

DESERT BOTANICAL GARDEN

Facility Rental Packet

Nestled amid the Papago Buttes, the Garden is a natural choice to host your event. Choose from open-air pavilions, scenic courtyards, intimate gardens and historic locations for day or evening meetings or receptions. All event guests receive complimentary parking and admission as well. Not to mention when groups book the Garden for their event, they contribute to its desert research and conservation initiatives.



DESERT
BOTANICAL
garden

1201 N. Galvin Parkway
Phoenix, AZ 85008
480.941.1225 | dbg.org



[dbgphx](https://www.facebook.com/dbgphx)

The Garden is a Natural Choice for Your Special Event

Weddings: Ceremonies and Receptions

Whether your guest list is large or small, the Garden captures the romance of your special day. We offer exquisite settings for daytime or sunset ceremonies and/or receptions.

Social Events

From bridal showers, birthdays, rehearsal dinners, baby showers, Bar or Bat Mitzvahs, family reunions, anniversaries and celebration of life or memorial services.

Corporate & Nonprofit Events

Set among our exotic desert flora, picture your next business meeting or conference in one of our conference rooms or halls. The Garden can accommodate breakout sessions, breakfasts, lunches, dinners, holiday parties, cocktail parties and more.

Site Visits

The Garden offers complimentary admission for self-guided tours of our venues during general admission hours. We invite you to stop by to preview our event space. You may also contact us in advance to schedule a private site visit.

Event Contacts

Weddings and Social Events:

Patrick Hanson
Phone: 480.423.7012
Email: phanson@dbg.org

Corporate and Nonprofit Events:

Ali Reese
Phone: 480.481.8104
Email: areese@dbg.org

Beverage Service:

Marianne Donnan
Phone: 480.481.8184
Email: mdonnan@dbg.org



BOOK YOUR EVENT

Book early, as dates tend to fill up quickly. A seven-day hold may be placed on any available date and venue without a deposit. In the event that the space is already on hold, a second hold may be placed. If the first hold is released, you will be contacted and have 48 hours to move forward or release the hold. We request a 50 percent deposit of the rental fee at the time of contract with the balance due at least two weeks prior to the event.

Please note all events require a refundable \$500 security deposit (for damages) and proof of public liability insurance coverage with the Garden listed as additional insured at least two weeks prior to the event.

ADDITIONAL EVENT PLANNING INFORMATION

We offer on-site venue coordination and are happy to offer advice to help accommodate any budget and vision. You will create your own customized menu working with one of our approved caterers. Aside from the approved list of caterers and the Garden's beverage service, you are welcome to use any licensed and insured vendor you would like (i.e. musician, photographer, florist, etc.). The Garden does not provide tables, chairs or linens. These must be rented from an outside vendor and we recommend you coordinate these through your caterer. The Garden has a list of preferred vendors that we are happy to provide as a recommendation for all of your additional event elements upon contracting. We look forward to working with you to make your event both personal and memorable.

Venue Information

Client has private use of the designated facilities only. The general public will have use of the Garden with the exception of these facilities during normal Garden business hours. The Garden assumes no liability or expense for inclement weather any occurrence outside the Garden's control that may impact the event.

Dorrance Center

Dorrance Hall, Boppart Courtyard, Kitchell Patio

\$3,800



Dorrance Hall

Included in Dorrance Center

This elegant 4,600-square-foot reception hall has neutral décor, that features garden-inspired tapestries and full-length windows, which allow you the luxury of bringing the Garden's natural light into your special event. This space is perfect for a reception, indoor ceremony, memorial service, conference or meeting.



Boppart Courtyard

Included in Dorrance Center

This spacious outdoor courtyard surrounded by desert displays is located on the south side of *Dorrance Hall*. Overlooking the *Sybil B. Harrington* Cactus and Succulent Galleries, this courtyard is adorned with a tranquil water feature, bistro lighting strung overhead and a built-in stage. This space is ideal for an outdoor ceremony, cocktail hour or outdoor reception.



Kitchell Patio

Included in Dorrance Center

Situated on the north side of *Dorrance Hall*, *Kitchell* Patio includes a serene water feature and built-in benches for additional seating. This patio acts as a lovely outdoor extension to your indoor event and is ideal for cocktail hours, after-dinner drinks and dessert.

Webster Center

Ullman Terrace, Webster Auditorium, Eliot Patio

\$3,500



Ullman Terrace

Included in Webster Center

Featuring the Garden's butte as a stunning backdrop for your event, this spacious outdoor tiered patio is surrounded by soft petal reflective lights and up-lit saguaros. This scenic venue also features an area for dancing and a stage for entertainment. This terrace is ideal for ceremonies, receptions, dinners and memorial services.



