



## BRIT Facility Rental Guidelines

Thank you for considering BRIT for your special event. To maintain the integrity of BRIT's headquarters, the following guidelines must be met. The Botanical Research Institute of Texas exists for the benefit of the public, which may place constraints on the facility and its availability. The following guidelines are for your benefit to help you prepare for your event. We appreciate your understanding of the extra care involved to ensure our property is available for public enjoyment. You are responsible for communicating our policies to your vendors, and their failure to respect our guidelines could result in additional charges. Building rentals directly support the operation of BRIT. We thank you for your support!

### Contact Information

Botanical Research Institute of Texas  
Katherine Campbell, Event and Rental Manager  
1700 University Dr.  
Fort Worth, Texas 76107-3400

kcampbell@brit.org  
Phone Number: 817-332-7750

The following items are required to reserve the facility for the day and time of your event.

- A contract will be required to book your date along with the payment of the non-refundable deposit of 30% of the estimated rental fee. An invoice for deposit will be generated upon your request to reserve a time for your event and must be paid within 10 business days. The deposit will be applied to the final invoice.

### Rental Information

BRIT has the right to cancel any event should these policies and procedures not be strictly adhered to. In addition, BRIT reserves the right to cancel any event should there be false claims by the Renter or for security reasons. The nature and purpose of the building is to serve the general public's wellbeing; therefore, BRIT has sole responsibility to allow or disallow an organization from holding an event at BRIT.

### Contract

A signed contract formalizing the terms and conditions of the rental event shall be executed no later than 30 business days prior to the date of the event or 10 business days after receipt of the non-refundable deposit, whichever is later.

## Facility Rental Rates

\*\*\*New rates effective June, 2017\*\*\*

### Room Rate

Event Space:	Weekdays (Monday through Friday from 8am until 5pm)	Weekday Evenings and Weekends
Atrium	N/A	\$375 per hour
*Exhibit Hall	N/A	\$225 per hour
Commons	\$250 per hour	\$250 per hour
Oak Terrace	\$165 per hour	\$165 per hour
Oak Conference Room	\$110 per hour	\$135 per hour
Terrace Conference Room	\$75 per hour	\$75 per hour
Classroom	\$100 per hour	\$100 per hour
**BRIT Prairie	N/A	\$100 per hour

*\*Rental of Exhibit Hall subject to availability based on BRIT's public program schedule. Any exhibit removal will be at a \$200 fee.*

*\*\*Chairs provided at additional fee.*

Two complimentary setup hours and two teardown hours will be given for every 3 hours of paid rental.

BRIT will provide twenty - 60" round tables and 200 chairs. A limited number of 5ft and 4ft rectangular tables and cocktail tables can be used on an as available basis.

BRIT reserves the right to change the above prices without notice.

Should the event fall on a holiday, there will be an additional \$1,000 fee.

## Room Capacity

	10 people per table*	Cocktail Reception	Classroom	Theater	Conference
Atrium 1&2	150	300	150	150	50
Exhibit Hall	105	105	105	105	25
Commons	120	120	120	120	35
Oak Terrace	50	80	60	80	N/A
Oak Conference	N/A	N/A	N/A	N/A	20
Terrace Conference	N/A	N/A	N/A	N/A	8
Classroom	30	70	50	50	20
**BRIT Prairie	100	200	100	200	100

*\*60" round table*

*\*\*Outside chairs available at an additional p/chair fee*

## Security

At least one uniformed police officer is required for evenings, weekends and events with alcohol. The officer on duty is hired at a minimum of 4 hours at \$45 per hour, per officer. For 200+ guests, a second officer is required. Price of officer(s) will be included in your overall payment to BRIT.

## Tours

BRIT staff members and ambassadors are available to lead your group on a private tour of BRIT. Tours can be customized to focus on your group's area of interest. A tour will be free of charge with a minimum rental fee of \$220.00. There must be a minimum of ten people with no more than twenty people. All tours must be thirty minutes to an hour. BRIT requires four weeks' notice in order to recruit an ambassador or staff member to lead the tour. These tours will offer insight into the research being conducted at BRIT, the materials and methods used to construct our building, and information about the programs we offer. Tours will include visits to areas that are normally off limits to the public, including the herbarium. For tour rates or to arrange a tour for your group, please contact Julie Donovan, Director of Volunteers and Visitor Relations at [jdonovan@brit.org](mailto:jdonovan@brit.org).

*Please note that free public tours, led by docents, are available each Thursday and on First Saturdays at 10:30 A.M.*

*\* This is subject to change by season.*

## Trash

BRIT upholds sustainable efforts like zero landfill trash. If you choose to leave trash onsite, there is a \$100 fee. Should you or your caterer choose to remove trash, there will be no additional fee.

