

FAIRCHILD TROPICAL BOTANIC GARDEN

CORPORATE EVENING FACILITIES RENTAL GUIDELINES

FAIRCHILD TROPICAL BOTANIC GARDEN'S MISSION:

We're glad you have chosen to have your special event at Fairchild Tropical Botanic Garden. Unlike any other South Florida location, Fairchild is a beautiful botanical garden that showcases rare palms, cycads, flowering trees, vines, lakes, and much more. Fairchild's mission is to promote the conservation, use, study, understanding and enjoyment of tropical plants. Private events, like yours, support this mission. Consequently, the guidelines detailed below are in place to ensure that our living treasure is not harmed during your special event.

We thank you for choosing Fairchild Tropical Botanic Garden and wish you a most memorable evening.

FACILITIES RENTAL ONLY:

Rental is for Fairchild Tropical Botanic Garden facilities only and does not include any supplies or services other than those specifically included in these guidelines.

SUMMARY OF CHARGES:

Visitor Center Ballroom, Veranda and Lake Lawn (Capacity: 150 guests on 60" rounds)

Friday, Saturday or Sunday

Rental fee for up to 100 guests is \$7,430; cost per person over 100 is \$20.00.

Monday through Thursday

Rental fee for up to 100 guests is \$4,930; cost per person over 100 is \$20.00.

Garden House, Loggia and Main Lawn (Capacity: 250 guests in 60" rounds)

Friday, Saturday or Sunday

Rental fee for up to 100 guests is \$6,430; cost per person over 100 is \$20.00.

Monday through Thursday

Rental fee for up to 100 guests is \$3,930; cost per person over 100 is \$20.00.

Florida Sales Tax of 7% not included in above rates and will be added to all rentals.

Additional fees may apply see page 1 for details.

BENEFITS RECEIVED:

When renting Fairchild facilities for an event, renter receives a Fairchild Tropical Botanic Garden membership at a Corporate Friend or Fellow's level (\$1,000 level). A portion of this membership is tax-deductible. The renter will receive a tax-deductible letter. *Your membership becomes effective 30 days after your deposit is collected and is not refundable.*

DEPOSIT

Deposit of **\$2,000** is required to confirm the reservation. **This deposit is non-refundable after 30 days. Refunds subject to a \$100 processing fee.** Requests for cancellation must be made in writing. Cancellation less than thirty days prior to event is subject to full payment. An additional deposit of **\$600** will be held as a cleaning and damage deposit, refundable the week after the event based on Fairchild's evaluation of conditions of facilities.

TABLES AND CHAIRS:

We have white padded resin chairs and 48” and 60” tables available for rent. Fairchild will deliver the tables and chairs to the appropriate rental facility and ceremony site, as well as pick them up at the conclusion of your event. We must receive your count confirmation two weeks before your event. Please refer to the ‘rental’ section of the Catering Permit for specific instructions. Prices are listed below:

Inventory Amount		
White Resin Chairs	\$2.00 Each	250
48” Tables (seats 6-8 people)	\$7.00 Each	20
60” Tables (seats 8-10 people)	\$8.00 Each	14

TIME:

Weekday evening events may be held between 6:00 p.m. and 11:00 p.m.

Weekend evening events may be held between 6:00 p.m. and 12:00 midnight.

SECURITY:

A minimum of one security officer is required for all evening events. Officers will be secured by Fairchild Tropical Botanic Garden at \$30 per hour. Additional security may be required for larger events.

MAINTENANCE:

One Fairchild maintenance person will be on duty throughout the event.

INSURANCE:

A certificate of insurance for \$1,000,000 combined public liability for personal injury and property damage naming Fairchild Tropical Botanic Garden, 10901 Old Cutler Road, Miami, FL 33156, as insured, is required and must be received at Fairchild two weeks prior to the event.

CATERER:

All renters are required to obtain a Catering Permit prior to the day of the event. The catering permit fees will be included in the renters’ proposal and contract. Permit fees are as follows:

1 - 100 guests	\$250.00
101 - 250 guests	\$350.00
251 - 400 guests	\$450.00
Over 400	\$600.00

VALET:

Valet parking is required on all events over 200 people, and will be provided by Fairchild. The fee for valet parking is \$5 per person.

VENDORS:

Renter will make all arrangements for all other services and supplies needed for the event. A complete list of vendors with contacts (names and phone numbers) must be provided two weeks prior to the event. The caterer must schedule an appointment with the garden coordinator to familiarize themselves with Fairchild's facilities. Catering Permits will not be issued unless appointment is made.

