

FORT WORTH BOTANIC GARDEN RENTAL GUIDELINES

Thank you for choosing the Fort Worth Botanic Garden Center for your special event. Below you'll find a list of guidelines to ensure the safety and success of your event.

GARDEN RENTAL FEES & DEPOSITS ARE DUE AT TIME OF BOOKING. GARDEN RENTAL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

CANCELLATIONS AND RESCHEDULING: Garden rentals may be rescheduled by contacting a booking agent by phone or e-mail. A fee of \$50 per reschedule will be assessed. Cancellations must be submitted in writing to Garden Center Administration.

RENTAL FEES, DEPOSITS AND RENTAL PERIODS: Ceremonies are \$450 per two hour period with a \$150 refundable deposit due at time of booking. These fees should be paid by debit or credit card. Our standard ceremony venue booking periods are 10:30 am – 12:30 pm, 1 – 3 pm, 3:30 – 5:30 pm, and 6 – 8 pm (during daylight saving time ONLY). Headquarter Garden venue booking periods are 9:30 am to 11:30 am, 12 pm to 2 pm, 2:30 pm to 4:30 pm and 5 pm to 7 pm (during daylight saving time ONLY). **You only have access to your rented space during your contracted rental period.** Inspection by garden staff will be made before and after each ceremony/event to ensure the space is clean & free of trash. If it was deemed by the garden staff that the rental space was left unacceptable according to the policies set forth, your deposit will be retained. Deposit refunds: reservations secured with a credit/debit card will be refunded approximately 10-15 working days after the event. Reservations secured by cash or check will be refunded by check to the address on file, approximately 45 working days after the event.

CEREMONY TIME AND GUESTS: Weddings at the Garden are scheduled with a 30 minute break between weddings. You will not have access to your garden during this break. We recommend that you schedule the start of your ceremony to begin 30 minutes after the start of your time period. This gives your guests time to get to the wedding location within the garden and prevents them from arriving while someone else's wedding is still going on. Please include a map with directions to your wedding location with your wedding invitations. Maps are available at our information desk and online at <http://fwbg.org/visitor-information/garden-maps/>. Tell your guests to dress comfortably for being outdoors.

DECORATIONS & MUSIC: The gardens are rented on an as-is basis, and no guarantee is made on conditions of natural or installed features. If you wish to bring decorations for your event, they must be brought in and taken out within your two hour time period. Nothing may be attached to or placed onto any structures, trees, beds, turf, etc. without prior permission. Plants and other items in the Garden may not be exchanged, replaced or moved. No stakes or other objects may be placed in the ground without Garden staff supervision. You may bring in decorations if they are freestanding and/or do not damage Garden property or plant material. You may provide signage at your event location if desired, such as an easel with a sign showing the wedding party's names. Music of any type is permitted as long as it does not disturb visitors or guests in other areas. Power outlets are available in most garden spaces. We do not provide tables, sound systems, extension cords, podiums, etc. You are welcome to bring these items in during your time period if needed. **CANDLES, TORCHES, HURRICANE LANTERNS, HEATERS OR ANY OTHER OPEN FLAME MAY NOT BE USED.** Battery operated candles are permissible. Please remove personal items and trash, and leave the space as you find it.

PLEASE DON'T: We do not allow anything to be dropped, released or thrown during your event including but not limited to; birds, balloons, birdseed, flower petals (organic or synthetic), confetti, glitter and rice. Such items are not cleaned up easily in outdoor spaces and can be very detrimental to wildlife and our environment. Bubbles may be used in lieu of rice in grassy areas. Native butterflies such as Monarchs may be released. Fireworks of any kind, including sparklers, are not permitted in the City of Fort Worth. **Please stay out of the plant beds. Deposit monies will be retained if after inspection items described above left behind.**

THREE WEEKS BEFORE YOUR CEREMONY – SCHEDULE YOUR REHEARSAL: You may contact us no earlier than three weeks prior to your ceremony date to schedule your complimentary one hour rehearsal. Rehearsal times are subject to availability. We encourage you to use your rehearsal time to become familiar with the site you have chosen for your wedding. Be sure to find the electrical outlets and test the equipment you plan to use to be certain the voltage is sufficient and that you have proper cord length. **NOTE:** Rehearsal garden will not be blocked off from the public nor will an attendant be on duty during your rehearsal.

TWO WEEKS BEFORE YOUR CEREMONY – RENT YOUR CHAIRS: Please contact us two weeks prior to your event to pay for and inform us of the number of chair rentals you want for your ceremony. Chairs may be rented for your ceremony at a cost of **\$5 each**. Please ensure the exact number of chairs that you require, as we are not permitted to refund chair rental monies once ordered. Our Garden staff will set up and take down the chairs. Use of chairs from other sources is not permitted. Rental chairs are for use in the ceremony venues only during the contracted booking period and are not permitted for use in the Garden Center. **Chair rentals are not refundable due to inclement weather conditions.** Your garden attendant will assist in any garden related issues or questions you may have. Due to liability policies set forth by the City of Fort Worth the garden attendants are **not** permitted to assist with putting up decorations OR load/ unload of personal items for the ceremony.

