



Santa Fe Botanical Garden at Museum Hill Facility Rental Policy Effective January 1, 2017



Goede Family Orchard Garden, East View

The Santa Fe Botanical Garden at Museum Hill is a lush and elegant venue for all special occasions. Our Botanical Garden offers a unique and stunning location on 18 acres of cultivated and wild plantings. The “borrowed” scenery from the Sangre de Cristo Mountains and the dramatic New Mexico sky enhance the experience of any event. Over four acres of plantings in The Orchard Garden and Ojos y Manos Garden offer intimate outdoor “rooms”.

The Santa Fe Botanical Garden at Museum Hill, featuring native and drought-tolerant plants, was designed by landscape architect, W. Gary Smith. The Orchard Garden opened in 2013 featuring fruit trees surrounded by pathways and a tapestry of perennials, lavender and roses. Tracing the Garden’s highest elevations with stunning views, the Art Trail, features exhibitions of world-class sculpture year round. Ojos y Manos: Eyes and Hands Garden, opened October 2016, explores ethno-botany - the shared history of humans and plants in Northern New Mexico, and includes an amphitheater and other intimate spaces. There is no other place in Santa Fe where your event can be so immersed in natural beauty, fine art, and stunning Santa Fe vistas.

The following areas of the Santa Fe Botanical Garden are available for special event rentals.

Non-profit organizations receive an additional 25% off the rental cost.



Berlin Gathering Place, Amphitheater and Planting Terraces

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THE ORCHARD GARDEN

Location	Friday & Saturday	Under 50 Guests	Sunday to Thursday	Under 50 Guests	Area Capacity
Goede Family Orchard Garden	\$3000 5-9pm \$1800 daytime	\$1800 5-9pm \$1200 day	\$2400 5-9pm \$1800 day	\$1450 5-9pm \$1000 day	120 seated 350 standing
Kalenian Welcome Ramada	\$1200	\$750	\$950	\$600	50 seated 75 standing 5-9pm only
Dayton-Curless North Ramada	\$700*	N/A	\$500*	N/A	30 standing
Newman South Ramada	\$700*	N/A	\$500*	N/A	30 standing
Cacti & Succulent Garden	\$400*	N/A	\$500*	N/A	20 standing
Hendricksen Pavilion	\$1800 5-9pm \$1200	\$1050 \$900	\$1450 5-9pm \$900	\$900 5-9pm \$650	120 standing 70-90 seated

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OJOS Y MANOS: EYES & HANDS GARDEN

Location	Friday & Saturday	Under 50 Guests	Sunday to Thursday	Under 50 Guests	Area Capacity
Kearny's Gap Bridge 5-9pm	\$2000	\$1200	\$1600	\$1000	100 standing 64-80 seated
Berlin Gathering Place**	\$3800 5-9pm \$2400 daytime	\$2250 \$1450 day	\$3000 \$1800 day	\$1800 \$1200 day	200 seated
Lopez Horno Plaza	\$700	N/A	\$500	N/A	20 standing
Saurage Learning Ramada	\$1000	N/A	\$800	N/A	40 standing
Hanlon Classroom Sunrise/Sunset	\$900	N/A	\$700	N/A	30 standing
Gronquist Arroyo Overlook	\$400	N/A	\$300	N/A	20 standing
Chairs	\$75	\$25	\$75	\$25	85 available
Orchard Garden & Ojos y Manos 5PM to 9PM	\$5500	\$4000	\$4400	\$3000	700 standing

* Ramadas when combined with another location are \$400.

**Berlin Gathering Place is the area inside the oval walkway and seating area.

Booking

- A 50% booking deposit is required to book an event at Santa Fe Botanical Garden (SFBG). This fee is non-refundable and must be paid by credit card. The remainder of the fee is due 30 days prior to the event and will be charged to the credit card on file.
- Tentative reservations may be held for no more than three calendar days pending the signing of SFBG's Facility Rental Agreement and payment of the required booking deposit. Fees are subject to change.

- Once the date, time and location for your event have been decided, a contract will be sent for you to sign and return with the booking deposit. In addition to the booking deposit you will be required to submit a \$300 damage deposit. Should the site be found in an acceptable condition following the event, it will be returned in full within two weeks.
- The rental period is for four hours. Additional set up or take down time must be cleared with the facility rental staff.
- Portions or all of the deposit will be forfeited if damage, extra maintenance, or extraordinary cleanup occurs. For example, damage to the Garden’s plants, beds, structures and stonework; red wine stains, broken glass, damaged equipment, candle wax, and more will result in fees charged. The facility rental staff will determine these fees. Otherwise, the deposit is refunded.
- If for any reason the damage, maintenance or cleaning exceeds the damage deposit, the Host agrees to pay the Garden the additional amount.
- The Host is required to obtain special event insurance coverage with a certificate of liability naming SFBG as additional insured with coverage not less than one million dollars. If alcohol will be served, SFBG requires evidence that the caterer or server has liability insurance naming SFBG as additional insured on that policy as well.

Summary of Deposits and Requirements

Type of Deposit/Requirement	Amount Due	Timing Due
Booking Deposit	50% of the cost of the rental	At signing of contract
Damage Deposit	\$300	At signing of contract
Caterer’s Deposit	\$250	Two weeks before event
Balance (50% cost of rental)	Balance of the cost of the rental	Thirty days prior to event
Security	SFBG requires Host provide bonded security for events of more than 100 guests and/or when alcohol is being served.	Thirty days prior to event Host must provide copy of security contract.

Refunds

If the event must be cancelled by SFBG, a refund of the booking deposit will be made. All deposit refunds will be made within 30 days of the cancellation.