Eliot Patio

Included in Webster Center

Serving as the entrance to *Ullman Terrace*, this patio features Portofino lights and up-lit plants and cacti for an ideal cocktail hour or guest greeting area.



Webster Auditorium

Included in Webster Center for evening events or rented separately for daytime events

This 1,500-square-foot adobe building with French doors and antique chandeliers is on the National Register of Historic Places. Enjoy this historic setting for daytime meetings and retreats providing a truly unique experience for corporate and nonprofit functions.

Steele Herb Garden

\$2,200



Steele Herb Garden

This lush location is nestled amongst the Garden's desert landscaping and features vibrant colors of the Arizona sunset. The refreshing scents of sage and lavender create a serene place for people to relax and take in the tranquility of the Garden while celebrating your outdoor wedding, cocktail hour or dinner reception.

Binns Wildflower Pavilion

\$2,000



Binns Wildflower Pavilion

Located off of the *Harriet K. Maxwell* Desert Wildflower Loop Trail, this circular open-air pavilion is surrounded by desert plants and scenic views of the Papago Buttes and Camelback Mountain. This location is enveloped in natural desert beauty, creating an intimate space with illuminated rustic stars and twinkle-lit pillars for ceremonies, cocktail hours, dinner receptions and memorial services. Dine under blue skies or starry nights, which are visible through the Pavilion's center sky light.

Amphitheater

\$1,000



Amphitheater

With its effortless appeal, the Amphitheater is a natural space for your wedding, overlooking the Garden's *Sybil B. Harrington* Cactus and Succulent Galleries. This tiered theater features built-in benches for guest seating adding a distinctive organic element to your ceremony. The Amphitheater pairs nicely with the *Binns* Wildflower Pavilion for couples looking to host both their ceremony and reception.

Whiteman Conference Room, Farrington Conference Room and Learning Center Classrooms

\$500 – \$1,000



Whiteman Conference Room

Our premier boardroom is ideal for daytime meetings, retreats and team-building activities. For evening events, utilize this traditional conference room for your dressing room or musician's green room as it becomes part of the *Webster Center*.

The Learning Center Classrooms and Farrington Conference Room

Located near *Dorrance Hall* and can accommodate 5 to 30 people for breakout sessions, meetings or retreats.

Your Event

Included in the rental fee are the following items:

- Usage of the venue for the contracted time
- Additional hours for set-up and tear-down
- Admission for your guests into the Garden the day of the event
- One dressing room (if applicable)
- A final walk through (typically held 10 days prior to your event)
- A rehearsal the week of your wedding (if applicable)
- On-site venue coordination
- Signage (8.5 X 11 in.) from admissions to your venue
- Trail maps for your guests, upon request
- Complimentary parking for your guests
- Complimentary wheelchairs and discounted scooter rentals for guests (coordinated through Garden Visitor Center)
- Rangers/Security staff on grounds 24/7
- The Garden does not provide rentals. All tables, chairs and linens can be rented through the caterer or outside vendor.

Rental Information

The following represent charges associated with rental of the facilities. We do not tax on any of our rental fees. All prices are subject to change.

Dorrance Center

- \$3,800
- 250 sit-down | 400 lecture max. capacity
- *Dorrance Hall* | *Boppart Courtyard* | *Kitchell Patio*
- Day or evening use for up to 5 hours

Webster Center

- \$3,500
- 150 max. capacity
- *Ullman Terrace* | *Eliot Patio* | *Webster Auditorium*
- Evening use for up to 5 hours between 5 - 11 p.m.

Steele Herb Garden

- \$2,200
- 75 max. capacity
- Evening use for up to 5 hours between 5 - 11 p.m.

Binns Wildflower Pavilion

- \$2,000
- 100 max. capacity
- Day or evening use for up to 5 hours

Amphitheater

- \$1,000
- 100 max. capacity
- Evening use (wedding ceremony only)
4:00 p.m. - Sunset

Webster Auditorium

- Day use up to 4 hours - \$600
- 5 - 8 hours - \$1,200
- 100 max. capacity

Whiteman Conference Room *(Meetings Only)*

- Day use up to 4 hours - \$500
- 5 - 8 hours - \$1,000
- 25 max. capacity

Farrington Conference Room *(Meetings Only)*

- Day use up to 4 hours - \$500
- 5 - 8 hours - \$1,000
- 14 max. capacity

Learning Center Classrooms *(Meetings Only)*

- Day use up to 4 hours - \$500
- 5 - 8 hours - \$1,000
- 30 max. capacity

Additional Hour

To extend the event for an additional hour (until 11 p.m.), a prorated fee will apply.

