



Overview – Special Events Rental at the Garden, 2019

Welcome to Paul J. Ciener Botanical Garden

Paul J. Ciener Botanical Garden is a beautiful public garden offering special event rentals in Kernersville, the heart of the Piedmont Triad. The Garden's Welcome Center has been designed to accommodate a full range of events, from business and nonprofit events to rehearsal dinners, wedding receptions and parties.

Envisioned by entrepreneur and philanthropist Paul J. Ciener before his death in 1998, the Garden is supported by the Garden Foundation and by revenue from memberships, donations, and special event rental fees. So far, thirteen gardens, a Welcome Center, and a Horticulture Center have been developed to be enjoyed by the people of the Piedmont Triad. Fifteen additional gardens, including an Event Lawn and Amphitheatre, special garden features and educational programs will be added as financial support for the Garden grows.

Located at 215 South Main Street in Kernersville, the Garden consisting of seven acres is located in the National Register Historic District between historic Körner's Folly and Kernersville's charming and vital downtown.

Kernersville is centrally located in the Piedmont Triad, convenient to Greensboro, High Point, and Winston-Salem. To visit the Garden, take Exit 14, the South Main Street Exit on I-40 Business. The Garden is only one mile north.

Our Goal

Our goal for special events at the Garden is to provide a magnificent garden surrounding a lovely facility accommodating a full range of events, from business luncheons and cocktail socials to rehearsal dinners, wedding ceremonies and receptions

- With stunning gardens, a Welcome Center, spacious Ballroom, adjoining Patio Terrace and Conference Room, you can host an indoor event that brings in the outdoors

Spaces and Capacities

In the Welcome Center, the Garden offers a Conference Room and an elegant 2,400 square-foot Ballroom opening onto the Patio Terrace.

The Conference Room seats up to 10 people. Adjoining the Kitchen Garden, it is ideal for a meeting or for a small luncheon or dinner. The Conference Room includes state-of-the-art audio visual equipment with a flat panel monitor for presentations.

The Gregory M. Ciener Ballroom features a dramatic, vaulted ceiling. The Full Ballroom accommodates up to 150 guests for dinner and dancing, a cocktail party, reception or a lecture for over 200. French doors open onto the Patio Terrace with a view of the grounds.

The **Receiving Kitchen** adjoins the Ballroom and is equipped to accommodate the service of food cooked off site by caterers.

To schedule an appointment to tour the facilities at the Garden, please call our Facility Rental Coordinator at 336-996-7888.

Times, Rates, & Terms

The Conference Room

- The Conference Room is available Monday through Thursday for full or half day rental and Friday only from 8 a.m. until 2 p.m.
- The Conference Room is not available for rent on Saturdays
- The Rental Fee for the Conference Room for a Full Day is \$300; and for a Half Day is \$200
- The rental fee for the Conference Room is to be paid in full at the time of reservation
- A damage deposit is not usually required for the Conference Room

The Ballroom and Patio Terrace

- All Ballroom rentals include the use of the Patio Terrace
- Events cannot go over scheduled time unless approved in advance. To ensure that other renters are accommodated as promised, the Garden must apply an overtime charge of \$500 per hour (or any fraction of an hour) to ensure these scheduled completion times are met.
- The Ballroom rental includes the use of tables and chairs for your event. Please see the Equipment List for a detailed description of equipment available. Equipment that is different than or is in addition to the Equipment List must be arranged at the renter's expense and receive prior approval by Facility Rental Coordinator.

Rental Rates

- Friday – Call for pricing and availability
- Saturday - 12 pm. until 12 a.m. (clean up completed by 12 a.m.) \$3,400
- Sunday - 8 hours (1 pm until 9 pm clean up completed by 9 p.m.) \$1,950
- Each Additional Hour (before 12:00 noon) \$ 200
(Must be purchased at least 2 days in advance)
(Additional Hours not available after midnight)

- Overtime Charge \$ 500
(Per hour or fraction of hour)
- Refundable Damage Deposit \$ 500
(Refunded within 30 days after event provided there is no damage or excessive cleaning)
- Wedding Rehearsal for ceremonies at the Garden 1 ½ Hours
(included by appointment)
- Includes tables and chairs for 150 (see Equipment List for Description of tables and chairs available)
- A facility rental deposit of 40% of the rental fee accompanied by a signed Facilities Rental Agreement is required to confirm the event date
- The balance of the rental fee and a \$500 refundable damage deposit are due 90 days before an event
- The facility rental deposit is non-refundable if the event is cancelled by renter
- If the damage deposit (or a portion of the deposit) must be used for repairs or excessive cleaning, the Garden will refund any unused portion.