Cancellation Policy

Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the cost of the rental. If an event is cancelled following the final payment, which is due 30 days prior to the event, the entire cost of the rental is forfeited. Events cancelled because of weather will be reviewed on a case by case basis.

Facility Policy and Usage Guidelines

- City, State and Federal safety and fire regulations will be enforced by the Garden's staff and security. Rental parties in violation of the fire code will be required to reduce the number of guests or otherwise be subjected to closure. (See fee structure and capacity for rental spaces on pages 2 and 3)
- During regular hours, the entire Garden will not be closed to the public for a private function. Rental of the entire Botanical Garden can only occur from 5:00pm to 9:00pm. Specific rented areas of the Garden may be closed off during the day for an event.
- There may be certain dates and times that facility rental is limited due to special Garden activities.
- Hosts and their guests assume all responsibility for their automobiles and for any personal property either checked or left in the Garden. The Garden cannot be responsible for goods left before, during or after an event.
- Arrangements for deliveries, setup and breakdown for florists, caterers, rented equipment or photographers must be cleared in advance with the Garden's facility rental staff no less than 72 hours prior to the event. All deliveries must be made through access point(s) designated by the Garden staff contact person.
- Any changes to the event setup, time or location within the Garden must be approved by the facility rental staff no less than 72 hours prior to the event.
- Musical groups and the location thereof must be approved by the Garden. Amplified music is not permitted. The Garden reserves the right to intervene during an event if the sound level is too loud.
- Smoking or use of tobacco products is not allowed.
- Rice, bird seed, potpourri, sparklers, fireworks, confetti or fresh flower petals are not allowed on the Garden premises.
- If a coat check is being used during an event, items left are the sole responsibility of the Hosts or guests.
- The Board of Directors retains the right to deny use of the Botanical Garden if the nature of the event is inconsistent with the Garden's purposes or mission.
- This agreement is not transferable to another individual or organization without the expressed written consent of the Santa Fe Botanical Garden.
- The Host is responsible for the conduct and actions of invited guests while they are on the Garden premises.
- Only certified service animals are allowed within the Botanical Garden.

Security, Alcohol & Permits

- There are two types of events
 - Public Events: the event is one in which all guests are not known to the Host
 - Private Events: the event is one in which all guests are known to the Host.
- If Host is planning a “**public**” event in the Garden, and alcohol will be served to the public or sold to the public, Host will be required to obtain a "picnic license" issued by The State of New Mexico. This “picnic license” is issued for special events, such as weddings, receptions, gallery openings and parties.
 - Security requirement is determined by “picnic license”.
 - A “picnic license” creates a temporary licensed location from which the licensee may sell or serve alcoholic beverages by the drink for a special event for a limited number of hours.
 - This license can only be obtained by those who own or lease a dispenser liquor license located in Santa Fe, such as a liquor store.
 - It is suggested that the Host secure a liquor store and apply for permit at least one month in advance.
 - SFBG requires that the Host to submit proof of license.
 - Only the liquor license holder (and his/her employees) who have valid server permits may serve alcoholic beverages under the “picnic license”.
 - The Facility rental staff (with the Host) will determine the amount of security required for daytime and nighttime events. After hours events (after 5:00 pm) will require bonded security during the entire event to safeguard the Garden and its collections, the parking lot, to guard belongings and if alcohol is being served.
- In any and all situations in which the Host is having a “public” event and will be serving alcohol, a “picnic license” is required.
- If Host is planning a “**private**” event or party in the Garden, the Host is permitted to serve alcohol without a “picnic license” and security is not required.

Event Catering

- Caterers will be charged a \$250 refundable deposit due two weeks before the event date.
- Caterers must provide the Garden a “Certificate of Insurance” with liability coverage in the amount of at least \$500,000 and a copy of their Privilege License and Food Permit. If the Caterer is to serve liquor for the Host, proof of additional liquor liability coverage in the amount of \$1,000,000 must be included on the “Certificate of Insurance”.
- Food preparation, handling and clean-up must comply with Health Department standards.

- Caterers must remove all trash and recycling and rentals (tables, chairs, tents, dishes, glassware, etc.) from the Garden premises at the end of the event. Special arrangements for cleanup details can be made in advance with facility rental staff.
- If all the above requirements are not met, the Caterer's \$250 deposit will be forfeited.
- Location of catering vehicle parking must be approved by facility rental staff.
- Location of all tents, canopies, tables and seating must be approved by facility rental staff.
- Open flame cooking must be approved by facility rental staff.

Decorations/Florists

- Decorations must be approved by the Garden's facility rental staff.
- Decorations may not be nailed or glued to the metal posts, rocks or benches or any other property within the Garden. Other methods of securing decorations (such as wire, tape or pins) must be approved by facility rental staff contact.
- Candles are allowed only in rental areas and must be contained in votives or glass hurricanes. The facility rental staff must approve all candle usage.
- No fireworks of any kind are allowed in the Santa Fe Botanical Garden.
- Set up and dismantling of equipment or decorations must not disrupt public use of the Garden.
- Only air balloons (no helium) are permitted, provided they are secured and weighted. They should be approved by the facility rental staff, and they should be removed immediately following the event.

Parking

- Event parking is available in the lot adjacent to the Botanical Garden's entrance on the north side of Camino Lejo. Additional parking may be available across the street at Milner Plaza, however, facility rental staff must advise and approve based upon competing events on Museum Hill.

Clean-Up Requirements

- The Botanical Garden staff is not responsible for setting up or breaking down any rental equipment, such as tables, chairs and trash containers, etc.
- The Host is responsible for all rental areas within the Garden being left in a clean and orderly condition. All equipment must be removed immediately following the event (unless previous arrangements have been made with and approved by facility rental staff) to avoid incurring the \$300 damage deposit penalty.