

# FAIRCHILD TROPICAL BOTANIC GARDEN

10901 Old Cutler Road, Coral Gables (Miami), Florida 33156-4233 USA  
Tel 305.667.1651 Fax 305.661.8953

[www.fairchildgarden.org](http://www.fairchildgarden.org)

## RENTAL GUIDELINES

### FAIRCHILD TROPICAL BOTANIC GARDEN – OUR 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 event.

### 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.

### DEPOSIT:

Daytime events: Deposit of **\$1,000** is required to confirm the reservation.  
Evening events: Deposit of **\$2,000** is required to confirm the reservation.

*Non-Profit deposits are different from those stated above. Please see Non-Profit rental invoice for details.*

**Deposits are 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.

### 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. Not applicable to non-profit rentals.*

### TIME:

Daytime:  
Monday through Friday: 9:00 am – 4:00 pm

Evening:  
Monday – Thursday and Sunday: 6:00 pm – 11:00 pm  
Friday and Saturday: 6:00 pm – 12:00 midnight

### MAINTENANCE:

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

**ADDITIONAL FEES & INFORMATION:**

**CATERING PERMIT:**

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

**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.

**TABLES AND CHAIRS:**

We have white padded resin chairs, mahogany wood 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 Padded Resin Chairs *Ceremony and Garden House only	\$2.00 Each	250
Mahogany Padded Wood Chairs *Visitor Center Ballroom only	\$3.00 Each	200
48" Tables (seats 6-8 people)	\$7.00 Each	20
60" Tables (seats 8-10 people)	\$8.00 Each	14

**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.

**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.

**ADDITIONAL POLICIES:**

- 1) Garden objects may NOT be moved or altered in any way (i.e. works of art, signage).
- 2) Plants, flowers, trees and structures may NOT be cut, altered or moved in any way.
- 3) If any Garden décor is moved during your event, it MUST be placed back in the original area where it was found (i.e. benches).
- 4) Motorized vehicles are NOT permitted within the Garden without the supervision of a member of the Fairchild Tropical Botanic Garden staff. Arrangements for vehicles inside the garden MUST be made in advance. No motorized vehicles are allowed in the Garden during Garden hours.
- 5) An event schedule and timeline will be provided at least one week prior to the event. Schedule must include: delivery timeline, arrival times, departure times, areas of the garden being used, as well as any other pertinent information.

**MUSIC AND SOUND ABATEMENT (Please read carefully)**

**Daytime Events:**

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right 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. **No amplified music or DJs are allowed during garden hours.** Soft music, such as string quartets, are acceptable indoors. Guests visiting Fairchild should not be disturbed by your event's music. NO EXCEPTIONS.

Please initial here:

**Evening Events:**

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right to the garden's fence lines. The City has strict laws regarding sound abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced.

All amplified music **must** be indoors or contained within the rented marquis tent. 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:

Fairchild requires a fully refundable \$1,000 music deposit (above and beyond the rental fee). In the event that this Music and Sound Abatement Policy is violated, the deposit is forfeit.

Please initial here:

Furthermore, Fairchild requires a meeting with your DJ and/or band prior to your event to ensure that the Music and Sound Abatement policy is well understood by all parties. In the event that the Music and Sound Abatement policy is violated, the DJ and/or band risks being prohibited from future events at Fairchild Tropical Botanic Garden.

Please initial here:

**TENT:**

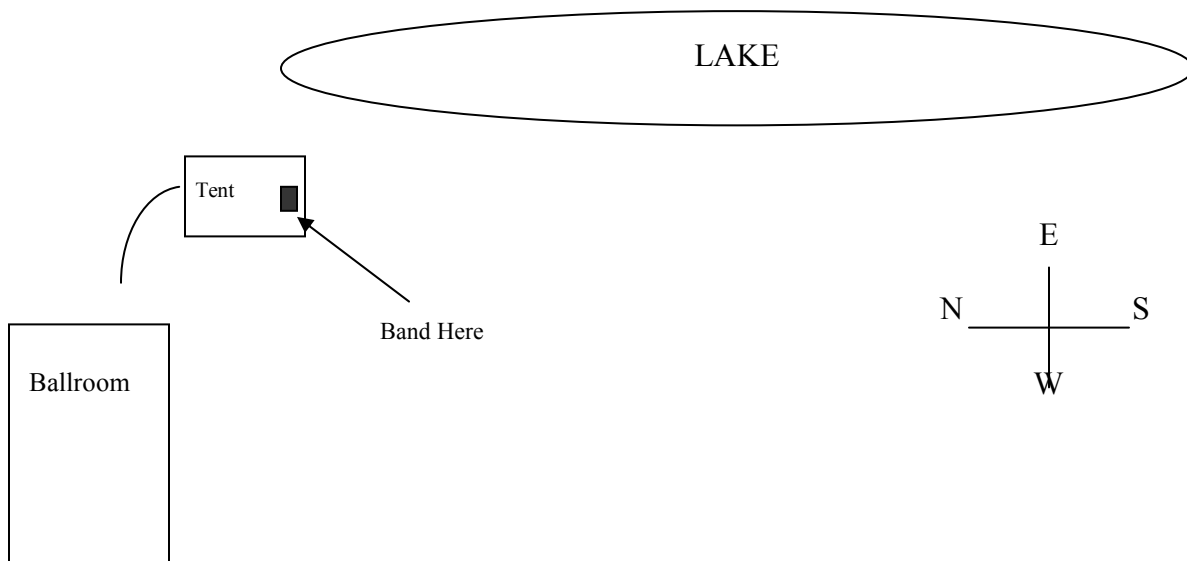
Tents are only available for rentals of 250 people or more. Fairchild Tropical Botanic Garden has an exclusive agreement with a tent company; therefore, tent rentals must be arranged through the Garden. Flooring is available for \$1.25 per sq. ft. The Tent may only be placed on the Lake Lawn near the Visitor Center.

TENT	
60' x 100'	250-400 guests
60' x 130'	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 minimize music at any time.

Renter Initials:
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Please note diagram below (not to scale).



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## 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.

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Signature

Date

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***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

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Date(s)

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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 \_\_\_\_\_

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### RENTER:

Signature

Print Name

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### WITNESS:

Signature

Print Name

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

Natalie White ext. 3391  
Jennifer Baldwin ext. 3358  
Ashley Amarante ext. 3344