*\*Should trash be left onsite, it is up to you to collect and take to BRIT dumpsters. Failure to move trash if left onsite is an additional \$80 fee.*

## Caterer and Other Rental Providers

We have a list of preferred caterers, rental suppliers and other vendors. These businesses have been approved by BRIT and are familiar with the unique, special requirements of the building and grounds. If the caterer or other vendor of your choice is not on the preferred vendor list, you must inform your BRIT contact for approval. BRIT has sole responsibility to decide on acceptable vendors to ensure satisfactory quality, security and safety standards. All caterers must provide copies of appropriate levels of insurance and liquor licenses as required by Texas state law. Additionally, all catering activities utilizing propane or other gases shall necessitate the notification of BRIT's facilities manager for planning, inspections, and certification purposes. It shall be the responsibility of the caterer to consult, cooperate and provide the necessary information, schematics and certifications to BRIT. Failure to obtain proper certifications may result in the cancellation of your event.

## Parking

BRIT will provide free self-parking in the BRIT parking lots. In the event that your party exceeds the parking capacity and or falls on a date that conflicts with the Fort Worth Botanic Gardens, you will be required to park guest vehicles in the Fort Worth City lot nearby. This can be coordinated through Standard Parking. We will advise you of this prior to the signing of your contract.

*\*The use of valet service is limited to Rent-a Frog Valet, Fort Worth.*

## Decorations

Due to the public nature of the building and grounds, BRIT reserves the right to restrict the use of certain decorations. Some seasonal building decorations cannot be removed to accommodate your event. We will attempt to honor your requests as much as possible however; nothing may be taped, glued, stapled, nailed or attached in any way to any part of the interior or exterior building. No balloons or anything with glitter and tinsel may be brought into the building. If petals are used, they must be white or ivory. We do not allow sparklers, confetti, rice or birdseed on the premises of BRIT. All candles must be enclosed in glass. All decorations must be completely removed by the client at the conclusion of the event and within the allotted strike time. Failure to remove items within the allotted strike time might result in additional rental fees.

## Smoking

BRIT is a smoke and vape free environment. This includes the building, decks, stairways and brick paths. Please help us to communicate and enforce this policy with your guests.

## Music

Live Bands and DJ's are welcome; however in consideration of the surrounding buildings and its occupants, BRIT reserves the right to limit music volume and song content (particularly if your event utilizes BRIT's outdoor space).

## Damage

If any damage to BRIT and or damage/loss of any rental articles occurs because of your event, you are responsible to cover the cost of any damage, theft or loss. Please speak with the Event Manager if you have questions.

## Indemnification Agreement

BRIT requires that in consideration of your use of the BRIT building and/or grounds, you agree to indemnify and hold harmless BRIT against all claims, damages, losses, liabilities and expenses, including attorney fees arising out of, or resulting from your use of the BRIT premises.

## Insurance Requirements

BRIT requires adequate liability insurance from you and any caterer you have hired. Please refer below for the requirements.

**Vendors:** Certificate of insurance showing general liability limits and including the Botanical Research Institute of Texas as an Additional Insured on a primary and non-contributory basis.

An additional Liquor Liability certificate of insurance is required from a caterer when liquor will be served.

The caterer is responsible for securing proper event permits from TABC and submitting copies to BRIT.

All certificate(s) of insurance shall be provided to BRIT ten business days prior to your event.

## Inclement Weather

In the case of possible rain for an outside event, a decision is needed by 10:00 am on the business day prior to the event to move from an outdoor venue to a venue inside of the building. BRIT reserves the right to determine the feasibility of relocating the event based on other scheduled uses of the building. BRIT will follow the direction of FWISD regarding closing due to inclement weather. Should BRIT be required to close the facility, we will work to determine a mutually acceptable new date for your event. BRIT will attempt to notify you of a potential closing as soon as possible.

## Payment Terms

We require your prompt payment according to the terms and dates specified in the contract agreement. All checks should be made payable to the Botanical Research Institute of Texas, please reference appropriate invoice numbers on all checks. Checks should be mailed to: The Botanical Research Institute of Texas; Attn: Events; 1700 University Drive; Fort Worth, TX 76107-3400. We accept payment by personal check or credit card.

An additional 20% payment shall be due ninety (90) days prior to the event and final payment ten (10) days prior to the event. If payment of the invoice is not received prior to the event, BRIT reserves the right to cancel the event without refunding 50% of initial payment.

A 15% administrative charge will be included on all events.

A supplemental invoice (for charges incurred and not included in the above invoice due to damages, loss, theft, etc.) will be issued after the event when necessary and payment is due upon receipt. A 10% monthly finance charge will be assessed after 30 days to all past due accounts.

An Event Contract will be developed in support of your non-refundable deposit describing the event details. The contract will be updated as the event planning process proceeds. A contract will be provided with the final invoice to ensure complete and accurate understanding of your event. You are required to read and address any questions or concerns immediately upon receipt.

We look forward to working with you. Thank you for choosing BRIT.

