IOWA ARBORETUM & Gardens

BIRTHDAY PARTY FORM

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

Event Name: _____

Contact: _____

Address: _____

Phone Number: _____ Email: _____

Date of Rental: _____ Reserved Time: _____

Will you be serving food and need access to the catering kitchen?

◯ 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.

Birthday Party Package – $275

The Birthday Party Package includes up to 20 total guests, up to two (2) hours in a private party space with tables and seating, and admission to Iowa Arboretum & Gardens, including playtime in Treehouse Village.

Additional guests may be added at the group admission rate: $10 for adults ages 18 and older, $8 for youth ages 13–17, $5 for children ages 3–12, and free for children age 2 and under.
Additional rental time in the private party space may be added for $60 per hour. Rental time may begin no earlier than 10:00 AM and must conclude no later than 4:00 PM.
Payment is due one week prior to the party. Payment is transferable but non-refundable.
Birthday Parties are scheduled in advance at 515-795-3216 or by email to groupvisit@iowaaroretum.org

Pricing:

_____Birthday Party Package $275 _____ Additional Hours $60/hour

_____Additional Adults $12/each _____Additional Youth $10/each _____Additional Child $6/each

Total Due: $_____ Payment Due: _____

Credit Card Processing Fees

A processing fee of 3% applies to all credit card payments. To avoid this fee, you may pay by cash, check, or through your bank's bill pay service.

Acknowledgment & Agreement

By signing below, I acknowledge that I have read and understand the Birthday Party Rental Policies & Procedures and agree to follow all policies and procedures of Iowa Arboretum & Gardens. I understand that I am responsible for ensuring that my guests, caterers, vendors, and other individuals associated with my event follow these policies.

Event Contact Name (printed) _____

Event Contact Signature: _____ Date: _____

Office Use

Invoiced On: _____ Payment Received On: _____

Birthday Party Rental Policies & Procedures

Birthday Party Guidelines: Children must be supervised by an adult at all times. Shoes must be worn at all times; bare feet are not permitted. Picnicking is not permitted in Treehouse Village. Food may be delivered to Iowa Arboretum & Gardens; however, all food and beverages must remain within the rented party space. Open-flame candles, piñatas, confetti, glitter, outside alcohol, and all tobacco products, including smoking and vaping products, are strictly prohibited. Food and beverages are not permitted outside of the rented party space. Iowa Arboretum & Gardens reserves the right to immediately end the party and rental privileges if these guidelines are not followed.

Lost, Missing, or Stolen Items: Iowa Arboretum & Gardens is not responsible for lost, missing, or stolen items. Iowa Arboretum & Gardens does not assume responsibility for items left by the renter, caterer, rental company, or other vendors. Items may not be left at the facility for storage or later pickup without prior approval from Venue Management.

Event Décor: The natural beauty of Iowa Arboretum & Gardens requires minimal additional décor. The renter is responsible for arranging all decorations, food, tableware, and other outside services. Linens are not provided by Iowa Arboretum & Gardens. Nothing may be attached to walls, doors, windows, trees, plants, or other structures. Nails, tape, Command Strips, rope, or similar materials may not be used to hang or attach decorations. The use of zip ties requires prior approval from Venue Staff and all approved zip ties must be completely removed and disposed of after the event. Glitter, confetti, sequins, piñatas, and open flames are prohibited. If flower petals are used outdoors, they must be real flower petals. Please consult with the Venue Coordinator regarding any décor not specifically addressed in this agreement. Tables must be lifted when moved and must not be dragged or slid across the floor. All decorations, signs, and personal items must be removed immediately following the event. Iowa Arboretum & Gardens is not responsible for coordinating the return of items to third-party vendors.

Animals: Service animals covered under the Americans with Disabilities Act (ADA) are permitted during rentals. Family dogs may be permitted under special circumstances and with prior approval from the Venue Coordinator. All dogs must remain on a leash at all times while on the Iowa Arboretum & Gardens property.

Equipment & Facility Use: The renter is responsible for all Iowa Arboretum & Gardens equipment used during the rental. The renter may be held responsible for damage to equipment, furnishings, facilities, or other property resulting from the event. Any applicable damage or repair costs may be charged to the renter.

