

PROVISIONS

The Sawtooth Botanical Garden is pleased to make its facilities available for special events. However, because the Garden is a public facility, there are a number of restrictions placed upon its use. To help you make your decision regarding the use of the Garden, we ask that you ***study our guidelines carefully.***

Events may be scheduled during day light hours as long as they do not interfere with public programs. We recommend ***planning early***, as many of our facilities are booked months in advance. Facilities rental will be scheduled on a first-come first-served basis and may be reserved up to six months in advance.

Rental areas are available in 8 hour blocks Monday through Friday (8:00 am – 5:00 pm). After 5pm on Monday through Friday and weekends are 4 hour blocks. In addition, you receive 2 hours prior to your event for set-up and 2 hours clean-up time. Rentals begin when set-up starts and rentals conclude when clean up is complete and the last representative is gone.

Please be aware that garden ***displays and scenery will change*** during the year and what you see during your initial visit may not be what is viewed on the day of your ceremony or event. Because it is a developing Garden changes or additions may occur and advance planning with staff is therefore advised.

Facility Rental is a ***benefit of membership***. Individuals must be at the \$50 or above levels.

Rental fees ***do not*** include food or beverage service, equipment rental, linens, decorations, entertainment, or personnel.

A **50% nonrefundable deposit** is due with the signed contract to secure your reservation. The balance of the rental fee and a security deposit of \$250 (refundable 30 days after the event) along with any other applicable fee(s) will be due 30 days prior to the scheduled event. If you need to cancel your reservation, the Garden must receive a written request for cancellation no later than 60 days prior to the reservation date.

When food and/or beverages are a component of your event, ***caterers must be approved*** no later than 30 days prior to the event by the Executive Director. Fees charged for catering **are not** included in the facility rental fee and can be obtained directly from the caterer. The catering agreement is separate from the rental contract. The caterer is responsible for setup and cleanup for all events or rentals in which they provide service.

All events must have a designated event planner who meets with the Executive Director no later than 30 days prior to the event. If there is not an appointed person(s) one will be provided and billed at \$150/hr. If staff must be called in during non-business hours you will be billed at \$50/hr.

Events must end by 11 pm on Friday and Saturday and 10 pm Sunday through Thursday.