



HUGHES EDUCATION CENTER RENTAL FORM

Our goal is to provide you and your guests the best event experience.

Group Name: _____

Contact: _____

Address: _____

Phone Number: _____ Email: _____

Date of Rental: _____ Reserved Timeframe: _____ (10pm max)

Event Start Time: _____ Event End Time: _____ (9pm max)

Group Size: _____ Group Type: _____

Are you serving food? (Cooking food on-site is prohibited; re-heating food is allowed.)

YES (☐) ____ **Bringing our own** ____ **Catering By** _____

NO (☐)

Will you be serving alcohol?

YES (☐) If yes, contact Christiani's to reserve your alcohol service. Christiani's is the only approved alcohol vendor for Iowa Arboretum & Gardens Events. Peter Worsham (515) 287-3169 or christianiscatering1@gmail.com

NO (☐) No other outside alcohol is permitted in buildings or on the grounds.

Special Instructions:

Please use a set up map for preferred room arrangement, if desired.

I agree to follow the policies/procedures of the Iowa Arboretum & Gardens as outlined in the policies document.

Contact Signature: _____ Date: _____

Facility Rental Rates

Weekday Hourly:

Minimum 2 Hours during open hours _____ Hours x \$50/hour = \$ _____

Before 9am/After 4pm _____ Hours x \$60/hour = \$ _____

Weekday Daily:

Corporate Rate \$250/day from 9am-4pm* \$ _____

Non-Profit Rate \$150/day from 9am-4pm* \$ _____

*Before 9am/After 4pm _____ Hours x \$60/hour = \$ _____

Weekend/Holiday Hourly

Minimum 2 hours during open hours _____ Hours x \$60/hour = \$ _____

*Before 10am/After 4pm _____ Hours x \$70/hour = \$ _____

Weekend/Holiday Daily:

Non-Profit Rate \$200/day from 9am-4pm* \$ _____

*Before 10am/After 4pm _____ Hours x \$70/hour = \$ _____

Facility Use Fee

(Use of Catering Kitchen) X \$25 per rental = \$ _____

Rental Payment

Total Due: \$ _____ Due Date: _____

Invoice Date: _____

Payment Received Date: _____

Payment Amount: \$ _____

Cash Credit Check # _____



Facility Rental Policy & Procedures

Reservation Procedures

Iowa Arboretum & Gardens facility rentals are scheduled in advance at 515-795-3216 or by email to Jessica@iowaarboretum.org. A nonrefundable reservation fee may be required when the reservation is confirmed in order to hold your reserved date. Reservation fees are applied to your final balance payment.

Hours for Event

Regular business hours are 9am to 4pm weekdays and 10am to 4pm weekends. All events must end at a maximum of 9pm, and vacate premises by 10pm.

Facility Rental Rates & Payments

Rental Rates

- Two-hour minimum required for all rentals.

Weekday Rates (Monday–Friday)

- Hourly (9:00 AM–4:00 PM): \$50/hour
- Hourly (Before 9:00 AM or After 4:00 PM): \$60/hour
- Daily Corporate Rate (9:00 AM–4:00 PM): \$250/day
- Daily Non-Profit Rate (9:00 AM–4:00 PM): \$150/day
 - Additional hours before 9:00 AM or after 4:00 PM: \$60/hour

Weekend & Holiday Rates

- Hourly (10:00 AM–4:00 PM): \$60/hour
- Hourly (Before 10:00 AM or After 4:00 PM): \$70/hour
- Daily Non-Profit Rate (10:00 AM–4:00 PM): \$200/day
 - Additional hours before 10:00 AM or after 4:00 PM: \$70/hour

Additional Fee

- Facility Use Fee (Catering Kitchen): \$25 per rental

Full payment for facility rentals is due before or on the day of the event. Hourly events are charged for all hours on-site, including set up, event and clean up. Acceptable forms of payment are checks (made payable to the Iowa Arboretum), cash, or credit card (Visa, Master Card, and Discover).

Admission & Staffing

Your guests will not be charged an admission fee to enter the main campus grounds* of the Iowa Arboretum & Gardens. Guests will need to identify the event they are attending at the front desk and will be allowed to access at no charge. An Iowa Arboretum & Gardens staff member will be present for the entire event. Children must be supervised at all times. Failure to supervise children will result in being asked to leave the Iowa Arboretum & Gardens.

