

# ALASKA BOTANICAL GARDEN 2018 GUIDELINES FOR VENUE RENTALS

## WELCOME!

Thank you for your interest in garden/facility rental at the Alaska Botanical Garden (ABG).

The Alaska Botanical Garden is a private, nonprofit garden committed to education, science, and recreation. Our network of gardens and nature trails provides a variety of recreational opportunities year-round. As a small nonprofit, the Alaska Botanical Garden receives no Municipal, State, or Federal support. We rely on visitor and rental fees in addition to donations to support our work. Your rental and guest fees directly support all that we do here.

Our gardens and facilities are maintained with a small staff and cadre of dedicated volunteers. Please respect our collections, facilities, wildlife, fellow visitors, and “leave no trace” upon conclusion of your visit.

Enclosed are guidelines and a rate schedule. We encourage you to stop by the Garden at 4601 Campbell Airstrip Road to review the various garden sites in person. You can also call our office Monday-Friday between 10:00-4:00 and we will be happy to answer your questions. After you have identified your preferred site, please fill out the accompanying application packet, initialize each page, and submit it with your deposit.

Once we have received your agreement and payment, we will call you to confirm your date, location(s) and time on our event and facility calendar.

Thank you for considering the Alaska Botanical Garden. If you have any questions, please contact our office at 770-3692.

Sincerely,

Alaska Botanical Garden Staff

# ALASKA BOTANICAL GARDEN

## 2018 GUIDELINES FOR VENUE RENTALS

### RENTAL GUIDELINES

#### SCHEDULING & SITE AVAILABILITY

All venue rentals are “first-paid-first-served”, and must be pre-paid in full and scheduled through the Alaska Botanical Garden office. If you leave a phone message or send an email, we will respond at our earliest convenience. The Garden is not available for rental when ABG is conducting its own events. Please call for black-out dates. A Venue Rental Agreement must be completed and submitted with the full deposit to reserve your date.

Venue rentals are available anytime during regular staff hours (weekdays 8am – 5pm), and by appointment for early evenings and weekends. Rental rates differ depending on size and time of event. Venue rentals are not available when ABG is hosting major events. Due to the nature of our operations, we do not close the Garden for rented events and as such, Garden visitors may be in the area. It has been our experience that in such instances, visitors are respectful. Please refer to our website for staffing and hours of operation.

#### FOOD & BEVERAGE

While most of the Garden is enclosed within a moose deterrent fence, the fence does not exclude bears from the property. Therefore, food is not permitted in the Garden during venue rental activities of any type except for small groups at picnic tables in our retail nursery and work center area. We do not permit wedding receptions or picnics in outdoor gardens. A reception with food is allowed in the Greenhouse. Food must stay inside the Greenhouse and there can be no open flame heat source. If you are planning a wedding ceremony, we will permit a champagne toast. Please feel free to discuss any food-related issues with staff prior to confirming your reservation.

#### INDOOR/OUTDOOR FACILITIES

Currently our indoor facilities are limited to our production greenhouse. This structure has attached public restrooms (available from an outside entrance) and an indoor space that is available for rent during non-growing times of the year (generally June 15 through February 1).

The Garden itself has several outdoor areas that are ideal for weddings, work retreats, and other gatherings. Because the Garden is generally snow-covered from October through April, outdoor areas are available from May to September, weather permitting. Electrical service is limited to the event lawn and no potable water is available throughout the Garden during the summer.

The Alaska Botanical Garden has tents available for rent. Information regarding tent rental is displayed below. While we remove snow from the entrance to the greenhouse, we do not maintain all our trails in winter. Visitors are welcome to walk/ski/snowshoe the trails in winter.