MUSIC AND NOISE ABATEMENT:

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right up to the garden’s fence lines. The City has strict laws regarding noise abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced. All amplified music **must** be indoors. NO EXCEPTIONS. All music **must** stop by 11:45 p.m. on Fridays and Saturdays; at 10:45 p.m. Sundays – Thursdays. NO EXCEPTIONS.

Please initial here:

TENT:

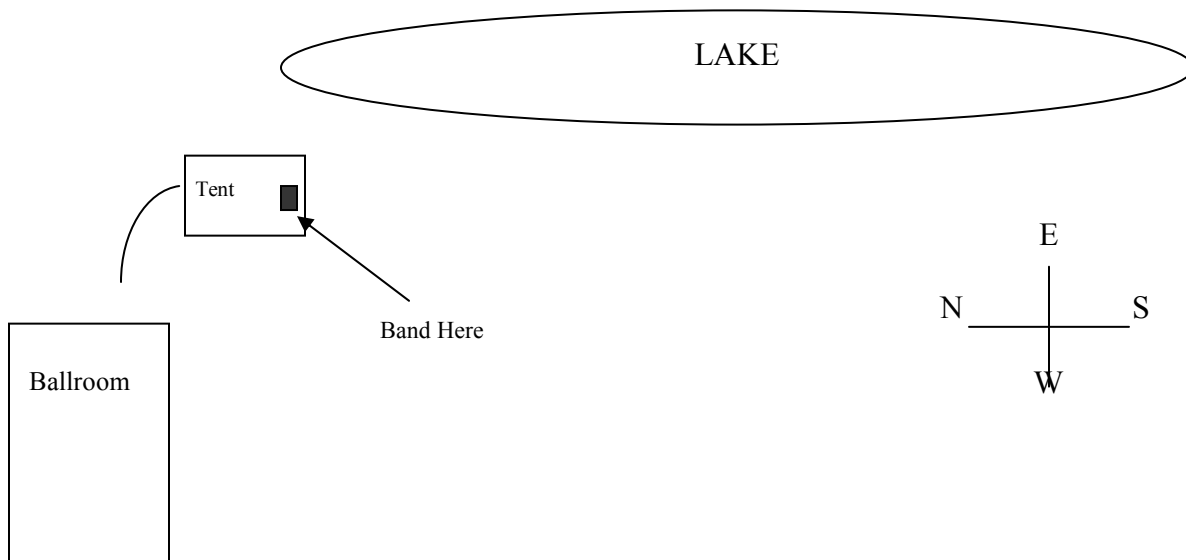
For larger weddings, you have the option of hosting it in a tent. Fairchild Tropical Botanic Garden has an exclusive agreement with a tent company; therefore, tent rentals must be made through us. Flooring is available for \$1 per sq. ft. These prices are in addition to the Visitor Center facility rental and will be payable to Fairchild.

Tent Sizes & Pricing		
60' x 70'	\$2,680	280 guests
60' x 100'	\$3,800	400 guests
60' x 130'	\$4,800	500 guests

If event is in a tent, the band/DJ must be placed on the southern end of the tent. Flaps must remain down behind the band at all times. NO EXCEPTIONS. **The sound level will be regulated by Fairchild in accordance with the rules of the city of Coral Gables. We reserve the right to lower music at any time.**

Please note diagram below (not to scale).

Renter Initials:



EVENT INTERRUPTION (Acts of God, War Time, etc.)

Renter understands and accepts that costs, disruption and other related matters resulting in interruption or cancellation of event as a result of acts of God, such as rain, thunderstorms, hurricanes, etc., or because of war or impending war, etc., are to be borne by the renter. Fairchild Tropical Botanic Garden will make every possible attempt to reschedule the event as quickly as possible if it is interrupted by such acts.

I UNDERSTAND AND AGREE TO THE RULES AND REGULATIONS STATED IN THESE EVENING FACILITIES RENTAL GUIDELINES AND ACCEPT THE FEES LISTED ABOVE.

Signature

Date

PRINT NAME OF RENTER

FAIRCHILD TROPICAL BOTANIC GARDEN

Assumption of Risk and Release of Liability

I fully and absolutely assume all risk of injury to myself, including, but not limited to death, and hereby unconditionally and absolutely release, even for their own negligence, indemnify and hold harmless Fairchild Tropical Botanic Garden and its officers and directors, employees, agents, representatives, and its insurers, from all claims for damage or injuries of any kind sustained by me or my guests, now or in the future, arising from my rental and use of Fairchild Tropical Botanic Garden facilities for the following event (wedding, meeting, party, or other special event):

Name of Event

Date(s)

I have read this Assumption of Risk and Release of Liability and understand that it is an absolute release and I execute the same freely and voluntarily and accept and agree to its terms and conditions.