**Admission to Treehouse Village requires additional fees and IS NOT INCLUDED with your event contract.*



Lost/Stolen Items

The Iowa Arboretum and Gardens is not responsible for lost, missing or stolen items. We cannot assume any responsibility for items left by the caterer, rental company, or client, nor will we store items without prior approval from the Venue Management team.

Event Décor

The Arboretum's natural outdoor beauty requires minimal decor. Celebrants handle all outside arrangements: catering, flowers, decor, tableware. Linens are not provided by Iowa Arboretum & Gardens. No hanging items on walls (no paper products, nails, command strips). The use of zip ties will need approval and are to be removed and disposed of in the trash after the event. Glitter, confetti, sequins, and open flame are prohibited. Flower petals used outdoors must be real flower petals. Consult with the Venue Coordinator for unmentioned decor. Decorations can be installed the day before an event with Venue Coordinator's approval, if there is no conflicting event. Cars that are given permission to drive on the grounds will be escorted by staff and: 1) YIELD to walking visitors, 2) travel at a maximum 5 MPH and 3) stay on the main pathway and off lawn areas (check for utilities). Tents are allowed but must schedule with Venue Coordinator in order to check for utilities before erecting the tent. **TABLES MUST BE PICKED UP WHEN MOVED – DO NOT SLIDE TABLES ACROSS THE FLOOR.** All decorations/signs must be removed immediately post-event. The Iowa Arboretum & Gardens is not responsible for the return of third-party vendors.

Concerning Animals

The Iowa Arboretum & Gardens welcomes dogs who are certified Service Animals covered under ADA guidelines during rentals and weddings. Family dogs can be allowed with special considerations as per our regular policy – please discuss this with the Venue Coordinator. Regardless, all dogs must be on a leash at all times while on the property.

Equipment

All Iowa Arboretum & Gardens equipment is the responsibility of the renter, who will be held responsible for damages incurred. Any damages will be charged to the renter or deducted from the Cleaning/Damage Deposit.

Event Rentals Include:

- up to 22 - 60 inch round top tables for indoor use only and up to 175 chairs
- Set-up of tables and chairs in the Hughes reception room (linens are not included).
- A limited number of rectangular tables for gifts, food, coffee/water station, etc. are available in 8ft, 6ft and 4ft lengths
- In-house Audio and Projection equipment is available upon request, and must be set up by Venue Staff.
- Comfort Room is available for parents with infants, and includes a full-size changing table for all ages and abilities.
- Access to the kitchen facilities includes 100 cup coffee maker, oven/stove, microwave, catering refrigerator and trash cans/liners. **Food prep and reheating is allowed; cooking food in the catering kitchen is not allowed.**
- We do not allow the use of the Arboretum's dishes, silverware or tablecloths.

Outdoor events must contact an outside vendor for tables, chairs and tent rentals (if needed). The Iowa Arboretum & Gardens does not provide any tables and chairs for outdoor use. Venue Management must be informed about delivery and removal times for rented tables, chairs and tents. Internet: Wireless internet access is available at no extra charge.



Alcohol & Tobacco Policies

Alcohol – Christiani's Catering and Events

Christiani's Catering & Events holds the exclusive **State of Iowa and Boone County liquor license** for all events occurring at the Iowa Arboretum & Gardens. Christiani's Catering & Events contact is – Peter Worsham (515) 287-3169 or christianiscatering1@gmail.com Parties must contact Peter Worsham at Christiani's for all of their event alcohol needs.

The Iowa Arboretum & Gardens strictly adheres to the **laws and regulations of the State of Iowa and Boone County pertaining to the service and the consumption of alcohol**. No alcoholic beverages may be brought on the property by any party other than Christiani's Catering & Events.

Carry in alcohol and alcohol from third parties is strictly prohibited and violates Iowa State Law. We will confiscate alcohol not served by Christiani's. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages may not be taken into the parking lot or off-site. Facility rental parties non-compliant with this regulation will be shut down immediately. There may be additional consequences enforced by Christiani's Catering & Events – please refer to your signed alcohol contract.