Corporate Packages

- **5 Hours**
- Monday-Thursday, 9 am until 9 pm \$700
- Each Additional Hour Purchased in Advance \$100
- Damage deposit may be required
- Includes tables and chairs
(see Equipment List for description of tables and chairs available)
- **4 hours**
- Monday-Thursday, 9 a.m. until 9 p.m. \$500
- A damage deposit may be required
- Includes tables and chairs
(see Equipment List for description of tables and chairs available)

Outdoor Ceremony Spaces (Event Lawn and Tropical Garden)

The Garden will, within reason, do what is necessary to prepare the Tropical Garden and Event Lawn for your Event.

- The Patio Terrace will accommodate a 20' x 20 rented tent
- The Tropical Garden will accommodate a 40' x 50' rented tent
- No food or drinks are allowed in the Tropical Garden or Event Lawn
- The use of stakes to secure arbors, tents, etc. must be approved by Garden staff
- No tape, nails, screws, etc. may be used to decorate the Stage. All decorations must be approved by the Garden.

- *All garden chairs (rental, set-up and take down) must be provided by the renter*
- The Tropical Garden and Event Lawn do not have lighting and therefore, are available only for ceremonies before dark
- For safety reasons, equipment, decorations, props, etc. must be removed before dark from the Event Lawn and Tropical Garden
- The Tropical Garden and Event Lawn are available for ceremonies with the following exceptions:
 - The Tropical Garden is available for Events from June 1st until October 1st.
 - The Event Lawn (including the Stage) is closed for turf maintenance beginning October 1st.
- The Tropical Garden and Event Lawn may be closed at the Garden's discretion for the following reasons:
 - Rain the day of the Event
 - Substantial rain leading up to the Event resulting in standing water, soggy turf, the inability to use equipment to mow, etc.
 - Extreme weather conditions the day of the ceremony

Equipment List

- Upholstered Chairs (for use in Ballroom only) – 150
- White Wedding Chairs – (for use on Patio Terrace and Ballroom only) - 75
- 8' Rectangle Tables – 8
- 5' Rectangle Table - 1
- 6' Back Bar Tables- 2
- 60" Round Tables – 20
- 48" Round Tables – 2
- 36" Round Table - 1
- 30" High-top cocktail tables – 5
- iPod Dock
- DVD
- LCD projector
- Hand-held Microphone - 2
- Lapel Microphone - 1
- Podium with microphone - 1
- Refrigerator - 2
- Wireless internet
- Chalkboard Easel
- iTunes streaming

Holidays

- A 10% surcharge will be added to the above rental rates for events held on any of the following holidays: New Year's Eve, New Year's Day, Easter, July 4th, Christmas Eve or designated Garden holiday
- Thanksgiving and Christmas Days are not available for rental
- Prices and terms are subject to change without notice until the rental deposit is paid

Cancellation Policy

- Written notice of cancellation is required
- Fees for reservations cancelled more than 90 days before the event will be refunded, less the nonrefundable facility rental deposit
- If a renter cancels within 90 days of the event, there is no refund

Weddings at the Garden

Some of the special touches we've included to make your wedding at the Garden unforgettable:

- Complimentary use of the Garden for a two-hour bridal portrait sitting (by appointment)
- Complimentary use of the Garden for up to 1 ½ hours for your wedding rehearsal (by appointment)
- Balcony for the Bride to throw her bouquet and for the Groom to throw the garter!
- Dressing Area for the Bride and her attendants
- Dressing Area for the Groom and his groomsmen
- State-of-the-Art audio-visual equipment for special presentations for your event
- The Ballroom, when set up for a buffet or plated dinner, accommodates 150 guests, a head table, a buffet table, and a dance floor [12' x 15' recommended]

Non-Profit Organizations

- Paul J. Ciener Botanical Garden offers a 25% rental discount to nonprofit organizations upon proof of your IRS 501(c)(3) designation letter

Set Up & Breakdown

- Caterers are responsible for leaving the facility in the same condition as when they arrived before the event
- All trash, food, and equipment must be removed and disposed of in the dumpster

- Event completion times apply to all event guests and subcontractors
- Thorough breakdown must be completed by the end of the rental period
- Breakdown of tables and chairs supplied by the Garden may only be broken down by Garden Staff
- Rental furniture and/or flowers may be removed the morning following an evening event only as arranged with the Garden before the event.
- If the building is not vacated by the required completion times, an overtime fee of \$500 /hour, or portion of an hour, will be charged

Catering & Other Arrangements You Make

The Garden provides a beautiful setting; you have the opportunity to make your own arrangements for your special event.

