



IOWA ARBORETUM

RENTAL FACILITY FORM & CONTRACT

1875 PEACH AVE. MADRID, IOWA

www.iowaarboretum.org

515.795.3216





FACILITY RENTAL FORM

Our goal is to provide you and your guests the best experience

Group Name _____

Contact _____

Address _____

Phone _____

Email _____

Rental Location (See Page 2) _____

Date/Time of Event _____

Arrival Time* _____

Departure Time* _____

*Please include set-up and tear down in your time

Group Size _____

Cost (See Page 2) _____

Reservation Fee (50% of rental fee): _____

Will you be using the catering refrigerator? Yes No

Will there be a Tent? _____

Will there be alcohol? _____ (Must be provided by Christiani's)

Special Instructions:

I AGREE TO FOLLOW THE POLICIES AND PROCEDURES OF THE IOWA ARBORETUM:

Contact Name (printed) _____

Contact Signature: _____ Date: _____

PAYMENT INFORMATION

Iowa Arboretum staff will fill out the remainder of this box

Reservation Fee _____ Date Paid _____

Cash _____ Check _____ Master Card _____ Visa _____ Discover _____

Total Due _____

Staff Needed (Please Circle): Mark/Megan/Other _____



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RENTAL FEES

MEETING RENTAL FEES

Hughes Education Center (175-200 people)

	<u>Weekdays</u> <i>8am – 4:30pm</i>	<u>Weeknights</u> <i>4:30pm – 10pm</i>	<u>Weekends</u> <i>Fr – 4:30-10pm</i> <i>Sat/Sun 8am – 10pm</i>
Individual/Corporate Rates	\$200	\$250	\$300
Not for Profit Rates	\$100	\$150	\$200

Cafferty Building (30-50 people)

	<u>Weekdays</u> <i>8am – 4:30pm</i>	<u>Weeknights</u> <i>4:30pm – 10pm</i>	<u>Weekends</u> <i>Fr – 4:30-10pm</i> <i>Sat/Sun 8am – 10pm</i>
Individual/Corporate Rates	\$125	\$175	\$225
Not for Profit Rates	\$75	\$125	\$175

**Groups renting facilities on a weekday who would like to stay beyond their rental time will be charged an additional \$25/hour. This must be arranged 48 hours in advance with the Venue Coordinator.*

PARTY RENTAL FEES

Baby & Wedding Showers, Anniversary & Birthday Parties, Christmas Parties.

There are many beautiful sites throughout the Iowa Arboretum to choose from. Multiple sites can be reserved for an additional fee.

Rental Times

8am-4pm

The rental fee is a \$25/hour.

4pm-10pm

The rental fee is a \$50/hour.

**This includes setup and cleanup time. If you go over your time you will be charged additional.*

The 2020 Rental Fees will be \$30/hour.



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RENTAL POLICY & PROCEDURES

RESERVATION PROCEDURES

The use of all rental rooms and spaces are scheduled in advance through the Rental Coordinator at 515-795-3216. Reservations will be secured based on submitting a reservation fee and application.

VIEWING OF THE RENTAL SPACE

Rental spaces can be viewed by scheduling an appointment with the Rental Coordinator. Appointments to view rental spaces are subject to availability of both the rental space and the Rental Coordinator. Please schedule an appointment at least 48 hours in advance of the intended viewing date to verify availability of the rental space and the Rental Coordinator.

RENTAL HOURS

Meeting Rentals Times*:

- Weekdays: 8 am-4:30 pm
- Weeknights: 4:30 pm-10 pm
- Weekends: Friday 4:30 pm-10 pm Saturday/Sunday 8 am-10 pm

*Groups renting facilities on a weekday who would like to stay beyond 4:30pm will be charged \$25/hour. This must be arranged 48 hours in advance with the Rental Coordinator.

*Groups that stay past 4:30 p.m. during the weekday and 10 pm on weekends *without* prior arrangements will be charged \$50/hour.

Party Rentals Times**:

- 8 am-10 pm

**Groups renting facilities on a weekday who would like to stay beyond 4:00pm will be charged \$25/hour. This must be arranged 48 hours in advance with the Rental Coordinator.

**Groups that stay past 4:00 p.m. during the weekday and 10 pm on weekends *without* prior arrangements will be charged \$50/hour.

DAMAGE FEE

You will be invoiced for any damage done to walls, stains or rips on floors, stains on chairs, etc.

BILLING & PAYMENTS

Full payment is due **2 weeks** prior to the event. Acceptable forms of payment are credit card (Visa, Master Card, and Discover), checks (made payable to the Iowa Arboretum), or cash.