Tobacco & Vaping Policy

The **Iowa Smokefree Air Act** does not permit smoking or vaping anywhere within our buildings or on the grounds of the Iowa Arboretum & Gardens. Guests may smoke outside of the Arboretum gates only.

Facility Rental parties are responsible for relaying our Alcohol and Tobacco policies to their guests.

Facility Rental Party Initials: _____

Catering

- The Iowa Arboretum & Gardens does not have a preferred food caterer and renters can select a caterer of their choice.
- Renters who wish to prepare and bring in their own food for preparing and reheating are allowed to do so with pre-approval from the Venue Staff. No cooking of food on-site is allowed.

Caterers and event planners provide their own linens, tableware, glasses, etc. All items brought in for the event must be brought out after the event. Caterers, bartenders or renters are responsible for the removal of all glass bottles from the grounds. The caterer is responsible for all personnel, materials and supplies required for preparation and service.

Caterers are responsible for providing their own ice for an event. A waterproof mat must be used under any and all bar areas or areas where leakage may occur. Only leak-proof containers or coolers may be used and all containers holding liquid or ice must be placed on a waterproof mat and contained from spilling onto the floor.

All deliveries and pick-ups must occur during the confirmed rental time frame. Any special delivery occurring at any other time must be pre-approved by Iowa Arboretum & Gardens, must not interfere with another event taking place, and must occur during normal business hours. Iowa Arboretum & Gardens is not responsible for the timeliness or accuracy of deliveries made by the renter, and/or their vendors.

All rentals include the use of the coffee maker, oven/stove, microwave, catering refrigerator and trash cans/liners. Bringing in your own food for preparing and reheating are allowed with pre-approval from the Venue Staff. No cooking of food on-site is allowed. The kitchen must be cleaned after use and left in the condition it was found (clean coffee maker, oven/stove, microwave and catering refrigerator). This includes sweeping and mopping the kitchen floors. You are NOT permitted in the Iowa Arboretum & Garden's cabinets to use other kitchen items: utensils, serving items, plates, roasters, etc.



Kitchen Clean-up after the event shall include:

- Floors must be swept of any large debris
- Kitchen surfaces must be wiped down, and be as clean as they were found prior to the start of the event
- All food and beverages must be removed from the refrigerator and oven.
- Clean-up must take place during the time that has been rented.
- Caterers must check out with an Iowa Arboretum representative at the end of the event to ensure all procedures have been followed and that the facility has been left in a satisfactory condition.
- All cardboard must be broken down, and cans should be placed in the recycle containers. Glass bottles are removed by the renter or caterer.
- Absolutely no garbage or grease is allowed in the sinks or toilets. The strainer basket must be used in the sink to prevent debris from washing down the sink drain.
- All items brought in for an event must leave the facility at the conclusion of the event. Items may not be left overnight, or for pick-up at a later date. We do not have storage space for such items.

Iowa Arboretum retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Renters will need to schedule a removal meeting with the rental company and Venue Management Team.

Additional Information

Hold Harmless & Indemnification

Iowa Arboretum & Gardens shall not be liable for any claim, loss, injury, damage, or expense either with respect to person or property, sustained by you, or by any of your employees, agents, invitees, and guests due to your use of the facilities, or arising out of the use, operation, or condition of any equipment, machines, or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees, or guests of yours. It is agreed and understood that you hereby expressly release and discharge Iowa Arboretum & Gardens and its owners, officers, employees, and agents from any and all demands, claims, and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify, and hold harmless Iowa Arboretum & Gardens and its officers, directors, employees, and agents from and against any and all claims, demands, actions, losses, costs, damages, and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon, or about the facilities due directly or indirectly to your use of the facilities.

This obligation of yours to protect, indemnify, and hold harmless Iowa Arboretum & Gardens shall include the obligation to pay all reasonable expenses incurred by Iowa Arboretum & Gardens in defending any of such claims, including reasonable attorney's fees.

I agree to follow the policies and procedures of the Iowa Arboretum & Gardens as outlined in this document.

Event Contact Name (printed): _____

Event Contact Signature: _____ Date: _____