

ALASKA BOTANICAL GARDEN 2018 GUIDELINES FOR VENUE RENTALS

2018 Facility Rental 09272017.doc

Welcome!

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

The Alaska Botanical Garden is a private, non-profit 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 non-profit, 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 and as such, we are not a public park. 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. When we rent to you, we need you to show the utmost care and respect for the plantings, facilities, wildlife, and 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 offices Monday-Friday between 10:00-4:00 to discuss the various areas of the Garden. 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 Stacey 907-770-3692 / garden@alaskabg.org or Robin 907-562-7010 / robin.dublin@alaskabg.org.

Sincerely,

Alaska Botanical Garden Staff

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BOOKING / SCHEDULING

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.

SOME IMPORTANT POINTS TO NOTE

The Garden is not available for rental when ABG is conducting our own events. Please call for black-out dates.

While most of the Garden is enclosed within a moose deterrent fence, the fence does not keep black and brown bears from periodically moving through the property. Therefore, food is not permitted at the Garden during venue rental activities of any type except for small groups at picnic tables in our working nursery and shop area. We do not permit wedding receptions or picnics. If you are planning a wedding ceremony, we will permit a champagne toast and encourage you to seek an alternative site for your wedding reception.

PAPERWORK

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

HOURS OF OPERATION

The Garden is open during daylight hours, year-round and remains available to the public during these hours. Staff are usually at the Garden, 10:00-4:00 Monday-Friday September 15-May 15 and seven days a week from May 16-September 14.

Venue rentals are available by appointment during regular hours of operation, early evenings and weekends. 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.

INDOOR/OUTDOOR FACILITIES

Currently our indoor facilities are limited to a greenhouse. This structure has public restrooms and an indoor space that is available for rent during non-growing times between June 1-February 1. Please note that it does get quite warm in June and July on sunny days. There is also a small room that is available for small meetings. There are no other indoor spaces available for rent at the Garden.

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-September, weather permitting. Electrical service is limited to the nursery area and event lawn and irrigation-grade-only water is available throughout the Garden during the summer.

The Alaska Botanical Garden has tents available for rent. Information regarding rentals is covered below. While we remove snow from the entrance to the greenhouse, we do not maintain our trails in winter. Visitors are welcome to walk/ski/snowshoe the trails in winter, but please use caution.

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GARDEN RULES

(Please address any issues or requests for variance from these rules to the ABG Executive Director).

1. Motorized vehicles and non-motorized vehicles including bikes, Segway's and skateboards are not permitted.
2. Fire arms, fireworks and any open flames are not permitted in the Garden.
3. Parking is shared with the Benny Benson School. The roadway before and after the entrance is a fire lane. Loading and unloading is permitted there. Parking is not.
4. Driving up the walkway entrance is not permitted
5. We ask all renters and visitors to 'leave no trace.' Please remove all props, decorations, trash, etc. when you leave the Garden.
6. 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, except as determined by the ABG Executive Director or senior staff.
7. Do not move, remove, harvest, or damage any Garden plants or equipment (including planters and signage). (No picking flowers, stripping birch bark, collecting mushrooms, etc.)
8. Dispersing confetti, rice, birdseed, etc. is not permitted. Releasing or distributing live plants or animals are strictly prohibited.
9. Children must be under adult supervision at all times. Please ensure that children are respectful of the Garden.
10. No dogs or other pets are permitted. If you have a service animal, please check in with staff prior to walking in the Garden.
11. Smoking is not permitted on Garden or School property.
12. All visitors including children should remain on paved trails, wood chip and gravel paths when walking through the Garden.
13. If you are bringing tables, chairs, equipment etc., you may arrange to set up no more than 1 hour prior to the event. Pre-arrangement is required to avoid conflict with other events and/or groups.
14. As noted above, we strictly manage food and garbage on our property due to the presence of bears. If you want to have an event including food, this will require an exception approved by the executive director. In that instance, food will only be permitted in the event space, greenhouse or 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 and beverages may be left unattended at any time.
15. 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 before the event and inform the ABG staff before you proceed. Please note that the Garden does not have a kitchen facility.
16. Garden carts will be available to set up and clean up but must be returned to the nursery area by the end of the event cleanup.
17. Balloons, confetti or other items too small to clean up are not permitted in the Garden. Outside plants excluding wedding bouquets and floral arrangements are also not permitted in the Garden.
18. Due to our close proximity to a public school, the consumption of hard alcohol, marijuana or other drugs on site is not permitted. Such activities will cause an immediate end to the event and refunds will not be granted.
19. Any and all rules required by the Municipality of Anchorage and State of Alaska must be followed.

