

Amarillo Botanical Gardens

Rental Fees, Terms and Policies

TERMS and POLICIES

1. **Balance Due**
 - a. Total rental contract due and payable three weeks prior to event date.
 - b. Failure to meet the payment (and any other paperwork) due date renders the rental agreement void and room space will not be available to renter.
2. **Room Deposit**
 - a. A \$300 rental space deposit for events \$500 and greater; and a \$150 rental deposit for rentals under \$500 is required to secure rental date. Payment is applied to total rental cost.
 - b. 50% refundable up to 90 days prior to event date; not refundable less than 90 days prior to event date.
3. **Maintenance (Damage) Deposit**
 - a. A \$200 deposit is required for all events. A youth event requires a \$500 deposit. This includes events such as graduation, prom and birthdays.
 - b. Refund of deposit after event will be at the determination of Amarillo Botanical Gardens. Deductions may include: insufficient cleaning, damages (to grounds, facility, etc), late exit time, early arrival, food or beverage in/on carpeting, stain removal, etc.
 - c. Deposit is returned within three weeks time if no damages or additional cleanup is found.
4. **Cancellations/Refunds/Returned Checks**
 - a. Written notice is required for a cancellation or rescheduling of date. If rescheduling, the deposit is transferred to the new date when written notice is received 90 days prior to the reserved date. The room deposit is not refundable or transferable if there is insufficient notice. When cancelling, the room deposit is refundable according to the terms shown under Room Deposit (#2). Any additional event payments are refunded when written notice of a cancellation is received 90 days prior to event date.
 - b. No refunds are given for spaces not used due to weather issues. Renter is allowed to use an indoor space instead without any additional fees or credits.
 - c. Checks returned due to insufficient funds will result in an additional \$35 fee to be paid by the renter.
5. **Damages/Additional clean up-** Any damages found after the event (to the facility, gardens, etc), or clean up not completed by the renter (including a caterer, musician, event planner, etc) may result in additional fees to the renter above and beyond the maintenance deposit. See Conditions of Use for guidelines. Cleaning guidelines available upon request.
6. **Security Fees-** For any evening events, outdoor events, events occurring when the botanic gardens are closed, and other events the Amarillo Botanical Gardens deems necessary to require event security, a \$30/hour security fee will be applied. A 4 hour minimum is required. Price subject to change.
7. **Day Rentals-access times**
 - a. All events must be completed and the premises cleaned and vacated at 12:00 Midnight at the latest.
 - b. Access starts at 11:00a.m. on the rental day. Earlier access, if available, is an additional cost of \$25/half hour.
 - c. Events continuing past the designated exit time will be charged an additional rental fee. A \$50 late fee will be charged for each additional half hour on the property. A period of time less than one half hour will be charged the half hour \$50 fee.
 - d. Any decorating, set-up, clean up, etc by renter, caterer or other must be completed during rental period on the day reserved. An additional fee of \$150 is required for any set up/take down, rehearsal, etc. access to the botanical gardens outside of the day rental. Access must be scheduled during ABG business hours (1p-5p) (hours may vary by season) and approved by a botanical gardens representative. After hours is \$200 (5p-8p) (hours may vary by season). Arrangements must be coordinated in advance and arranged around other rental agreements.
 - e. The Botanical Gardens does not close to the public during rental events.
8. **Additional Policies**
 - a. Renter must abide by and provide a signed copy of the Conditions of Use document.
 - b. Wedding coordinators/planners must be provided with and adhere to all terms, conditions of use, and other policies. Their signature may be required on any contractual paperwork.
9. **All prices and terms are subject to change without notice.**

Renter signature _____ Date _____

(By signing, renter understands, agrees to and will comply with ABG terms and polices)

RENTAL FEES

Please Note:

All rentals require a RENTAL DEPOSIT and MAINTENTANCE (Damage) DEPOSIT.
 EQUIPMENT rental fees are additional and separate from SPACE fees.
 A SECURITY FEE may apply.
 PRIOR DAY access fees apply if reserved.

Packages- Facility Daily Rentals-Equipment fee (room set up) is additional

1. **Indoor Facility Rental** (Complete indoor space-Auditorium, Gallery, Event Room) \$1300
2. **Outdoor Facility Rental** (Includes Event Room, Gallery, Entry Court/Patio and one outdoor space. \$1000 for the Event Lawn option; \$1400 for the Amphitheater option.
3. **Facility Rental** (includes complete indoor facility rental-see above, entry court/patio, and one outdoor space) Event Lawn option \$2200; Amphitheater option \$2600

ITEMIZED Daily Space Rentals

Space	Location	Approx. Capacity	Space Fee
Auditorium	Indoor	250 theater seating 200 table seating 150-175 wedding seating	\$850
Event Room	Indoor	70 theater seating 60 table seating	\$350
Gallery*	Indoor	70 standing capacity 30 table seating	\$350
Lawn	Outdoor	150 theater style 75 seated	\$600
Amphitheater	Outdoor	250 theater style 175-200 seated	\$1000
Entry Court/Patio*	Outdoor	50-75 standing 40 seated	\$300
Conservatory	Indoor	Limited capacity-Call to discuss	\$600

**These areas have restricted set up/decorating times and can be only utilized after the facility closes to the public. Spaces are rented as is.*

PHOTO Sessions

(Free on the day of your event!)

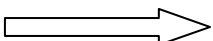
\$75 per appointment (1.5 hours) \$125 for after- hours access (1.5 hrs)

Schedule your professional wedding, anniversary and other special photo sessions with the photographer of your choice. See Photo policies.

EQUIPMENT (Room Setup)

Equipment rental includes set up and take down of the any of the below rented items. Available for **Interior Areas Only**. Please be advised that no Amarillo Botanical Gardens equipment or fixtures will be rented or used for outdoor events. However, we can assist in making arrangements for servicing your outdoor functions.

Tables: 8 foot long	\$5.00 each	Chairs – (250)	.75 each
Tables: 6 foot long	\$5.00 each	Piano (digital)	\$50.00
Tables: 60” round (seats up to 8)	\$5.00 each	DVD/VCR & monitor	\$45.00
Sound System with microphone	\$75.00	Projector & AV Cart	\$45.00
CD player	\$10.00	Dance Floor (wood laminate- up to 20’ x 20’)	\$250



Visit our website at www.AmarilloBotanicalGardens.org under facility rental.