- *Binns Wildflower Pavilion* \$400/hr
- *Dorrance Center* \$760/hr
- *Steele Herb Garden* \$440/hr
- *Webster Center* \$700/hr

Audiovisual

The following audiovisual packages are available in *Dorrance Hall* only:

- **Sound Package** - \$125
Includes built-in speakers, one lectern microphone, one lavalier microphone and one wireless microphone
- **Visual Package** - \$125
Includes ceiling-mounted projector and drop-down screen; laptop available upon request. Client responsible for providing files via USB and may also provide their own laptop if preferred.
- **Full AV Package** - \$200
Includes ceiling-mounted projector, drop-down screen, built-in speakers, one lectern microphone, one lavalier microphone and one wireless microphone.

For all other venues, the following portable audiovisual equipment is available:

- **PA System** - \$75
Includes two speakers on telescoping tripods with wired microphone and microphone stand

If renting additional audiovisual or working with a DJ or musician(s), please confirm that a representative will be on site for set-up, operation and tear-down of all equipment. The Garden recommends the following vendors for your additional audiovisual needs:

Affinity Productions, Inc.	Ray Berry	480.985.3251	affinityaz.com
Clearwing	Mike Eddy	602.850.6333	clearwing.com
Sound Lighting FX, Inc.	Chad Jaehnig	602.694.0144	soundlightingfx.com

For a full list of entertainment options, see your venue planner.

Event Enhancements

Additional items that may be rented to make your event more decorative and memorable:

- For a traditional Southwestern look, hand-lit luminarias can be set around your venue for \$200 per set of 50 luminarias.
- Rustic rebar candle trees with 150 individually lit LED candles and glass votive holders can be rented at \$200 per tree.
- Black leather lounge furniture can be rented for \$150 per sofa, \$50 per chair and \$25 per side table.
- Heaters can be rented for \$80 per heater.
- The most enjoyable part of the evening for many guests is a Garden tour. We can arrange a private guided tour of the Garden, or guests may choose to explore the Garden at their own pace. \$100 per guide, per hour. One guide per 20 guests.
- Another great addition to any event or meeting is a discovery station. These stations feature a docent who will discuss a specific plant (saguaro, prickly pear, mesquite, etc.) that your guests can see and touch. \$100 per discovery station, per hour.
- The Garden Shop has many Southwestern gift ideas and décor available for your event. Cactus gardens can be used as centerpieces, and then given as gifts or planted in your yard post-event. T-shirts, coffee mugs or pottery inspired by the Sonoran Desert are other gift items available. Please contact 480 526.8891 for availability and pricing.

Approved Caterers and Catering Policies

Desert Botanical Garden is happy to recommend our preferred caterers for your next event. **Due to liability, all food must be supplied and prepared through one of these caterers.** The Garden does not have any food or beverage minimums so please inform caterers of desired budget upon inquiry. The catering company that you select will need to be on site for the hours contracted by the Garden or the duration of the event, whichever is applicable. To make catering arrangements for your event, you may contact any or all of the catering companies on our list. A licensed and insured vendor must supply items such as desserts and cakes.

Arizona Taste Catering

Phone: 480.947.8844

Email: info@arizonataste.com

Website: arizonataste.com

Combining an artful blend of imagination and sophistication, we can help you execute every detail of your event with an unrivaled standard of impeccable service. Whether it's an exquisitely crafted menu or a customized menu, we use local purveyors and only the freshest and most sumptuous ingredients. As a full service caterer, we can assist you with the planning, rentals and all the details utilizing over 60 years of experience catering in the Valley. Our motto is "As you wish."

Artisan by Santa Barbara Catering

Phone: 480.921.3150

Email: Events@sbcc.com

Website: events@sbcc.com

Artisan By Santa Barbara Catering brings creative cuisine, innovative presentation and contemporary design to the Garden. Custom menus can be created for any type of event. Highlighting Arizona farmers and purveyors is what Artisan by Santa Barbara Catering does best! The energetic team will coordinate everything needed to create an experience for your guests while you enjoy the tranquility of the Garden.

Atlasta Catering & Event Concepts

Phone: 602.242.8185

Website: atlastacatering.com

By providing the most comprehensive catering and event planning services, Atlasta surpasses all industry standards of service, salesmanship, creativity and ingenuity. Our menus, presentation, and highly motivated and trained staff will ensure that your event is not only a success, but that it will also leave your guests in awe. Let us help create your next event.