ON THE BIG DAY: Plan to arrive on time. The assigned garden attendant will be at your location before the start of your wedding time period. Your garden ceremony venue will be stanchioned off in specific areas from the general public during your contracted booking time. If you have reserved chairs the attendant will have them set up according to the standard set up diagram received at time of booking. Your garden attendant will assist in any garden related issues or questions you may have. Due to liability policies set forth by the City of Fort Worth the garden attendants are **not** permitted to assist with putting up decorations OR load/ unload of personal items for the ceremony.

FOUNTAINS: Fountains in the Botanic Garden **will not be turned off** during ceremonies and or events. The Botanic Garden will not be liable or refund rental monies due to equipment malfunctions or maintenance downtime during your schedule event.

TENTS, AWNINGS AND GAZEBOS: Tents and other portable structures may be approved on a case by case basis by Garden Center management. Extra time and fees will be required. If approved, structures are subject to inspection by the Fire Marshall and will require proof of liability insurance from the owner. All properties, decorations, and/or trash must be delivered and removed within your allotted rental period or you will be subject to additional deposits and or fees to be determined by administrative staff.

PHOTOGRAPHY: There is no charge for photography during a scheduled event but photos may only be taken in the garden where the ceremony is being held. Wedding photos outside the scheduled ceremony garden will require a secondary paid pass. Professional photographs and or special event photos to include but not limited to Bridal, Engagement, Quinceañera, Prom, Graduation and or family portraits require an approved Garden Center photo pass. To obtain an approved pass and payment of photo fee, please visit the front information desk located at the Garden Center building. Photos in the Conservatory may be taken with a confirmed booking reservation. Please contact the booking office for details. We **no** longer allow **animals**, except service animals, in the Botanic Garden for photography sessions.

BRIDAL CHANGING ROOM; The Bride's Room may be rented for an additional fee of \$25.00 per hour, with a two-hour minimum. No food or beverages are permitted in this room. We encourage you to respect your allotted rental time frame. Your timely and contracted arrival and depart times are respectful to other brides as well as appreciated by the garden center staff. **Early or late departures are not allowed.**

IN CASE OF RAIN OR OTHER ISSUES - ALTERNATE WEDDING SITES; Events scheduled outdoors will remain outdoors but may be moved under shelter in the event of rain. Outdoor events will be held as scheduled regardless of wind, extreme heat or cold or other weather events. The Shelter House at the top of the stairs in The Lower Rose Garden for south ceremonies, or The Overhang in The Leonard Courtyard for north ceremonies may be used for the wedding in case of rain. Areas for weddings will be accepted "as is" at the time of your wedding. Garden management cannot make special arrangements but will endeavor to maintain the garden area so that it is as beautiful as possible. In the event that Garden staff determines that unforeseen circumstances render a site unusable, we will relocate your wedding to another available site within the Garden at no charge.

SPECIAL EVENTS: Frequently special events are held in the Garden and these may impact rental events, causing additional traffic, limitations on parking, etc. (e.g. Butterflies in the Garden, Concerts in the Garden, festivals, shows, sales, etc.) We endeavor to inform you of any such events and their potential impact that are planned for the same date and time as your event, so you may plan accordingly. Regardless of impact, you will be bound by the terms of your rental contract and these regulations.

LIABILITY: All building and garden users are responsible for any damages or injuries related to use of the facility. Individuals scheduling events are responsible for damages to walks, building, trees, shrubs, lawn area, all garden amenities and personal injuries that may occur. A member of your party may request to meet with a member of the Garden Center Staff to inspect the grounds before your departure. If necessary, a list of damages will be submitted to the administrative office and renter will be responsible for payment of damages as required by rental contract.

For Reservations, Call us at 817-392-5535

Visit our Website at www.fwbg.org

GARDEN CENTER HOURS OF OPERATION

Standard Time: 9 am to 5 pm Daylight Savings Time 9 am to 7 pm

Our Event Scheduling Office is open from 9 AM – 5 PM Monday – Friday, and 11 AM – 3 PM on Saturday.

Holidays: The Garden Center is closed New Year's Day, Thanksgiving Day and Christmas Day. Building hours may be adjusted on other holidays.

I/We confirm by signature below, that we have read the details above regarding liability and responsibility to any damages in the Botanic Garden related to the contracted event and or vendors contracted for this event.

Signed: _____ **Dated:** _____

6.9.15