



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 907-770-3692 ext. 0, or by email at garden@alaskabg.org.

Sincerely,

The Alaska Botanical Garden



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BOOKING / SCHEDULING / BLACK OUT DATES

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 Friday 10 a.m. to 4 p.m. If you leave a phone message, we will return your call at our earliest convenience.

Certain “black-out-dates” may apply. The Garden is **not available** for rental when we hold our own events, festivals, and specialty programs. Please call for availability and black-out dates.

NO FOOD PERMITTED DUE TO WILDLIFE:

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, with staff supervision. (This means no wedding receptions or picnics except simple champagne toasts). We regret the inconvenience.

CALL FOR RATE QUOTE / RATE EXAMPLES (VENUE RENTAL FEES)

The following rates are examples only, so that you can estimate potential fees. Please call for a specific rate quote once you are ready to tell us the expected attendance, requirements for tents, staff support, etc. **ALL VENUE RENTALS ARE QUOTED INDIVIDUALLY AND MAY REQUIRE A DEPOSIT. Call 907-770-3692 ext. 0 for more information.**

Example rates apply to single-site rentals up to 2 hours, with no additional tents or extra staff support. See additional fee schedule below for “add-ons”. These example rates are non-exclusive – 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?	Yes: \$200	Yes: \$200	Yes: \$200

Additional options & rates:

- Additional Hours or extra ABG Staff Support = \$ 25 / hour weekdays; \$ 35 / hour weekends & holidays
- Pop-up 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**).



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- Rental of Large Canopy in Rock Garden area: \$150 as-is (i.e. where it is), no set up or take-down. \$ 600 to take down, set up, or move this tent.

PAPERWORK

A Venue Rental Application must be completed and submitted with the deposit to reserve your date. Cancellations within 14 days of event may result in forfeiture of deposit. Other cancellations are subject to a \$25 processing fee.

HOURS OF OPERATION, LOGISTICS:

The Garden is open during daylight hours, year around and remains available to the public during these hours. The Garden is staffed May through September, Monday through Saturday, 10am to 4pm. *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. Generators are discouraged – only small, quiet, portable generators may be permitted with prior staff approval.

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 75 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 - new East Garden (this new garden is under development - not yet fully planted).
 - **Up to 150 people - Open Area / Rock Garden (up to 150 people)** – may include an existing 20' x 30' blue and white striped canopy, or a 20' x 40' white tent in place for ABG events. (Additional fees may apply for set-up or take-down of this large canopy.)

POLICIES / GARDEN RULES (Please also see “Garden Etiquette”)

- Rentals are non-exclusive. 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.