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FACILITY RENTAL FEES/WORKSHEET

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 Executive Director and be prepared to plan one year out to reserve the garden. Pricing for an all-garden private event will be discussed privately.

Small weddings, small photo shoots and other events

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 adult entry fee per person. Due to the impact of a wedding parties, student, senior and military discounts are not offered. For events between 26-75 people requiring no set up, plan to pay the entry fee +\$5 per person. For current gate fees: <http://alaskabg.org/visitexplore/our-gardenstrails-2/>

Entry Fee X Number of Attendees	= \$ _____
Additional \$5 per person for 26 – 75 attendees	= \$ _____

LARGE EVENT/SPACE PRICING (All fees include Garden admission for all attendees.)

Event Lawn including the Rock Garden

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

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

Herb Garden OR Lower Perennial Garden OR Anchorage Heritage Garden

These gardens are ideal for intimate, stunning outdoor weddings without a tent. Available June-September.

<150 Attendees	\$2,250 Base Price for up to 4 hours	= \$ _____
\$175 each additional hour.	Maximum 3 hours	= \$ _____

Lile's Garden

<100 Attendees	\$2,000 Base Price for up to 4 hours	= \$ _____
\$175 each additional hour.	Maximum 3 hours	= \$ _____

The Greenhouse

Built in 2017, this indoor space has an industrial feel and vaulted glass wall. Available June-January.

<50 Attendees	\$375 Base Price for up to 2 hours	= \$ _____
<50 Attendees	\$750 Base Price for up to 4 hours	= \$ _____
\$175 each additional hour.	Maximum 3 hours	= \$ _____

The Junior Master Garden

This site includes a 20 X 30 tent. Available May-September.

<100 Attendees	\$1,500 Base Price up to 4 hours	= \$ _____
\$100 each additional hour.	Maximum 3 hours	= \$ _____

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DEPOSIT INFORMATION

Neither deposit is required for small events under 25 people.

Refundable Deposit

The refundable deposit of \$1,000 covers any damage to gardens and facilities if damage is found in addition to extra hours if the event goes beyond the agreed upon and pre-paid time.

\$1,000 Deposit	= \$ _____
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Cleaning Deposit

A cleaning deposit of \$400 will be refunded 1-2 weeks after the event if the area is left clean. If ABG staff are required to clean the area, you will be billed at \$200 an hour.

\$400 Cleaning Deposit	= \$ _____
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Tent Rentals

\$375 for 20 X 20 Tent	= \$ _____
\$145 10 X 10 Pop Up Tent # tents X _____	= \$ _____

Table and Chair Rentals

Our tables and chairs are folding, plastic lifetime chairs similar to those from COSTCO.

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

Basic Microphone System

This is available in the event space or greenhouse without a generator. For other sites, the ABG generator is required.

\$150 Speaker System and Microphone	= \$ _____
\$25 Generator	= \$ _____

DEPOSIT

Payment for small, unsupported events under 25 people require full payment prior to the event instead of a deposit. For all other events, the entire deposit is required at least 30 days prior to events for more than 25 attendees. 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.

Refunds will be paid out within 2 weeks following the event. If the site is damaged or left unclean, if the event went over the allotted time or if there were other issues, the Alaska Botanical Garden will document the issues and provide a detailed accounting of the portion being held back from the refund.

CANCELLATIONS AND DATE CHANGES

The following covers all but the small, unsupported wedding. To receive a full refund for a cancellation, the cancellation must be made in writing 30 days before the scheduled event. Cancellations after the 30 day period are non-refundable. Date changes must be requested 30 days prior to the event and are subject to availability. Only one rental date change is permitted per deposit. Change dates 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.

FACILITY RENTAL AGREEMENT

CONTACT NAME: _____ E-MAIL: _____

EVENT TITLE: _____ PROJECT DATE: _____

EVENT TIME: From: _____ To: _____

COMPANY: _____

ADDRESS: _____

PHONE: Cell: _____ Other Phone: _____

GROUP SIZE: _____ ESTIMATED NUMBER OF CARS: _____

CATERER (if applicable): _____ Contact Phone _____

WHERE DID YOU HEAR ABOUT ABG? _____

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 Alaska Botanical Garden approval. I understand that if I cancel a reservation that I must submit a written notice a minimum of 30 days prior to the scheduled function; otherwise I will be responsible for the rental fee and will not be reimbursed.

The signature below verifies that I have the authority to enter into this agreement and agree to abide by all the terms of this Agreement. I am over 21 years of age.

Signature: Renter

Date

Name (Print/Type)

Signature: Alaska Botanical Garden Representative

Date

Name (Print/Type)