

# ALASKA BOTANICAL GARDEN GUIDELINES & PRICING FOR VENUE RENTALS

## WELCOME

Thank you for your interest in garden/facility rental at the Alaska Botanical Garden (ABG). ABG is a private, nonprofit living museum committed to education, science, and recreation. As a small nonprofit, ABG receives no Municipal, State, or Federal support. We rely on visitor/rental fees, program fees, and donations to support our work. Our gardens and facilities are maintained with a small staff and a group 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, we will be happy to answer your questions.

Thank you for considering the Alaska Botanical Garden for your event rental needs.

Sincerely,

Alaska Botanical Garden Staff  
(907) 770-3692

## GARDEN ETIQUETTE

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. Due to our close proximity to a public school, the use of marijuana or drugs on site is not permitted. Such activities will cause an immediate end to the event and refunds will not be granted.
9. Smoking is not permitted on Garden property, the parking lot, or the adjacent school grounds.
10. All visitors, including children, should remain on maintained trails when walking through the Garden.
11. Water available from garden spigots is not potable. Please contact ABG staff if you need access to potable water.
12. If you are bringing tables, chairs, equipment etc., you may arrange to set up no more than 24 hours prior to the event (if the space has not been previously booked and is available). Pre-set up should be arranged with ABG staff ahead of time.
13. 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.
14. 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.
15. Garden carts are available to support your event but must be returned to the retail area by the end of the event.
16. Balloons, confetti or other items too small to clean up are not permitted in the Garden.
17. All rules required by the Municipality of Anchorage and State of Alaska must be followed.

## GENERAL GUIDELINES

### SCHEDULING & SITE AVAILABILITY

All venue rentals are “first-paid-first-served” and must be pre-paid in full and scheduled through ABG. 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. Due to the nature of our operations, we do not close the Garden for rented events; as such, Garden visitors may be in the area. It has been our experience that in such instances, visitors are respectful.

### 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 (with a limit of 2oz per person per event). 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. No potable water is available throughout the Garden during the summer.

The Alaska Botanical Garden has tents and other accessories available for rent. Information regarding accessory rental is displayed below.

## PRICING

Please use the included worksheet to calculate pricing. Pricing includes four hours of rental time (including set-up and clean-up time) and is based on the following:

- Number of individuals x \$12.00 (children 7 and under are free. No student, senior, or military discount)
- \$200 for each additional hour beyond 4 hours
- \$50/hr for every hour past 5pm, on a weekend, or a holiday
- The greenhouse base price is \$300, then add \$12/person as described above
- Accessories (see included price list)

Number of individuals is based on the most recently dated and signed agreement  
Renter also has the option to allow guests to pay entry at the gate.

Refunds are not provided for individuals that did not attend. ABG reserves the right to request additional payment if the number of attendees clearly exceeds what is indicated on the agreement.

**Example:** 75 people in the Event Lawn, Saturday 3-8pm, 20x20 Tent

75 x \$12.00 = \$900.00

One extra hour beyond 4-hour base = \$200.00

Five weekend hours = \$250.00

20x20 Tent = \$375.00

Total Rental = \$1,725.00 due with signed agreement  
(additional attendees beyond 75 pay \$12.00 entry at gate)

**AVAILABLE RENTAL SPACES** (with standing room capacity; maximum capacity will change if adding tables and chairs)

**EVENT LAWN + ROCK GARDEN** (up to 200)

**HERB GARDEN** (up to 75)

**LOWER PERENNIAL GARDEN** (up to 75)

**ANCHORAGE HERITAGE GARDEN** (up to 75)

**LILE'S GARDEN** (up to 100)

**INDOOR GREENHOUSE** (up to 50)

## DEPOSIT & PAYMENT

A \$1,500 deposit is required to secure your rental. Final rental fees, based on the most recently dated and signed agreement, will be deducted from the deposit and the difference refunded (or applied against the total if the total exceeds \$1,500) within 15 days of your event. If a rental is less than \$750 total, then 50% of the total fee is due as the deposit to secure your rental.

If total rental fee exceeds \$1,500, then full payment is required with signed agreement.

A credit card will be kept on file for any damages incurred to Garden property during the rental or any excessive clean-up required of ABG staff. Renter will be notified of final cost of damages and clean-up fees and given a written itemized list of all charges before processing the credit card.

## **CANCELLATIONS AND DATE CHANGES**

To receive a full deposit 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 within 15 days of the event will result in a \$500 service fee. If a rental is less than \$750 total, then the service fee will be 50% of the original deposit made.

Date changes must be requested 15 days prior to the event and are subject to availability.

## **INDEMNIFICATION & INSURANCE**

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.

## **ACCESSORIES**

### **TENTS\***

20 X 20 Tent (only one available) ..... \$375 (includes set-up and take-down and requires at least 1-week notice)

10 X 10 Pop Up Tent ..... \$75 each

\*Garden areas can only accept 10 X 10 pop-up tents. Use of the 20 X 20 tent is restricted to the event lawn.

### **TABLES AND CHAIRS**

6-foot Tables\* ..... \$7.50 each

Chairs\* ..... \$1.75 each

\* Table and chair style are white folding plastic.

## ACCESSORIES (Continued)

### MICROPHONE SYSTEM & GENERATOR

No generator required for Event Space and/or Greenhouse.

For other sites, the ABG generator is required.

Microphone & Speaker System ..... \$150.00

Generator ..... \$50.00

**OTHER ITEMS BY REQUEST** (for example: staff presentation, nursery plants given to guests, etc.)

## PRICE WORKSHEET

ITEM	QUANTITY	RATE	TOTAL
Number of Attendees (age 8 and above)		\$12.00 each	
Greenhouse		\$300.00	
Number of hours beyond 4 hours		\$200.00 each	
Number of hours on weekend, after 5pm or on a holiday		\$50 each	
Number of 6-foot tables		\$7.50 each	
Number of folding chairs		\$1.75 each	
20x20 Tent (only one available)		\$375.00	
10x10 Pop-up Tents		\$75.00 each	
Microphone & Speaker System		\$150.00	
Generator		\$50.00	
Items by Request (e.g. staff presentation, plants provided, etc.)			
Rental Garden Space Requested: _____			
		TOTAL	

# 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: \$ \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ BILLING ZIP CODE: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_ EXP: \_\_\_\_\_ V-CODE: \_\_\_\_\_

Payment can be made to the Alaska Botanical Garden via cash, check, or credit card. All payment information is kept confidential and credit card information will be destroyed after final payment has been received.

## 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 am responsible for a \$500 service fee.

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)

\_\_\_\_\_  
Signature (Alaska Botanical Garden Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)