



**Alaska
Botanical
Garden**

VENUE RENTAL APPLICATION

Thank you for your interest in the Alaska Botanical Garden (ABG) as a location for your event. We are pleased that you are considering this beautiful public Garden as a venue.

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 horticultural 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.

Since we have few staff and rely heavily upon the goodwill of volunteers to maintain the gardens, we do not have the capacity to coordinate resource-intensive events, including those with high staff-support requirements. ABG does not yet have any indoor facilities for site rentals. No motorized vehicles are permitted in the Garden and all parking is shared with the Benny Benson School.

Enclosed are guidelines, venue rental fees, 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). We also encourage you to stop by the Garden at 4601 Campbell Airstrip Road to view 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 and full payment for the space.

The Garden hosts many special events throughout the summer. These dates are unavailable for venue rental. Please check date availability with Brie Xavier brie.xavier@alaskabg.org or 907-770-3692 ext 0 as soon as possible.

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 Brie Xavier at 907-770-3692 ext 0 or by email at garden@alaskabg.org or brie.xavier@alaskabg.org.

Sincerely,

Alaska Botanical Garden Staff



GUIDELINES FOR VENUE RENTAL

Booking & Black Out Dates

All venue rentals are **first-paid-first-reserved** and must be pre-paid and scheduled through the Alaska Botanical Garden office. Office hours are Monday through Friday 10 am to 5 pm. 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 contact Brie Xavier at brie.xavier@alaskabg.org or call 907-770-3692 ext 0 for availability and black-out dates.

Application & Payment

A Venue Rental Application must be completed and submitted with the deposit and full rental fee payment to reserve your date. Cancellations within 14 days of event may result in forfeiture of deposit. Other cancellations are subject to a \$50 processing fee.

Hours of Operation & Facility Information

The Garden is open to the public during daylight hours, year-round. 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 are no electrical or potable-grade water services available to the various gardens. Generators are discouraged– only small, quiet, portable generators may be permitted with prior staff approval. Restroom facilities are port-a-potties and they are located in the Lower Perennial Garden and also by the Herb Garden. The main half mile trail through the garden is paved; however there are some additional trails which are wood chipped and or gravel.

Event Locations & Capacities

Anchorage Heritage Garden

- Capacity: Up to 100 people
- Flowers & vegetables best for viewing in July & August

Herb Garden

- Capacity: Up to 75 people
- Flowers best in mid-August
- Limited space for chairs, but there are some areas where a few guests could sit

Lile’s Garden

- Capacity: Up to 150 people
- Flowers throughout the season – primulas & peonies in June & July, other flowers best in August

Lower Perennial Garden

- Capacity: Up to 150 people
- Flowers best in July

Open Area/Rock Garden

- Capacity: Up to 150 people
- A 20’ x 40’ white circus tent may be available for this space – set-up fee is \$700
- Amble room for chairs



Garden Rules & Etiquette

- Please remain on the trails and paths when walking through the Garden. Please do not block paths or driveways.
- 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.
- Do not move, remove, harvest, or damage any Garden plants or equipment (including planters). Also, do not cover ABG signs; pick flowers, strip birch bark, collect mushrooms, etc.
- Throwing confetti, rice, or birdseed is not permitted. Releasing or distributing live plants or animals is strictly prohibited.
- Children must be under adult supervision at all times. Please ensure that children are respectful of the Garden and do not climb in garden beds or pick flowers.
- To preserve a peaceful atmosphere and ensure the enjoyment of all Garden visitors, noise should be kept to a minimum.
- Garden signage, fixtures, and sculptures cannot be moved or covered.
- Pets and smoking are not allowed in the Garden.
- **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).
- Our fence does not keep bears out of the garden; therefore **food is rarely permitted during venue rentals.** Special arrangements will be considered, please contact Brie Xavier brie.xavier@alaskabg.or 907-770-3692 ext 0.
- Tables, chairs, and any other equipment may not be set up more than 2 hours prior to the event and must be removed within 2 hours following the event. If your schedule requires staff to start early or stay late, additional fees will be charged. See page 4 for additional staff time rates.
- 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 Garden's 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 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 are allowed in the Garden.** Parking is located in the Benny Benson School parking lot. Pickup and drop off of items may be possible via the ABG service drive, with staff supervision.
- No open flames are allowed in the Garden.
- Champagne toasts are allowed in the Garden. 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 approved caterer with TAM card; no kegs are allowed.
- Caterers 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 entities that are 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.



VENUE RENTAL FEES

The following rates apply for single-site rentals for up to 2-hours with no additional tents or extra staff support. See additional fee details below for add-ons. For events that require more than one site, please contact Brie Xavier at 907-770-3692 ext 0 or brie.xavier@alaskabg.org.

Payment of the full rental fee, including deposit, is required to reserve your date. Cancellations made less than 14 days prior to the event date will forfeit the deposit to compensate for lost alternative bookings. All other cancellations are subject to a \$50 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.

	2 – 10 people	11 - 25 people	26 - 50 people	50 or more people
Monday -Thursday	\$ 200	\$ 550	\$ 750	\$ 1,150
Friday, Saturday, Sunday & Holidays	\$ 350	\$ 750	\$ 1,000	\$ 1,675
*Deposit	\$350	\$500	\$500	\$500

***Deposit fee covers cleaning, damage, additional rentals and staff time if required.**

Additional options & fees:

- Additional hours or extra ABG staff support= \$50/hour Monday-Thursday; \$100/hour Friday, Saturday, Sunday, and Holidays.
- Small pop-up tent rental = \$ 150 per tent per event, two days’ notice is required. Tents are approximately 10’x10’. ABG has a limited choice of small pop-up tents and 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. **No motorized vehicles are allowed in most parts of the Garden.**
- Large canopy tent rental (Rock Garden area) = \$700. Depending on the time of year and other events happening at the garden a large white canopy tent measuring 20’ x 30’ may be set up in the Rock Garden/Lawn area. We can set up the tent or take it down with one weeks’ notice and the \$700 fee would apply. If the tent is already set up you are more than welcome to use it at no additional cost.



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EVENT INFORMATION

Event Date _____ Event Time _____ Rental Time (two hours) _____

Number of Guests _____ Garden Requested _____

Will there be a champagne toast? _____

Will you be renting chairs? _____ When will they be delivered? _____ When will they be picked up? _____

Will you need pop up tents? _____ How many? _____ Will you need the large canopy? _____

Will you be having a rehearsal? _____ Date & Time _____

How did you hear about our rental facility? _____

CONTACT INFORMATION

The Couple's Names _____

Phone Number _____ Email _____

Address _____

Alternate contact for day of wedding/follow up:

Name _____ Relationship to couple _____

Phone Number _____ Email _____

VENUE RENTAL PAYMENT

Payment of the full rental fee, including deposit, is required to reserve your date. Cancellations made less than 14 days prior to the event date will forfeit the deposit to compensate for lost alternative bookings. All other cancellations are subject to a \$50 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.

Deposit Amount _____

Base Rental Rate _____

Additional Charges _____

TOTAL DUE _____