

Amarillo Botanical Gardens

Rental Fees, Terms and Policies

TERMS and POLICIES

1. **Room Deposit**
 - a. A \$400 rental space deposit for events \$750 and greater; and a \$150 rental deposit for rentals under \$750 is required to secure rental date. Payment is applied to total rental cost.
 - b. 50% refundable up to 120 days prior to event date; not refundable less than 120 days prior to event date.
2. **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.
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, additional equipment needed, etc.
 - c. Deposit is returned within four weeks time if refundable.
4. **Cancellations/Refunds/Rescheduling/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 120 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 (#1). Any additional event payments are refunded when written notice of a cancellation is received 120 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. **Rental Access (for renters, and vendors servicing renters)**
 - a. Rental access is anytime between 11a and midnight, however, all events have a predetermined arrival and exit time as noted on the contract. Any additional time is available for a fee.
 - b. Access earlier than 11:00a.m. on the rental day is an additional cost of \$50/ hour. Earlier access, if available, must be contracted and paid for in advance 3 weeks prior.
 - c. All events must be completed and the premises cleaned and vacated by the contracted exit time. Events continuing past the designated exit time will be charged an additional rental fee of \$50 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. Prior/Post day event access: decorating, set-up, clean up, rehearsals (outside of business hours),etc by renter, caterer or other vendors must be completed during rental period on the day reserved. An additional fee is required for any set up/take down, etc. access to the botanical gardens outside of the day rental. Prior day cannot be booked until three weeks prior to an event date if still available. If available, renter can access the facility between 2-7p for \$300, but must be reserved in advance and coordinated around other rental agreements.
 - e. Rehearsals-prior day. Outdoor rehearsals and indoor rehearsals without room set up, are free when renter comes during regular business hours and it does not conflict with another renter. If evening access is required, renter pays prior day access as noted in 'd'. Any rehearsal time needs to be scheduled in advance around other ABG events.
 - f. 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. Vendors contracted by the renter (caterer, coordinators/planners, musicians, etc) must adhere to all terms, conditions of use, and other policies a renter is responsible for.
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)

**Amarillo Botanical Gardens
RENTAL FEES-effective 1.1.12**

Please Note: All rentals require a RENTAL DEPOSIT and MAINTENANCE (Damage) DEPOSIT. EQUIPMENT (room set up) rental fees are additional and separate from SPACE fees. A SECURITY FEE may apply. PRIOR DAY/Additional time access fees apply if reserved. Event INSURANCE.

Packages- Space Fees-(Room set up fee (equipment) is additional)

1. **Indoor Facility Rental** (Complete indoor space-Auditorium, Gallery, Event Room) May-Sept:\$1800; Oct-Apr:\$1400
2. **Outdoor Facility Rental** (Includes Event Room, Gallery, Entry Court/Patio and one outdoor space.
Event Lawn option May-Sept: \$2000; Oct-Apr: \$1500; Amphitheater option: May-Sept: \$2300; Oct-Apr: \$1700
3. **Facility Rental** (includes complete indoor facility rental-see above, entry court/patio, and one outdoor space)
Event Lawn option May-Sept:\$2900; Oct-Apr: \$2200; Amphitheater option May-Sept:\$3200; Oct-Apr: \$2500

ITEMIZED Daily Space Rental fee

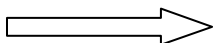
Space	Location	Approx. Capacity	Space fee: May-Sept	Space fee: Oct-April
			Minimum space fee of \$1000 on Saturdays	
Auditorium	Indoor	250 theater seating 200 table seating 150-175 wedding seating	\$1100	\$850
Event Room	Indoor	70 theater seating 64 table seating	\$450	\$350
Harrington Gallery*	Indoor	80 standing capacity 70 table seating	\$600	\$450
Meeting Room	Indoor-Lower level	60 standing capacity 50 table seating	\$300	\$300
Lawn	Outdoor	150 theater seating 75 table seating	\$900	\$700
Back Lawn (lake view)	Outdoor	200 theater seating 100 table seating	\$750	\$600
Attebury Amphitheater	Outdoor	300 theater seating 250 table seating	\$1300	\$1000
Entry Court/Patio*	Outdoor	75 standing capacity 40 table seating	\$400	\$300
Mary E. Bivins Conservatory	Enclosed Outdoor	Limited capacity-call to discuss	\$700	\$700

*These areas have restricted set up/decorating times and can be only utilized after the facility closes to the public.
Holiday Notes: Holiday fees apply to certain holiday dates. Available space may be limited.

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. A 10% room fee is added to any indoor rental where no ABG equipment is rented.

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 to view photos, check date availability and obtain additional information.