IOWA ARBORETUM & Gardens

# FACILITY 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: _____to_____ (9pm max)

Event Start Time: _____ Event End Time: _____

Group Size: _____ Group Type: _____

**Rental Venue Location:**

**Indoor Venue** with patio & includes table/chair set up
◯ Evergreen Hall in Hughes Education Center

**Outdoor Venues** -*tables and chairs must be rented from outside source*
◯ Jones Memorial Gazebo (secluded up on conifer hill)
◯ Beckwith Grand Pavilion (triple gazebo)

**Are you serving food?** (Cooking food on-site is prohibited; re-heating food is allowed.)
◯ **Bringing our own** ◯ **Catering By** _____

**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:

_____

_____

**Facility Rental Rates**

**Weekday Hourly** (Minimum 2 Hours)
Between 9am-4pm _____ 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)
Between 10am-4pm _____ Hours x $60/ hour = $ _____
Before 10am/After 4pm _____ Hours x $70/ hour = $ _____

**Weekend/Holiday Daily**
Non-Profit Rate $200/day from 10am-4pm $ _____
Before 10am/After 4pm _____ Hours x $70/ hour = $ _____

**Rental Payment**

Total Due $_____

Due Date _____

Invoice Date _____

Payment Received On _____

Payment Amount $ _____

Payment Method
Check Card Cash
#_____

**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.

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

Contact Signature: _____ Date: _____

# 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-4pm weekdays and 10am-4pm weekends. All rental events must end at a maximum of 9pm.

***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

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
- Up to 5 - 8 foot x 30 inch rectangular tables for indoor use only
- Up to 30 - 8 foot x 18 inch rectangular classroom tables for indoor use only
- Up to 175 Chairs for indoor use only
- Set-up of tables and chairs in Evergreen Hall (linens are not included).
- 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 Rentals: Renters must arrange their own tables, chairs, and tents through an outside vendor. Iowa Arboretum & Gardens does not provide tables or chairs for outdoor events. Venue Management must be notified of all delivery and pickup times.
- Internet: Complimentary wireless internet is available.

***Catering***

Renters may choose their own caterer. Homemade or brought-in food for preparation or reheating is permitted with prior approval from Venue Staff. Cooking food on-site is not allowed. Caterers and event planners are responsible for their own linens, tableware, glassware, ice, staff, materials, and supplies. All items brought in must be removed after the event. Caterers, bartenders, and renters are responsible for removing all glass bottles from the grounds.

All bars and areas where leaks may occur must have a waterproof mat underneath. Only leak-proof containers and coolers may be used. Any 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 outside the rental period require prior approval, must not interfere with other events, and must occur during normal business hours. Iowa Arboretum & Gardens is not responsible for vendor delivery timing or accuracy. Rentals include use of the coffee maker, oven/stove, microwave, catering refrigerator, and trash cans/liners. The kitchen must be cleaned and returned to its original condition after use, including cleaning the appliances and sweeping and mopping the floor.

Renters may **not** use items stored in Iowa Arboretum & Gardens cabinets, including utensils, serving pieces, plates, roasters, or other kitchen supplies.

***Kitchen Clean-up after the event shall include:***

- Sweep floors and remove all large debris.
- Wipe kitchen surfaces and leave them as clean as they were before the event.
- Remove all food and beverages from the refrigerator and oven.
- Complete all cleanup during the scheduled rental period.
- Break down cardboard and place cans in recycling containers. Renters or caterers must remove all glass bottles.
- Do not put garbage, grease, or food debris in sinks or toilets. Use the sink strainer to prevent debris from entering the drain.
- Remove all items brought in for the event before leaving. Items may not be left overnight or for later pickup; no storage is available.
- Caterers must check out with an Iowa Arboretum representative at the end of the event to confirm the facility has been properly cleaned and left in satisfactory condition.

Iowa Arboretum & Gardens is not responsible or liable for items brought onto the property or items left behind. Any necessary removal must be scheduled with the rental company and Venue Management Team.

## ***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: _____

## 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.

**The user organization has read, understands, and agrees to comply with the provisions of the Facility Use Policy and Agreement.**

Event Contact Name (printed): _____

Event Contact Signature: _____ Date: _____