



Alaska Botanical Garden

Thank you for your interest in venue / facility rental at the Alaska Botanical Garden (ABG). We are pleased that you are considering this beautiful public Garden for your event.

The Alaska Botanical Garden is a private, non-profit public garden which exists to provide a beautiful and inspiring setting in the Alaskan Boreal Forest from which to conduct education, research, and preservation activities. Our network of nature trails and ornamental horticulture displays provide a variety of recreational opportunities year-round.

If you choose ABG as a site for your event, please recognize that this is first and foremost a non-profit Botanical Garden, not a public park. The Alaska Botanical Garden receives no Municipal, State, or Federal support – and instead relies upon donations and program revenue to maintain the gardens. We request that you conduct your event with the utmost care and respect for the plantings, facilities, wildlife, and fellow visitors; and “leave no trace” upon conclusion of your event.

As a non-profit, we have few staff, and rely heavily upon the goodwill of volunteers to maintain the gardens. Thus, unlike many other event-rental sites, we do not have the capacity to cope with resource-intensive events with high support-staff requirements. ABG does not yet have any indoor facilities or greenhouses available for site rentals. No motorized vehicles are permitted in the Garden, and all parking is shared with the Benny Benson School.

Enclosed are guidelines, a rate schedule and a location map that illustrates specifically where events may be held within the Garden. There are a few photographs of these locations posted on our website (www.alaskabg.org). If you would like to view additional photographs, you are welcome to stop by our office at 3701 E Tudor Road, Suite 203, Anchorage. We also encourage you to stop by the Garden at 4601 Campbell Airstrip Road to review the various garden sites in person. After you have identified your preferred site(s) please fill out the accompanying application and mail or fax it to our office with your deposit.

Once we have received your application and payment, we will reserve your special date, location(s) and time on our event calendar if availability permits.

Thank you for considering the Alaska Botanical Garden. If you have any questions, please contact us at 770-3692 or by email at garden@alaskabg.org.

Sincerely,

Alaska Botanical Garden Staff



Alaska Botanical Garden

BOOKING / SCHEDULING

All venue rentals are “first-paid-first-served”, and must be pre-paid and scheduled through the Alaska Botanical Garden office. Office hours are usually Monday through Thursday 10 a.m. to 4 p.m. The office is located at 3701 E Tudor Road, Suite 203. If you leave a phone message, we will return your call at our earliest convenience.

SOME IMPORTANT POINTS TO NOTE FOR 2010:

- The Garden is **not available** for rental on the following dates, due to conflicting ABG events & festivals:
 - - May 20 through 31, 2010
 - - June 14 – 28, 2010
 - - July 8 – 12, 2010
 - - August 28, 2010
 - - September 11, 2010

Other black-out dates may occur as we add new ABG events during the season.

- ***Due to the presence of bears, no food is permitted at the Garden during venue rental activities of any type – except for very small groups at picnic tables in our working nursery area. (This means no wedding receptions or picnics except simple champagne toasts). We regret the inconvenience.***

RATE SCHEDULE (VENUE RENTAL FEES)

The following rates apply for single-site rentals up to 2.5 hours, with no additional tents or extra staff support. See additional fee schedule below for “add-ons”. (Under most circumstances, the garden areas remain completely open to the public and do not close for typical venue rentals).

	“Small”	“Medium”	“Large”
Weekdays	\$ 200	\$ 450	\$ 750
Weekends* & Holidays	\$ 350	\$ 700	\$ 1,275
Cleaning & Damage Deposit Required?	No	Yes: \$200	Yes: \$200

Additional options & rates:

- Additional Hours or extra ABG Staff Support = \$ 25 / hour weekdays; \$ 35 / hour weekends & holidays
- Tent rental = \$ 150 per tent per event** (ABG has a limited choice of small pop-up tents– must be set-up with ABG staff supervision to avoid damage to plant collections. Out-sourced rentals are permitted with ABG staff guidance and supervision regarding logistics – **no motorized vehicles allowed in most parts of the Garden**). ** Additional fees may apply for set-up or take-down of large canopy over Open Area near Rock Garden.

Visit the Garden at 4601 Campbell Airstrip Road

www.alaskabg.org P.O. Box 202202 Anchorage, AK 99520 (907) 770-3692



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PAPERWORK

A Venue Rental Application must be completed and submitted with the deposit to reserve your date.

HOURS OF OPERATION, LOGISTICS:

The Garden is open during daylight hours, year around and remains available to the public during these hours. Staff usually work Tuesday through Saturday, 9am to 5pm. *Venue rentals are available anytime during regular staff hours, and by negotiation for early evening and weekend times, except during ABG events.*

Currently we have no indoor facilities and the Garden is generally snow-covered from October through April. There is no electrical service available to the various gardens, and only irrigation-grade water service.

EVENT LOCATIONS & CAPACITIES:

The Garden has four event sites and one reception area. Capacities of the event sites are as follows:

- **Wedding-Venue Sites**
 - Up to 100 people – Herb Garden (flowers best in mid-August)
 - Up to 100 people – Upper Perennial Garden (flowers best mid-August to mid-September)
 - Up to 150 people – Lower Perennial Garden (flowers best in July)
 - Up to 150 people – Rock Garden (flowers best in June)
 - New in 2009 – East Garden – up to 100 people (some additional black-out dates may apply as this new garden is planted and completed).
- **Open Area (up to 150 people)**
 - Rock Garden – may include an existing 20' x 30' blue and white striped canopy, if tent is in place for other ABG events. (Additional fees may apply for set-up or take-down of this large canopy, if it is not already in place for ABG events.)