Executed this _____ day of _____

RENTER:

Signature

Print Name

WITNESS:

Signature

Print Name

FAIRCHILD TROPICAL BOTANIC GARDEN

CATERING PERMIT

RENTALS

1. All rentals must be delivered the day of the event and picked up **before** 2:00 a.m. after the end of the event. If you wish to pick up rentals the following morning, Fairchild is open for pick up at 7 a.m., and all rentals **must** be picked up by 9:30 a.m. There will be a storage fee of \$50 per day on all late rental pick-ups.
2. If event is in Visitor Center Ballroom, please indicate to rental delivery company that rentals must be taken upstairs. Fairchild staff is **not** available to move rentals upstairs.
3. Chairs and tables placed outside in the garden **MUST** be returned to Garden House/Visitor Center immediately following event for rental pickup. If any chairs or tables are left outside after caterers have left, they will be picked up and Renter will be charged a \$2 per chair fee, \$10 per table.
4. No trucks may enter Fairchild during garden hours (9:30 a.m. - 4:30 p.m.), and after hours must be accompanied at all times by Fairchild staff. Trucks must stay on paved road. Trucks may only enter through the lowland gate. Fairchild staff must accompany trucks entering the garden.
5. All rentals must enter through the Corbin gate for Garden House rentals and west gate for Visitor Center rentals. Nothing may be brought through The Shop at Fairchild.
6. If using Visitor Center Ballroom, all downstairs common areas (veranda and mosaic) must remain clear at all times during regular operating hours (9:30 a.m. – 4:30 p.m.). Rentals may not be placed on these areas at any times.
7. If renting tables and chairs from Fairchild, garden staff will deliver confirmed number of tables and chairs to facility rental location and ceremony site, as well as pick them up upon completion of event. Fairchild will not arrange individual chairs or tables. **Renter is responsible for restacking tables and chairs at conclusion of event. A service fee of \$5 per chair and \$10 per table will be charged to Renter for each chair and table that is not restacked.**

KITCHEN

1. Garden House kitchen and Corbin courtyard may be used for cooking/serving area. The Garden House kitchen has a gas stove with an electric oven. The Corbin courtyard is an open area between the Garden House and Corbin building. Gas rental ovens **MUST** be placed outside. The Visitor Center Ballroom has a catering room with no cooking facilities. Ovens must be placed on the west side of the building, on the concrete pavers.
2. Please do not throw anything in the plants. Do not place anything on plants, or put ovens too close to plants.

CLEAN UP

Fairchild Tropical Botanic Garden is a botanical garden that showcases some of the world's rarest and unique trees and plants. The utmost care must be given to the surrounding ecology during your special event. There should **NOT** be any residual of your event after its conclusion. Should the facility areas be left untidy or if any of the plants and trees is harmed in any way, Fairchild will enforce the Security Deposit and possibly the event liability insurance.

1. The garden grounds and facilities must be left clean. This includes the parking lot area. A broom and mop will be available for your use. If facility is not left swept and mopped there will be a minimum \$250 cleanup fee charged to Renter.
2. **NOTHING** is to be placed on any of the lily pond walls. Do not throw cigarettes, butts, and ashes in the pond.
3. Please make sure there is no broken glass in Garden House/Visitor Center Ballroom area. If Bailey Palm Glade is used for ceremony, make sure there is no debris in area.

HOURS

1. The Garden House is available for set-up at 12:00 p.m. (noon) the day of event. All events **must** end at 12:00 midnight – **No Exceptions**. Caterers have until 2:00 a.m. to load out and clean up, after 2:00 a.m. there will be an overtime charge of \$250 per hour. Fairchild is open at 7:00 a.m. for pick-ups.

SIGNATURE INDICATES AGREEMENT TO ABIDE BY THESE GUIDELINES

_____	_____
Caterer (signature)	Renter (signature)
_____	_____
Name (print)	Name (print)
_____	_____
Company	Date of Rental
_____	_____
Contact person on site	Cell phone #

FOR OFFICE USE ONLY:	
Security deposit:	\$600.00 _____
Overtime charges:	_____ @\$250 per hour
Chair/table pickup fee:	_____ @\$5 per chair/\$10 per table
Garbage Bag Clean Up:	_____ @\$25 per bag
Cleanup:	_____ \$250 minimum

**For further information, please contact Fairchild's
Special Events Department at 305-667-1651.**

Ann Schmidt ext 3344
Tricia Frank ext 3391
Marnie Valent ext 3359
Jennifer Baldwin ext 3358