Copper Square Kitchen

Phone: 602.440.3112

Email: cateringphxrp@hyatt.com

Website: coppersquarekitchen.com

Copper Square Kitchen is a premier full service catering company with dazzling ideas and crowd pleasing favorites. Our experienced chefs will create an extraordinary dining experience for you and your guests with a focus on fresh, local and seasonal ingredients wherever possible.

Creations in Cuisine Catering

Phone: 602.485.9924

Website: creationsincuisinecatering.com

Our name speaks for itself. Choose from many of our pre-designed menu selections or allow us to create a menu tailored to your specifications. We offer full service event planning and rentals, large or small, casual or elegant. Whether it be your wedding day, private party or corporate event, we provide impeccable service and cuisine prepared with the highest quality ingredients and presentation. Imagine the possibilities.

Fabulous Food Fine Catering and Events

Phone: 602.267.1818

Website: fabulousfood.net

Fabulous Food is a custom, high-end catering company offering distinctive event planning services. We specialize in creating events that are exclusively tailored for each of our client's specific desires. We excel at exceeding our clients' expectations and can invent an occasion that is uniquely you.

Fresh From the Kitchen

Phone: 602.694.2878

Email: pat@freshfromthekitchenllc.com

Website: freshfromthekitchenllc.com

When you hire us you get the true Fresh From the Kitchen experience; complete with exquisite service, exceptional food, amazing quality, and foods free of hormones, pesticides, and additives. You get real food made fresh and homemade like it should be. We are committed to making your event extraordinarily beautiful, stress free, and memorable.

M Culinary Concepts

Phone: 602.200.5757

Website: mculinary.com

Master Chef of the Southwest, Michael DeMaria, brings his artistic creations to Desert Botanical Garden. With our chef-driven concept, your guests will be treated to an unsurpassed fine dining experience. Michael's Catering offers a full range of services and experienced staff to handle every detail.



Desert Botanical Garden Beverage Service and Policies

Desert Botanical Garden offers a complete selection of beverages for your event. The Arizona State Liquor Commission regulates the sale and service of alcoholic beverages. The Garden, as a licensee, is responsible for the administration of these regulations. Subsequently, **no liquor or wine can be brought into the Garden from an outside source and will be confiscated and disposed.** All alcohol must be provided by the Garden. Open alcoholic containers may not be removed from the areas rented by the client. Desert Botanical Garden reserves the right (without obligation) to refuse to serve alcohol to anyone who Desert Botanical Garden deems to be intoxicated or out of control. No alcohol may be served to minors. The Garden does not permit shots. **All prices are subject to change without notice.**

For additional information, pricing and to coordinate your beverage service, please contact our Beverage Manager, Marianne Donnan, at 480.481.8184 (office), 602.743.4532 (cell) or mdonnan@dbg.org

Hosted Consumption Bar and Cash Bar Price List

You will pay only for beverages consumed.

Products	Price
Dasani Bottled Water	\$2 each
Soft Drinks Coke, Diet Coke & Sprite	\$2 each
Juice & Sparkling Water	\$3 each
Domestic Beer (choose 2 from selection) Budweiser, Bud Light, Coors Original, Coors Light, Miller Lite, Michelob Ultra & O'Doul's	\$4 each
Premium Beer (choose 2 from selection) Heineken, Amstel Light, Stella, Pacifico, Corona, Ace Apple Cider, 8 th Street Ale (local), Kilt Lifter (local)	\$6 each
House Liquors Seagram's Vodka, Bacardi Rum, Gordon's Gin, Jose Cuervo Tequila, Jim Beam Bourbon, J&B Scotch	\$6 per drink*
Call Liquors (limited to 7 from selection) Absolut Vodka & Flavors, Stolichnaya Vodka & Flavors, Tito's Vodka Tanqueray Gin, Captain Morgan Rum, Maker's Mark Bourbon, Jack Daniel's Whiskey, Johnny Walker Red Scotch, Dewar's White Label Scotch, Blanco or Reposado Tequila	\$7.50 per drink*
Premium Liquors Grey Goose Vodka, Chopin Vodka, Ketel One Vodka, Crown Royal Whisky, Woodford Reserve, Chivas Regal Scotch, Johnny Walker Black, Anejo Tequila	\$9 per drink*
Cordials and Liqueurs Grand Marnier, Drambuie, Irish Cream, Kahlua	\$10 per drink
House Wine (choose 4 from selection) Chardonnay, Pinot Grigio, Sauvignon Blanc, White Zinfandel, Cabernet Sauvignon, Pinot Noir, Merlot, Malbec, DBG Sparkling	\$7 per glass / \$27 per bottle

*Blended/specialty drinks such as martinis, manhattans and margaritas, or any juice drink, will increase liquor prices by \$.50 per drink.