CANCELLATION

Cancellations will be accepted. The Iowa Arboretum will retain the reservation fee amount and return any additional payment amount. If you cancel, the reservation fee will only be refunded if we book the location with another room rental. No refund will be given for rental reservations or events cancelled due to inclement weather.

ADMITTING & STAFFING

Your guests will not be charged an admission fee to enter the Iowa Arboretum. They will need to identify the event they are attending at the front desk and will be allowed to access at no charge. An Iowa Arboretum staff member will be present the entire event.



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DELIVERIES

Please make sure the Rental Coordinator is aware of all deliveries.

RENTAL DÉCOR

The renter is responsible for all arrangements (catering, flowers, decoration, plates, utensils, cups, napkins, glasses). The renter must check with the Rental Coordinator before hanging items (paper products, nails or screw are not allowed), before driving anything into the ground (check for utilities) and driving on the pathway and lawns. Decorations can be placed the day before the room rental (schedule with the Rental Coordinator) if no other event is scheduled. Directional signs and decorations are to be removed immediately after the room rental.

Tents are allowed on the grounds (as long as they do not interfere with trees). Contact Rental Coordinator for marking location and approval.

EQUIPMENT/INTERNET

All building, facilities, equipment, etc. at the Iowa Arboretum are the responsibility of the client, who will be held responsible for damages incurred.

Wireless internet access is available for no extra charge but we can not guarantee the strength of the signal.

ROOM RENTALS INCLUDES:

- Round tables (25 round tables – 60 inch)
- Chairs for the tables
- Kitchen facilities-stove, oven, microwave, catering refrigerator (silverware, dishes and tablecloths are not provided)
- Coffee maker (90 cup and 40 cup)
- Parking for guests
- Chairs (250 white chairs for outdoor use)
- Tables (for gifts, guest books, water station, etc.)
- Sounds System upon request
- Arboretum Rental Coordinator (to coordinate the use of the facility)
- Comfort Room (nursing and diaper changing)

ROOM SETUP & CLEANUP

All setup and cleanup times are to be included within the times you reserved the facilities. If additional time is required, prior arrangements must be made through the Rental Coordinator. The Rental Coordinator will need to finalize the setup plan with the renter one week before the event. **The rental areas are to be cleaned immediately after the event and left in the order it was found.** This includes wiping tabletops, vacuuming carpets, cleaning chairs, along with kitchen countertops, floors and equipment. If the rental space is not left in the order it was found additional fees will be assessed.

GARDEN CONSIDERATIONS

The Arboretum is open to the public from sunrise to sunset. No vehicle traffic is allowed on pathways without prior approval. Foot traffic in planting beds is not permitted.

LOST OR STOLEN ITEMS

The Iowa Arboretum is not responsible for lost, missing or stolen items. We cannot assume any responsibility for items left by the caterer, rental company, or client, nor will we store items without prior authorization with the Rental Coordinator.



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CATERING, ALCOHOL & TOBACCO

CATERING

The Iowa Arboretum does not have any restrictions for which catering company you choose. The caterer is responsible for all personnel, materials, and supplies required for the preparation and service.

KITCHEN USE

Rentals includes the use of the coffee maker, oven/stove, microwave and catering refrigerator. The kitchen must be cleaned after use and left in the order it was found (clean coffee maker, oven/stove, microwave and catering refrigerator). You are not permitted to use other Iowa Arboretum kitchen items: utensils, serving items, plates, roasters, etc.

ALCOHOL- CHRISTIANI'S CATERING AND EVENTS

Christiani's Catering holds the exclusive liquor license. Parties must contact Peter Worsham at Christiani's for all their alcohol needs.

The Iowa Arboretum strongly adheres to the laws and regulations of the State of Iowa pertaining to the service and the consumption of alcohol. **No alcoholic beverages may be brought on the property by a party other than Christiani's.** We reserve the right to confiscate alcohol not served by the caterer. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages are allowed in your reception area only and may not be taken into the parking lot. Events non-compliant with this regulation will be shut down.

By initialing below, client understands and agrees to the policies and procedures regarding alcoholic beverages.

Client Initials: _____

SECURITY

The Iowa Arboretum reserves the right to hire security to monitor events. The fee for security is to be paid for by the party renting the facility.

TOBACCO

The State of Iowa law prohibits smoking on public grounds. The Iowa Arboretum is a nicotine-free environment. Cigarettes, electronic cigarettes, cigars, chewable tobacco and similar products are not permitted on the property including all grounds, building, restrooms and parking areas. It is the renters responsibility to inform guests and hired vendors of this policy.

**Hughes Educational Center
Diagram of Room**

Hallway

Lobby

