to take care of their responsibilities, or the Event Lead cannot identify whose responsibility it was, the final responsibility will be that of the person(s)/entity that booked the event.

**Inclement Weather Plan:** If the event, or any element of the event, is scheduled to take place in an outdoor space, a backup plan will be required. In most cases, the option is to either to secure a tent from the Garden's approved tent vendor or to rent an indoor space.

Inclement weather options are as important to consider as the actual event themselves and due to the fact that the Garden reserves the right to book multiple events at a time, it is important to make these decisions as early on as possible so that the necessary arrangements can be put in place to accommodate the back up plan, should it be needed. The specific options can be discussed with the Special Events Dept.

**Audio Visual/Internet Access:** The Garden does not own AV equipment but can suggest AV rental companies. To assure timely delivery, arrangements for audiovisual equipment rentals must be coordinated and communicated to the Special Events Dept at least two (2) weeks prior to the event. It is advisable to have a technical expert in attendance at events utilizing rented or borrowed audiovisual equipment.

The Garden can provide wireless internet access only in select locations. There is a \$100 fee for this service and it will need to be requested at least two (2) weeks prior to the event. Last minute internet access cannot be accommodated.

**Smoking:** Smoking is not permitted anywhere in the buildings or on the grounds of the Garden. There are no designated smoking areas and this policy is strictly enforced.

**Environmental Protection:** Due to the sensitive nature of the Garden's grounds and horticulture, throwing or placing rice, confetti, birdseed, or rose/flower petals, use of sparklers or fireworks or the releasing of balloons is strictly prohibited. Animals/pets are not permitted in the Garden unless they are specifically trained as an assist animal, properly identified as such and accompanied by the individual (at all times) who is responsible for them. Wire and floral attachments are not permitted on any Garden structure or plant material without approval from the Special Events staff and the Garden's Horticulturist.



**Candles:** For everyone's safety, candles must adhere to the City of Atlanta, Fulton County, fire code guidelines and are subject to Garden approval. All candles must be contained in a fire proof container taller than the top of the candle flame.

**Wedding Invitations & Marketing Materials:** To ensure that the event is in keeping with the signed rental agreement, all save the date, wedding invitations and marketing materials will need to be reviewed by the Garden. Any reasonable requests by the Garden must be made prior to printing and distribution. Use of the Garden's logo, website material and/or Garden acquired photos may require a longer timeframe for approval.

**Photography:** Lessee may employ the photographer of their choice with the understanding that the Garden may contact the photographer for copies of the event photos to use in all manners without restriction as to changes or alterations for advertising, trade promotion, exhibition, or any other lawful purpose. Lessee understands they are waiving any rights to compensation arising from or related to the use of the photographs.

**Garden Appearance and Exhibits:** Due to enhancements to the garden, seasonal changes and the revolving nature of exhibits, the Atlanta Botanical Garden cannot guarantee that rented spaces, or any other part of the Garden's property will have the same appearance as when originally viewed.