Visit the Garden at 4601 Campbell Airstrip Road

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

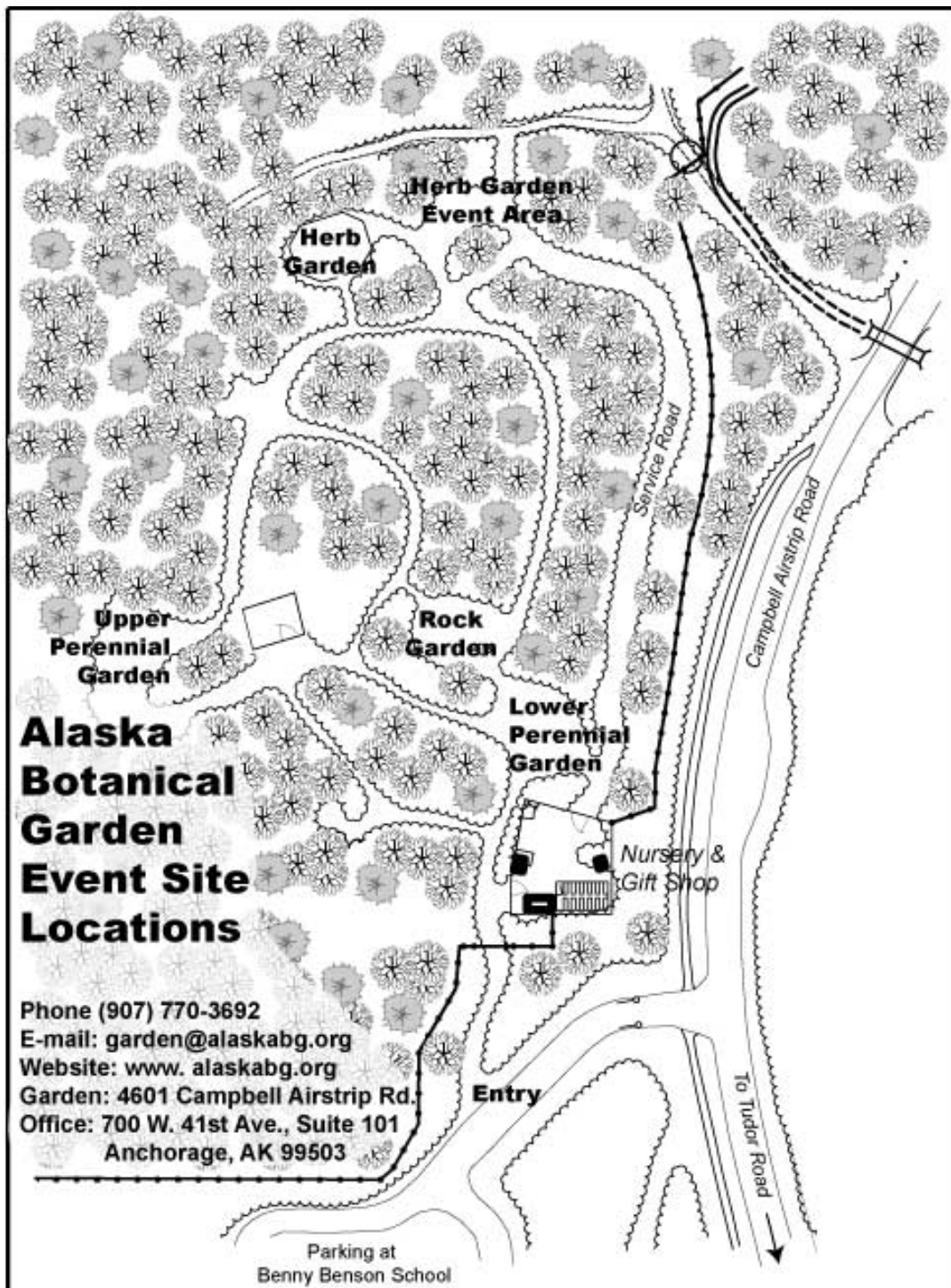


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- To preserve a peaceful atmosphere and ensure the enjoyment of all Garden visitors, noise should be kept to a minimum. No loud music, screaming, etc.
- Gardens signage, fixtures, and sculpture cannot be moved or covered.
- No dogs, pets, or smoking allowed in the Garden
- Please remain on the wood chip and gravel paths when walking through the Garden. Please do not block garden paths, driveways, etc.
- **“Leave no trace”**. 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)
- Tables, chairs, equipment etc. may be set up no more than 1 hour prior to the event. Rental equipment (tables, chairs, etc.) must be removed immediately following the event.
- Clean up is the client’s responsibility, including removal of trash. The rental party is requested to provide trash receptacles with bags for their use.
- The Gardens staff, equipment, and vehicles are not available to help load/unload, move, or deliver items for your event. We suggest your equipment vendor provide dollies or pull carts for use during set up and clean up.
- Additional fees will be charged to clients for every hour or portion thereof that the event runs longer than the contracted time period. The ending time is meant to be final; this hourly rate is not to be interpreted as permission to run the event longer.
- **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) include the following:
 - **Heritage Catering**
 - **Marx Brothers Café**
 - **Kinley’s Restaurant**
 - **Mixx Grill**
 - **Sweet Basil**
 - **Tiffany's Cafe**
- Other caterers not listed 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. ABG must receive copies of these documents prior to your event in order to proceed.
- Any and all rules and laws of the Municipality of Anchorage and State of Alaska must be followed



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**Alaska
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Garden**

WEDDING / VENUE RENTAL APPLICATION

EVENT DATE: _____ SPECIFIC GARDEN REQUESTED: _____

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 VENUE RENTAL AT THE ALASKA BOTANICAL GARDEN?

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

Venue Rental Fees shall be quoted individually, based upon your specific event needs. Weekend rates* are higher than weekdays, as are after-hours times when staff are not usually present.

A \$200 deposit must be received by ABG to confirm a reservation. The balance of rental fees due must be paid no less than two weeks in advance of the scheduled event. ***Cancellations made less than two weeks prior to the event date will forfeit the deposit fee to compensate for lost alternative bookings. All other cancellations are subject to a \$25 processing fee.*** Your deposit will be refunded within 30 days of the event, assuming there is no cleanup required, damage incurred, extra staff time incurred, extra attendance fees, or equipment relocated. In such cases, a full refund may not be granted.

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

DEPOSIT: _____

BASE RENTAL RATE: _____

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

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

Expiration: _____ Name Appearing on Card: _____