Event Rentals Include: The birthday party rental includes up to 22 60-inch round tables, 5 8-foot x 30-inch rectangular tables, 30 8-foot x 18-inch rectangular classroom tables, and up to 175 chairs, all for indoor use only. Tables and chairs will be set up in Evergreen Hall prior to the event. The rental also includes access to the Comfort Room, which features a full-size changing table for infants, children, and guests of all ages and abilities. Access to the catering kitchen is included and features a 100-cup coffee maker, oven/stove, microwave, catering refrigerator, and trash cans/liners. Complimentary wireless internet is also available. Linens, dishes, silverware, tablecloths, utensils, serving pieces, plates, cups, roasters, and other kitchen supplies are not provided and may not be used.

Kitchen Use: Food preparation and reheating are permitted. Cooking food in the catering kitchen is not permitted.

Outdoor Rentals: Outdoor birthday parties must be arranged separately. Renters are responsible for arranging their own tables, chairs, and tents through an outside vendor. Iowa Arboretum & Gardens does not provide tables or chairs for outdoor rentals. Venue Management must be notified of all delivery and pickup times.

Catering & Food: Renters may choose their own caterer. Homemade or brought-in food may be served with prior approval from Venue Staff. Cooking food on-site is not permitted. Caterers and event planners are responsible for providing their own linens, tableware, glassware, ice, staff, materials, and supplies. All items brought into the facility must be removed at the conclusion of the rental. All bars and areas where leaks may occur must have a waterproof mat underneath. Only leak-proof containers and coolers may be used. Containers holding liquid or ice must be placed on a waterproof mat to prevent spills. Deliveries and pickups must occur during the confirmed rental period. Special deliveries or pickups outside the rental period require prior approval from Iowa Arboretum & Gardens, must not interfere with other events, and must occur during normal business hours. Iowa Arboretum & Gardens is not responsible for the timing, accuracy, or condition of vendor deliveries.

Kitchen Clean-Up: The renter is responsible for cleaning the kitchen and returning it to the condition in which it was found. All clean-up must be completed during the scheduled rental period and immediately following the event. Clean-up includes sweeping floors and removing all large debris; wiping kitchen surfaces and leaving them clean and in their original condition; removing all food and beverages from the refrigerator and oven; cleaning the coffee maker, oven/stove, microwave, and catering refrigerator after use; sweeping and mopping the kitchen floor; breaking down cardboard and placing cans in the designated recycling containers; and removing all glass bottles from the property. The sink strainer must be used to prevent debris from entering the drain. Garbage, food debris, and grease must never be disposed of in sinks or toilets. All decorations, personal belongings, food, supplies, and other items brought in for the event must be removed before leaving. Items may not be left overnight or arranged for later pickup, as Iowa Arboretum & Gardens does not provide storage for event items.

Alcohol & Tobacco Policies

Alcohol: Christiani's Catering & Events holds the exclusive State of Iowa and Boone County liquor license for events at Iowa Arboretum & Gardens. If alcohol service is desired, the renter must contact:
Peter Worsham – Christiani's Catering & Events 515-287-3169 christianiscatering1@gmail.com
All alcohol service must be arranged through Christiani's Catering & Events. Carry-in alcohol and alcohol provided by third parties are strictly prohibited. Iowa Arboretum & Gardens strictly adheres to the laws and regulations of the State of Iowa and Boone County regarding the service and consumption of alcohol. Only persons of legal drinking age may possess, be served, or consume alcoholic beverages. Facility rental parties that do not comply with these requirements may be shut down immediately.

Tobacco & Vaping: Smoking and vaping are not permitted inside any buildings or anywhere on the grounds of Iowa Arboretum & Gardens. Guests who wish to smoke must do so outside the Arboretum gates. The renter is responsible for informing all guests and vendors of the alcohol and tobacco policies.

Hold Harmless & Indemnification: Iowa Arboretum & Gardens shall not be liable for any claim, loss, injury, damage, or expense with respect to any person or property sustained by the renter or by any of the renter's employees, agents, invitees, or guests arising from the renter's use of the facilities or from the use, operation, or condition of any equipment, machines, or appliances used in the facilities. The renter expressly releases and discharges Iowa Arboretum & Gardens and its owners, officers, employees, and agents from any and all demands, claims, and actions arising from such causes. The renter agrees to 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 reasonable attorney's fees, arising out of or related to the renter's use of the facilities or any accident or occurrence causing injury or damage to any person or property in, upon, or about the facilities.