GARDEN RULES

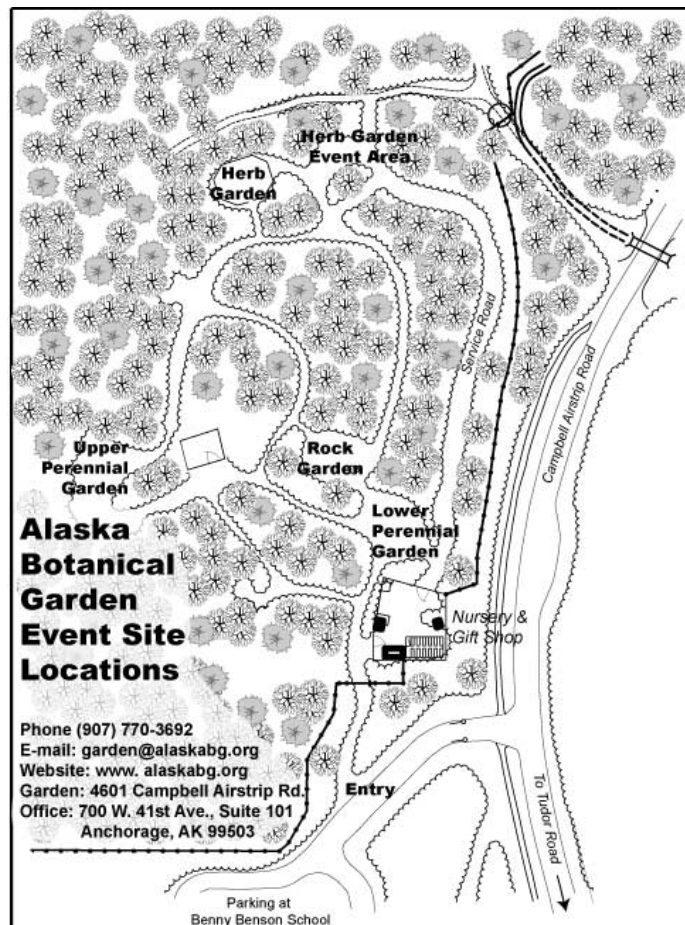
- The Garden requires ongoing care so there are often volunteers and staff working in the Garden. Please be aware that the Garden remains open to the public at all times.
- Please do not move, remove, harvest, or damage any Garden plants or equipment (including planters). (No picking flowers, stripping birch bark, collecting mushrooms, etc.)
- Throwing confetti, rice, birdseed, etc. is not permitted. Releasing or distributing live plants or animals are strictly prohibited.
- Children must be under adult supervision at all times. Please ensure that children are respectful of the Garden.
- No dogs, pets, or smoking allowed in the Garden
- Please remain on the wood chip and gravel paths when walking through the Garden. Please do not block garden paths
- Please leave the area you have used in clean condition; all decorations and trash must be removed from the Garden and surrounding areas (this includes road signs) – **“leave no trace”**.

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- Tables, chairs, equipment etc. may be set up no more than 1 hour prior to the event.
- **NO MOTORIZED VEHICLES IN THE GARDEN - PARKING IS IN BENNY BENSON SCHOOL LOT** – pickups and drop offs are possible via the ABG service drive, with staff supervision.
- No open flames are allowed in the Garden
- As noted above, ***no food is permitted except in the working nursery area***, due to the presence of bears in the area. Alcoholic beverages are restricted to the defined event site area and **must not be left unattended at any time**. Wine, beer and champagne may only be served by an ABG- and officially-approved caterer and no kegs are allowed. Approved caterers (beverage service only during 2009) include the following:
 - Marx Brothers Cafe
 - Mixx Grill
 - Sweet Basil
 - Tiffany's Cafe
- Any caterer not on the list must provide proof of a business license and an insurance binder to cover the service of alcoholic beverages, naming the Alaska Botanical Garden and the Municipality as additional insured. You will be required to provide this document six weeks before the event and inform the ABG staff before you proceed.
- Any and all rules required by the Municipality of Anchorage and State of Alaska must be followed



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**Alaska
Botanical
Garden**

WEDDING / VENUE RENTAL APPLICATION

EVENT DATE: _____

EVENT TIME: From: _____ To: _____

CONTACT NAME: _____ E-MAIL: _____

BRIDE NAME: _____ GROOM NAME: _____

ADDRESS: _____

PHONE: Day: _____ Evening: _____

PEOPLE ATTENDING: _____ DESIRED EVENT SITE: _____

Will you need pop up tents (ABG has a limited number of tents available)?: _____

CATERER (required for alcoholic beverage service): _____

WHERE DID YOU HEAR ABOUT ABG VENUE RENTALS? _____

I have read ABG's *Guidelines for Venue Rentals* (initial and date): _____

Rental payment in full (including damage deposits for large groups) must be received by ABG to confirm a reservation. ***Cancellations made less than two weeks prior to the event date will forfeit half of the deposit fee to compensate for lost alternative bookings. All other cancellations are subject to a \$25 processing fee.*** The Cleaning/Damage Deposit for receptions will be refunded within 30 days of the event, if there is no cleanup required, damage incurred, or equipment relocated.

Venue Rental Fee: Please circle corresponding rate, below:

	“Small”	“Medium”	“Large”
Weekdays	\$ 200	\$ 450	\$ 750
Weekends* & Holidays	\$ 350	\$ 700	\$ 1,275
Cleaning & Damage Deposit Required?	No	Yes: \$200	Yes: \$200

* **Weekends are Friday, Saturday, and Sunday.**

Additional Charges (tents, staff) : _____ **Total Due:** _____

Credit Card # (Master Card, Visa, and Discover only): _____

Expiration: _____ Name Appearing on Card: _____

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