- The Garden does have a list of recommended caterers. Any caterer with a current ABC Off-Premises license (if alcohol is to be served), current liability insurance coverage and a current permit to prepare and sell food in North Carolina (DENR 1341) from the Division of Environmental Health is welcome to cater an event at the Garden. Copies of these documents must be on file at the Garden two weeks before the event.
- We reserve the right to decline to work with licensed caterers with whom the Garden has had unsatisfactory experiences
- **On-site cooking is not allowed at the Garden.** This includes tow-behind cookers and food trucks.

Other arrangements you might make include:

- Linens (tablecloths, napkins)
- Rental of additional tables and chairs if needed (see Equipment List for description of tables and chairs available)
- Flowers and decorations
- Musicians or DJ
- Piano rental
- Wedding Cake
- Valet Parking
- Additional Security and Traffic Control
- Horse and Carriage
- If dancing is planned, a dance floor must be provided by the renter
- Tent (the Patio Terrace can accommodate a 20' x 20' tent)
- Professional Wedding Director
- Wedding chairs for the Tropical Garden and Event Lawn or additional wedding chairs for the Patio Terrace
- Professional wait staff or licensed bartender
- Arbor/Archway
- **Day of Event Coordinator (Recommended)**

Alcoholic Beverages

- **Generally, the Garden requires that caterers serve all alcoholic beverages.** When caterers provide alcoholic beverages, they assume all liability with respect to alcohol consumption and law.
- If the renter wishes to provide fortified wine and spirituous liquor for the event, the renter must obtain a **Limited Special Occasion Permit** from the ABC Commission and must provide evidence of social host liability insurance coverage of at least one million dollars (\$1,000,000) including the Garden as a Named Insured. Permission of the Garden is required to obtain the permit. A renter should allow 3-4 weeks for the issuance of this permit.
- Renters are not required to obtain a permit if they are providing only wine and beer, though they still assume liability and must hire a licensed caterer or bartender to serve it during their event
- Cash bars are not permitted at the Garden

Photography

- The Garden does not charge for a bridal portrait sitting at the Garden if the wedding and/or reception are being held at the Garden. Appointments are available during regular business hours, and must be scheduled through the Garden's office at least 48 hours before the sitting.
- Professional photographers may use Paul J. Ciener Botanical Garden for photo shoots for a fee of \$200 for two hours. Appointments are available during regular business hours, and must be scheduled through the Garden's office at least 48 hours before the sitting.
- Any sitting fee is due when the sitting is scheduled. This fee is not refundable if you cancel. In the event of inclement weather, portrait sittings may be rescheduled.
- Portrait appointments start at the time reserved, not when the subject or photographer arrives. PJCBG reserves the right to restrict the times and locations of portrait sittings.

Other Services

Audio Visual

- Paul J. Ciener Botanical Garden offers a state-of-the-art stereo system and LCD projector for its renter's use during an event.
- Operating the laptop and providing the computer for the LCD projector is the responsibility of the renter. Touchscreen Monitors and televisions are only operated by Garden Staff.

- The Garden will refer renters to A/V vendors as event-needs warrant. Garden personnel are not responsible for moving, setting up, taking down, or any loss with respect to this rental equipment.

Parking

- The Garden has 55 parking spaces on site available for non-exclusive use by renters and their guests.
- Public parking lots are nearby

Podium

- Table-top and freestanding podiums are provided at no charge.

To Reserve a Date

- Events may be scheduled up to one (1) year in advance unless otherwise approved by the Executive Director
- A rental deposit equal to 40% of the rental fee must be paid and accompanied by a signed Facilities Rental Agreement and Facilities Rental Detail Sheet to reserve a date. Once received, Paul J. Ciener Botanical Garden will sign and return a copy of the Facilities Rental Agreement, and place your special event on the Garden's calendar.
- The rental deposit is not refundable if your event is cancelled.
- To check the Garden's availability or to schedule a tour, call our Facilities Rental Coordinator at 336-996-7888