

## The Garden Center – Rules and Regulations

- Contact the Venue Director for all rental requests. Renter must be at least 21 years of age. Arrangements for advanced preparation of the Center by the hostess, decorator, or caterer, etc., must be made with the Venue Director. Rental time includes set up, event and clean up. Limitations, restrictions, or cancellations may be imposed at Venue Director's discretion to protect the Center, grounds, or individuals.
- **A refundable security deposit/damage fee is required to book a reservation for each date reserved.** This deposit/fee is in addition to the rental rate charges. If the renter changes the event date(s), an additional security deposit/damage fee will be imposed. If a replacement rental is secured for the original date, the first security/damage fee will be refunded. If multiple days are rented, each day requires a separate deposit and each refund is relevant to that particular date. Refunds are based on damages and adherence to rules.
- **Fees: All rental fees are due no later than 90 days prior to the event.** Late rental fees will be assessed for payments received after the 90 day deadline as set forth in the contract. All late fees are payable either in cash or by certified, cashier's or bank check. Returned checks will be assessed \$50 plus bank fees. Additional time for set-up and clean up may be requested up to 14 days prior to the event. If there are no scheduling conflicts, those hours will be scheduled at a charge of \$50 per hour payable in cash at that time. Any additional time over the prepaid, contracted hours will be assessed \$100 for the first hour and an additional \$100 at the beginning of each hour thereafter.
- **Event insurance:** Proof of insurance for a minimum of \$1,000,000. must be provided no later than 30 days prior to the event unless the event is less than 30 days from execution of the contract. In that case, the proof of insurance is due within 14 days of the event. Failure to provide this document shall result in cancellation of the event without any refund to the renter.
- **If the event is contracted within 90 days of the event, all fees are due at the time the contract is signed.** If the event is contracted **within 14 days of the event, all fees are due at the signing and must be paid with a certified, cashier's or bank check, or cash.**
- **Refund Policies: Cancellations:** 1) If canceled within six (6) months or 180 days prior to the event, the rental party will forfeit half of the security deposit. 2) If canceled within 60 days of the event, the rental party will forfeit the security deposit and half (1/2) the total rental fee. 3) If canceled within 30 days of the event, the rental party will forfeit all deposits and rental fees. **Notification of cancellation must be in writing.** **After event:** All or part of the security deposit/damage fee will be refunded within two weeks after the event according to any exceptions as stated above, i.e. rescheduling, damage to property, extended hours, contract/rule violations, etc.
- **House furniture and property**( except Chavari chairs and collapsible tables) may not be moved, but additional tables and chairs may be set up. **Chaivari chairs must remain indoors at all times.** All Garden Center tables and/or chairs used must be stacked neatly on the rolling racks and returned to the ballroom's closet after use. All Garden Center equipment used, except tablecloths and napkins, must be cleaned and put away in the pro Venue Director per places immediately after the event. Tablecloths and napkins should be collected and placed in the laundry hamper in front of the Venue Director's door for laundering. **Moving any furniture or furnishings, except dining room chairs, will result in the loss of security deposit.**
- Materials and furniture provided by rental companies must be removed from the building at the end of the event unless a later removal is pre-arranged with the RM. All materials and supplies provided by caterers and florists must be removed on the day of the event. A charge of \$150 a day will be deducted from the security/damage fee for each day items remain at the Garden Center.
- Protective pads are provided and must be used on the dining room table. Cups, saucers, plates and/or napkins must be used when serving food and/or beverages.
- The Garden Center kitchen is not licensed by the Florida Health Department for catering. The microwave and stove are to be used for **warming only**. Frying, grilling and/or cooking is allowed **only** in the rear parking area.
- Rules for the prevention of fire will be strictly enforced. Lighted candles are **strictly prohibited** on all mantels and tables against the walls. **Smoking is prohibited indoors.** No fires are permitted in the fireplaces. Fire extinguishers are located in the kitchen, on the stage and at the top of the stairs. Cigarette butts outdoors must be properly disposed of in containers provided.
- **If alcoholic beverages are served, a bartender must be provided by the renter.** The bartender must assure that minors are not served alcoholic beverages (by ID checks, if necessary) and that consumption levels are not excessive. Alcohol consumption is limited to the property. Bars and drink dispensers (fountains, punch bowls, etc.) may not be set up in the parlor. Floors must be protected from melting ice.
- **No nails, staples, push pins, tape or any type of adhesives** are to be used on woodwork, walls (interior or exterior), ceiling, mantels or any part of the Garden Center. Coat hangers are to be hung **only** on the over the door hooks provided.
- No rice, birdseed, artificial flower petals or sparklers (fireworks) are allowed. Outside litter caused by the event is to be collected and placed in trash receptacles. If trash is left on the grounds, a labor charge for clean-up will be assessed and deducted from the deposit/security fee.
- The rental party is responsible for placing all trash and garbage in the outside garbage cans located in the green arbor beside the patio. Large plastic trash bags are provided for this purpose.
- To protect the antique furnishings and gardens surrounding the Center, all children attending the event must be closely supervised at all times. No pets are allowed at any time.
- All activity on the patios, gazebo, or other areas of the property, including music from outdoor speakers, must end by 11:00 pm. and be confined to the interior of the Center.

• All events must conclude early enough that clean-up can be completed by \_\_\_\_\_(insert end time)\_\_\_\_\_ (renter initials)

• **The renter or his/her representative as designated in the contract, must remain at the Garden Center until all guests have departed. At that time the renter will perform a final walk through with the Venue Director and sign out with the Venue Director. Failure to complete these final steps may cause forfeiture of the security deposit.**