

PROMOTION

The Sawtooth Botanical Garden offers a beautiful backdrop for all of your special events as well as a professional setting for hosting meetings and seminars. The 5-acre Garden is a 4-season destination. The entire garden can be utilized seasonally while the greenhouse and meeting room can be used year-round. The outdoor gardens are perfect for tented events including weddings, reunions and large parties. Caterers will feel at home in the commercial kitchen featuring a full gas oven/range, walk-in cooler and freezer.

The Garden of Infinite Compassion and the Formal Perennial Garden provide beautiful venues for outdoor wedding ceremonies and receptions.

Children's groups are welcome with supervision and garden staff may be available by request. We invite you to inquire about our children's birthday parties.

Proceeds from facility rental help GROW the Garden and fund educational programs throughout the year. Consider our magnificent site for all of your events! Weddings, Business Meetings, Anniversaries, Birthdays, Reunions, Seminars, Receptions, Dinners, Luncheons...

AMENITIES

Six (6) 30"X66" and (4) 30"X72" tables and 50 metal chairs are included in the rental fee. The parking lot and driveway can accommodate up to 60 vehicles with 2 designated handicapped spaces. Overflow parking on Gimlet Rd. must be requested 30 days in advance. A pull down screen, TV, VCR, and DVD player, and stereo system with outdoor speakers are available for use. All other AV equipment must be arranged separately.

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 60 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 30 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.

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

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.

Facility Rental Rates

	Monday-Friday 8 am – 5 pm (8 hours)	Monday - Thursday After 5 pm (4 hours)	After 5 pm Friday & Weekends (4 hours)	Size	Capacity
Meeting Room	\$75	\$100	\$150	770 Sq Ft	Seating: Standing:
Greenhouse	\$100	\$125 (summer only)	\$200	1280 Sq Ft	Seating: Standing:
Kitchen Use and/or Storage	\$50 (day)	\$50 (day)	\$100 (day)	220 Sq Ft	---
Combination of above spaces	\$200	\$250	\$425	----	---
Garden of Infinite Compassion (wedding ceremonies)	\$250	\$300	\$400		Up to 150 guests standing
Formal Perennial Garden	\$200	\$300	\$350		Up to 200 guests seated
Teepee	\$50	\$50 (summer only)	\$50	250 Sq Ft	Up to 25
Combination of all listed spaces	\$650	\$850	\$1,150	---	----
Tent Fee	\$100	\$100	\$100	---	---
Garbage Fee	\$25	\$25	\$25	---	---
Deposit	\$250	\$250	\$250	---	---
Nonprofit Rates	Nonprofit special events require the approval of the Executive Director and special rates may be available.				

Seating and capacity will vary based on the setup.

POLICIES

The following facility use policies are to be obeyed along with all Federal, State and local laws.

- Because the Garden is a private non-profit institution, we do not allow activities that involve raising funds to benefit any organization other than the Garden. Garden facilities may not be used for political events, religious functions (excluding wedding ceremonies), commercial promotions, and any other function that may conflict with the interests or mission of the Garden, or events which the Garden is unable to serve appropriately or adequately.
- No smoking is permitted in any buildings or on the grounds.
- Do not pick flowers or other vegetation.
- No open flames are allowed. Only smokeless, dripless candles are permitted in the buildings and must be inside a fireproof container. No fires are allowed in the teepee.
- No Sawtooth Botanical Garden display is to be moved or obstructed without prior consent from the Executive Director.
- Electricity is provided from the building and music is permitted, but cannot be amplified over the entire grounds and must not create a nuisance to adjacent neighbors.
- Tents must be pre-approved and the placement coordinated no later than 30 days prior to the reservation date. Please note additional fees apply.
- There is no outdoor lighting on the grounds and events must not extend past daylight hours.
- Parking is provided in the parking area. Additional transportation needs above what is accommodated by the parking area is to be coordinated by the “Renter.” Overflow parking is not allowed on Gimlet Rd.
- You may toss flower petals or use bubbles, but NOT confetti, birdseed or rice. These products are detrimental to the health of our wildlife.
- Additional time is available at the rate of \$100.00 per hour and will be billed accordingly
- Staff is not available to receive deliveries or coordinate event set up.
- Overnight storage of items requires approval and is contingent on space available. Items stored in the kitchen and meeting room are charged applicable rates.
- Please remember that this is a public facility and difficult to maintain. Please check your site before and after the ceremony. The Sawtooth Botanical Garden cannot be responsible for any items left on the premises. Please carry out all items you bring on site.
- As a public space, the Sawtooth Botanical Garden grounds remain open to other visitors. Classes and tours may also be taking place on the grounds. We cannot guarantee privacy for your ceremony.
- If you rearrange our benches for your ceremony, please return them to their original location at the conclusion of your ceremony.
- Garbage and trash must be collected and deposited in the dumpster in the parking lot. Recycling containers are provided for glass, plastic bottles, white paper, aluminum and tin. Please follow recycling guidelines found on containers. No garbage is to be left on the ground outside the building. Failure to clean up or remove garbage will result in additional cleaning fees and forfeiture of the deposit.
- The “Renter” and their guests are to be responsible for their children and said children's behavior.

