

Amarillo Botanical Gardens

Rental Fees, Terms and Policies

TERMS and POLICIES

1. Balance Due

- a. Total rental contract due and payable two 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 \$100 rental space deposit is required to secure rental date. Payment is applied to total rental cost.
- b. Refundable up to 90 days prior to event date, otherwise not refundable.

3. Maintenance (Damage) Deposit

- a. A \$200 deposit is required to secure rental date. A youth event requires a \$500 deposit. This includes events such as graduation, prom and birthdays. Deposit not applied to total rental cost.
- 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), leaving past exit time, etc.
- c. Deposit is returned within three weeks time if no damages or additional cleanup is found.

4. Cancellations/Refunds

- a. Any deposits or additional event payments are refunded when written notice of a cancellation is received 90 days prior to event date. To cancel and reschedule for another date- 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.
- 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.

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.

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 \$25/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, will be at an additional cost of \$25/half hour.
- c. Events continuing past the designated exit time will be charged an additional rental fee. A \$50 fee will be charged for each additional half hour. 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 (11a-4:30p) (weekend hours vary by season) and approved by a botanical gardens representative. Staying after (or coming after) hours is \$200 (4:30p-8p) (weekend hours 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 is required on any contractual paperwork.

9. Rental Companies/vendors

- a. Must receive approval from the botanic gardens for rental drop off/set up and take down/pick up times
- b. Cannot store rental items on the premises before or after the day of the event without prior approval from the botanic gardens.
- c. Rental equipment must be stored in designated areas.
- d. The rental company, or renter, must set up and take down all rental equipment.
- e. Renter must receive approval from ABG on which rental company is used.

10. All prices and terms are subject to change without notice.

Renter signature _____ Date _____

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

RENTAL FEES

Please Note:

All rentals require a RENTAL DEPOSIT and MAINTENANCE DEPOSIT to reserve a date.

EQUIPMENT rental fees are additional and separate from SPACE fees.

A SECURITY FEE may apply.

PRIOR DAY access fees apply if reserved.

WEDDING Facility Daily Rentals-Packages (Space fees)

1. **Indoor Facility Rental** (Complete indoor space-Auditorium, Gallery, Event Room) \$975
2. **Outdoor Facility Rental** (plus indoor preparation space including Event Room, Gallery, Kitchen; outside Entry Court) \$850 for the Event Lawn and \$1250 for the Amphitheater.
3. **Facility Rental** (includes complete indoor facility rental-see above, entry court/patio, and one outdoor space) Event Lawn option \$1575; Amphitheater option \$1875

BUSINESS Facility Rentals: Ask about our Corporate Pricing and Discount Program!

ITEMIZED Daily Space Rentals

Space	Location	Capacity	Space Fee
Auditorium	Indoor	250 theater seating 200 table seating 150-175 wedding seating	\$750
Event Room	Indoor	70 theater seating 60 table seating	\$250
Gallery	Indoor	70 standing capacity 30 table seating	\$200
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	\$200
Conservatory	Indoor	Limited capacity-Call to discuss	\$500

PHOTO Sessions

(Free on the day of your event!)

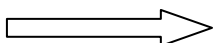
\$75 per appointment (1.5 hours) \$125 for after- hours access (1.5 hrs)

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

EQUIPMENT

Available at the Gardens for rent in the 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 ea.	VCR and monitor on rolling stand	\$15.00	Sound System with
microphone	\$75.00	Projector & AV Cart	\$45.00	
CD player	\$10.00			
Dance Floor (wood laminate- adjustable in size up to 20' x 20')	\$250			



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