# ALASKA BOTANICAL GARDEN

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### GARDEN RULES

1. Hours for events are 8am-9pm, 7 days a week. Regular staff hours are weekdays 8am – 5pm.
2. Motorized vehicles and non-motorized vehicles including bikes, Segways and skateboards are not permitted.
3. Firearms, fireworks, and any open flames are not permitted in the Garden.
4. Parking is shared with the Benny Benson School. The roadway before and after the entrance is a fire lane. Loading and unloading is permitted in this location. Unattended parking is not.
5. We ask all renters and visitors to 'leave no trace.' Please remove all props, decorations, trash, etc. when you leave the Garden.
6. Please respect the plant collections. Do not move, remove, harvest, or damage any Garden plants.
7. No pets are permitted on ABG grounds. Please inform staff of service animals before walking through the Garden.
8. Smoking is not permitted on Garden property, the parking lot, or the adjacent school grounds.
9. All visitors, including children, should remain on maintained trails when walking through the Garden.
10. If you are bringing tables, chairs, equipment etc., you may arrange to set up no more than one hour prior to the event.
11. As previously noted, we strictly manage food and garbage on our property due to the presence of bears and other wildlife. If you want to have an event including food, this will require an exception approved by the executive director or other senior staff. In that instance, food will only be permitted in the event space, greenhouse, or retail nursery area. Permission to have alcoholic beverages is an exception to our typical operations and if approved, is restricted to the defined event site. No food or beverages may be left unattended at any time.
12. If food is permitted, you must use a pre-approved caterer. Wine, beer, and champagne will only be permitted for private/invite only events. The caterer must provide proof of a business license and insurance to cover the service of alcoholic beverages, naming the Alaska Botanical Garden and the Municipality as additionally insured. You will be required to provide this document four weeks prior to your event. Please note that the Garden does not have a kitchen facility.
13. Garden carts are available to support your event but must be returned to the retail area by the end of the event.
14. Balloons, confetti or other items too small to clean up are not permitted in the Garden.
15. Due to our close proximity to a public school, the consumption of alcohol, marijuana or drugs on site is not permitted. Such activities will cause an immediate end to the event and refunds will not be granted.
16. Any and all rules required by the Municipality of Anchorage and State of Alaska must be followed.

# ALASKA BOTANICAL GARDEN 2018 GUIDELINES FOR VENUE RENTALS

## FACILITY RENTAL PRICING

### ENTIRE GARDEN RENTAL

Typically, we do not rent out multiple areas of the Garden for one event. As you plan your event, plan to use one space. If you want to arrange a large-scale, all-Garden private event and reception where we close the Garden to the public, contact the office and be prepared to plan one year out to reserve the entire Garden. Pricing for this type of private event will be discussed separately.

### SMALL EVENTS & PHOTOSHOOTS

#### **UNDER 25 ATTENDEES:**

If your group size is under 25 people and you do not require any other support (no tent rental, chair set, etc.), call ahead to discuss your plans, insure that we have no scheduling conflicts, and then pre-pay the standard \$12.00 per person rate. Due to the impact of wedding parties, student, senior, and military discounts are not offered.

#### **26-75 ATTENDEES:**

For events between 26-75 people requiring no set up, plan to pay the current entry fee +\$5 per person.

Number of Attendees X \$12.00 (2018 entry fee)	= \$ _____
Additional \$5 per person over 25 up to 75	= \$ _____

### LARGE EVENTS

All fees include Garden admission for all attendees. Hours must include setup & breakdown.

#### **EVENT LAWN (includes adjacent Rock Garden)**

Available June-September. This area is ideal for 1-2 large tents, tables, and seats up to 200 attendees.

Up to 200 Attendees	\$3,000 Base Price for up to 4 hours	= \$ _____
\$200 each additional hour.		

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## HERB GARDEN, LOWER PERENNIAL GARDEN, ANCHORAGE HERITAGE, LILE'S GARDEN

Available June-September. These gardens are ideal for somewhat smaller events.

Up to 100 Attendees	\$2,000 Base Price for up to 4 hours	= \$ _____
\$200 each additional hour.		

### The Greenhouse

This indoor space has an industrial feel and vaulted glass wall. Available June-January.

Up to 50 Attendees	\$500 Base Price for up to 4 hours	= \$ _____
\$200 each additional hour.		

## DEPOSIT

Deposit rates are on the following page. The entire deposit is required a minimum of 30 days prior to events. Payment may be made by credit card, cash or checks payable to the Alaska Botanical Garden. If paying by check or cash, payment must be given to the office manager or executive director.

