

FAIRCHILD TROPICAL BOTANIC GARDEN

RENTAL GUIDELINES

These guidelines are a summary of important information regarding rental of our facility. Rental is for Fairchild Tropical Botanic Garden facilities only and does not include any supplies or services other than those specifically mentioned. More information is included in our rental contracts which are provided to the renter upon confirmation of an event.

FEES

See Rental Fees document for specific rates.

DEPOSIT and CANCELLATION

A deposit 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. Details and pricing included in rental contract.

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

SECURITY

A minimum of one security officer is required for all evening events. Officers will be secured by Fairchild Tropical Botanic Garden. Additional security may be required for larger events. Please see rental contract for details and pricing.

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 obtain a Catering Permit prior to the day of the event. The catering permit fees will be included in the renter's proposal and contract. See rental contract for more information, pricing and caterer responsibilities.

VALET

Valet parking is required for larger events. See rental contract for pricing and details.

VENDORS

Renter will make all arrangements for all other services and supplies needed for the event. See rental contract for more details.

MUSIC AND NOISE ABATEMENT

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. The City has strict laws regarding noise abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced.

For Evening rentals: All amplified music **must** be indoors. All music **must** stop by 11:45 p.m. on Fridays and Saturdays; at 10:45 p.m. Sundays – Thursdays.

For Daytime rentals: There is no amplified music permitted. Soft music such as string quartets are acceptable indoors.

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.

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 also available for an additional charge. See rental contract for tent sizes and pricing.

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.

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.