- Any equipment rental arrangements, large decorations, musical equipment and other large items being brought into the event, must be cleared through the Executive Director at least 14 days prior to the event date.
- All decorations, equipment or other items provided by the “Renter” are to be removed immediately following the event.
- The operation of the water features is not guaranteed. These features may be turned off for maintenance, repair, or water conservation at any time. In an effort to decrease electrical use, the Garden of Infinite Compassion waterfall is turned off at 8 pm daily.
- The Sawtooth Botanical Garden assumes no responsibility for failure of the plumbing, lighting, and heating systems to operate properly, and the Renter hereby releases SBG from all damages or claims of every kind which may result from such failure.
- Violations of terms and conditions for facility use may result in the immediate termination of the event if such violation is determined to be of a serious nature that presents an unsafe environment or threat to persons and property. In case of such termination there will be no refund of any fees received.

In the event that any part of the rented facility or grounds are damaged by the “Renter” or event attendees, the “Renter” will be fully responsible for reimbursing The Sawtooth Botanical Garden for all costs associated with returning the facility or grounds to its original condition inclusive of any expenses incurred in recovering said sums including reasonable attorney’s fees. The Sawtooth Botanical Garden is not responsible for lost, stolen or damaged personal property

These regulations and any agreement between the “Renter” and SBG may not be waived or modified unless such waiver or modification is in writing and duly executed by the Executive Director. Other personnel of SBG have no authority to modify or waive any portions of these regulations or any agreement.

INDEMNIFICATION

The “Renter” reserving spaces(s) at the Sawtooth Botanical Garden agrees to indemnify, hold harmless, save harmless and defend the Sawtooth Botanical Garden against any and all claims, damages, demands, costs and expenses, including reasonable attorney’s fees for the defense thereof, arising from any breach or default on the part of the contracting party in the performance of any of the terms and conditions of this document or arising from any act of negligence or fault of their guests. Further, the “Renter” agrees that in the event they require their guests, licensees, or participants to execute a waiver, release or form concerning the “Renter’s” liability to such individuals, or causes such form to be delivered to the “Renter”, the contracting party shall also include the Sawtooth Botanical Garden as a party to such waiver, release or form, to the same extent and capacity as the “Renter”.

INSURANCE

The Renter may be required to have liability coverage specific to the permitted event. If required, each insured shall be considered primary with regards to any insurance maintained by the Sawtooth Botanical Garden, and shall name the Sawtooth Botanical Garden and GEPI as additional insured and provide coverage for bodily injury (including loss of life) and property damage. *When requested, a Certificate of Insurance must be submitted to the Sawtooth Botanical Garden no later than 10 days prior to the event with said certificate must contain a 10 day notice of cancellation provision. Individuals or groups should contact their homeowners, renters or business insurance for appropriate coverage.*

FACILITY RENTAL APPLICATION AND CONTRACT

Individual/Organization: _____

Contact Person: _____

Address: _____
Street Address City State Zip

Telephone: (H) _____

(W) _____

(C) _____

Email Address: _____

For the following purpose: (Please be specific as to the nature and purpose of the event)

Number in Party: _____ Designated Caterer: _____

Will food be served? ___ Yes ___ No (must use approved caterers)

Will alcohol be served? ___ Yes ___ No

Date of event: _____ Time of event: _____

Setup Time: (From To) _____

AGREEMENT

In consideration of the sum of \$ _____, plus \$250.00 security deposit, payable in advance, the Sawtooth Botanical Garden hereby rents the venue to the above identified party commencing at _____ and ending at _____ on _____.

The "Renter" hereby agrees to be responsible for compliance of all rules and regulations governing the use of the buildings and/or grounds of the Sawtooth Botanical Garden as stated in this Facility Application and Contract, and for any and all damage to the buildings, grounds, or equipment, and hereby agrees to leave the rented area in good order and repair.

The "Renter" agrees to indemnify and hold harmless the Sawtooth Botanical Garden and GEPI for any injury or damage to persons or property occurring during, or arising out of, occupancy and use of said building/grounds by the "Renter" and its guests.

Name: _____

Signed: _____ Date: _____