Deposits will be returned in part or full within two weeks following the event. The Alaska Botanical Garden will document the issues and provide a detailed accounting of the portion being retained from the refund.

## CANCELLATIONS AND DATE CHANGES

To receive a full refund for a cancellation, the cancellation must be made in writing (via email, mail, or hand-delivered) 15 days prior to the scheduled event. Cancellations after the 15-day period are non-refundable. Date changes must be requested 15 days prior to the event and are subject to availability.

The Renter shall indemnify, defend, and hold the Alaska Botanical Garden harmless for any claims, lawsuits, or liability of any kind due to property damage, personal injury, or death occurring as a result of the indemnifying party's negligence or breach of the terms of this Rental Contract. The Alaska Botanical Garden may, at its discretion, require the Renter to furnish a Certificate of Insurance. Such insurance shall designate "the Alaska Botanical Garden, its officers, employees and agents" as an additional insured under the policy.

Renter is responsible for informing its participants of this Agreement's rules applicable to their conduct at the Alaska Botanical Garden. If Renter intends to use third party contractors to conduct any portion of Renter's event, Renter must notify the Alaska Botanical Garden and provide proof that the contractor is licensed and insured against loss, including, in particular, workers compensation insurance, with other coverage levels and types deemed sufficient by the Alaska Botanical Garden. Subject to the terms within this contract, Renter agrees to rent the Garden's facilities for the specified date and times and with the additional items listed. Renter understands that no reservation is guaranteed until the Garden has approved the date, this agreement has been signed by an authorized representative of the Garden, and the deposit for each facility has been paid.

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## DEPOSIT RATE

Groups under 25 only require a Cleaning/Damage Deposit

### REFUNDABLE DEPOSIT

The refundable deposit of \$1,000 covers damage to the gardens and facilities.

\$1,000 Deposit	= \$ _____
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### CLEANING / DAMAGE DEPOSIT

A cleaning deposit of \$500 will be refunded 1-2 weeks after the event if the area is left clean.

\$500 Cleaning Deposit	= \$ _____
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## ACCESSORIES

### TENTS

\$375 – 20 X 20 Tent (only one available)	= \$ _____
\$145 – 10 X 10 Pop Up Tent    # tents X _____	= \$ _____

### TABLES AND CHAIRS

Our tables and chairs are folding, plastic white chairs.

6 ft. Tables	# _____ x \$7.50	= \$ _____
Chairs	# _____ x \$1.75	= \$ _____

### MICROPHONE SYSTEM & GENERATOR

No generator required for Event Space and/or Greenhouse. For other sites, the ABG generator is required.

\$150 Microphone & Speaker System	= \$ _____
\$50 Generator	= \$ _____

## FACILITY RENTAL AGREEMENT

CONTACT NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

EVENT TIME: From: \_\_\_\_\_ To: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Cell: \_\_\_\_\_ Other Phone: \_\_\_\_\_

GROUP SIZE: \_\_\_\_\_ ESTIMATED NUMBER OF VEHICLES (limited to 100 spaces): \_\_\_\_\_

CATERER (if applicable): \_\_\_\_\_ Contact Phone \_\_\_\_\_

TOTAL RENTAL FEES FROM WORKSHEET \$ \_\_\_\_\_

DEPOSIT TOTAL: \$ \_\_\_\_\_

Payment may be made to the Alaska Botanical Garden via cash, check, or credit card.

### AUTHORIZATION

I read and understand the conditions and rules of the Alaska Botanical Garden Agreement.

I understand that once the Alaska Botanical Garden has approved the listed event date and times, any change shall require written acknowledgement from an Alaska Botanical Garden representative. I understand that if I cancel a reservation, I must submit a written notice a minimum of 15 days prior to the scheduled function, otherwise I will lose 50% of the deposit.

The signature below verifies that I am at least 18 years of age, have the authority to enter into this agreement, and agree to abide by all the terms of this Agreement.

\_\_\_\_\_  
Signature: Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print/Type)

\_\_\_\_\_  
Signature: Alaska Botanical Garden Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print/Type)