House Cocktail and Signature Drink Offerings

Traditional Margaritas

Made by the batch, served “on the rocks”

Prickly Pear Margaritas

Made by the batch, served “on the rocks”

Other flavors available by request – price may vary with special orders.

The Herb Garden

Vodka & Monin Mojito Mix topped with club soda, served “on the rocks”

Garnishes such as mint leaves, rosemary or basil may be requested through your caterer.

Red Sangria (sold by the batch only)

Makes approx. 70 cocktails

Fresh fruit may be requested through your caterer.

Price

\$6 per drink

\$6.50 per drink

\$6.50 per drink

\$375 per batch

Addition of premium liquors, cordials, liqueurs, house cocktails, signature drinks or special orders may affect your estimate. Filtered water stations can be arranged through your caterer if you choose not to include bottled water.

Bar Fees

Bar rental & supply fee | \$150 per bar

Bartender fee | \$25 per bartender per hour, with a minimum of four hours

(one bartender for every 75 people is recommended)

- Includes bartender set-up and breakdown time
- There will be a 20 percent service charge based on beverage sales (except for cash bars)
- There is no tax, as we are a nonprofit

NOTE: Garden policy prohibits serving shots of any alcoholic beverages or placing any bottles of alcohol on tables. All beverages will be served in plastic glasses; glassware may be rented through your caterer for additional charge. Additional premium wines and spirits are available upon request for an additional charge. All prices are subject to change without notice.



Garden Policies and Procedures

Thank you for your interest in using the facilities at Desert Botanical Garden. The Garden is pleased to make its facilities available for special events. However, because it is a living museum, there are a number of restrictions placed upon its use. To help you make your decision regarding the use of the Garden, we ask that you study our guidelines carefully.

Because of the uniqueness of our collection and our facilities, the Garden does not allow any activity or event which may result in damage or disturbance to the plant collection or Garden facilities, or which may interfere with public use during Garden business hours. All activities or events at the Garden must be consistent with the purposes of the Garden and appropriate for the facilities. All activities and entertainment must be approved in advance by the Garden. All decisions regarding the use of the facilities are made with these principles in mind. The Garden reserves the sole right to determine appropriate use and to interpret these guidelines.

As a condition, rental clients are required to indemnify the Garden and its trustees with respect to any liability arising out of, or resulting from, use of Garden facilities. Clients are also responsible for any damage to Garden facilities or collections, and all costs associated with necessary repairs.

Dorrance Hall, Boppart Courtyard, Kitchell Patio, Ullman Terrace, Eliot Patio, Webster Auditorium, Steele Herb Garden, Binns Wildflower Pavilion, Amphitheater, Whiteman and Farrington Conference Room, and Marley and Weisz Learning Classrooms are available for use by groups, organizations and businesses when the Garden is closed to the public and/or when there is no conflicting Garden activity. The facility rental fee returned with a signed contract will confirm the use of the facility.

Your cooperation is needed in complying with the following regulations to ensure the success of your event and the security of the facilities to protect the Garden's valuable plant collection.

- If a cancellation occurs six (6) months prior to the event date, 50 percent of the initial deposit will be refunded to the client. If a cancellation occurs five (5) or less months of the event date, all deposits are non-refundable. Deposits are transferable, but non-refundable for events transferred from one date to another more than six (6) months in advance of the event date. All payments must be rendered at least 10 days before the event date. If a cancellation occurs within 10 days of the event date, all money is non-refundable.
- A \$500 security deposit is due with final balance payment at least 10 days prior to the event. The Garden may retain all or a portion of the security deposit if physical damage is done to any part of the Garden, significant cleaning above and beyond normal use is required, the Garden deems any action by the client and or guests inappropriate, or if any other default occurs hereunder. The Garden will determine the amount to be refunded to client. Any refund due will be processed within 30 days after event date. The Garden shall not be required to keep the security deposit separate from its general funds and the client shall not be entitled to interest on the security deposit. The Garden's rights with respect to the security deposit shall be in addition to all other rights or remedies available in the event of a breach.
- Desert Botanical Garden has many seasonal displays and exhibits. These exhibits and temporary art are here to enhance the beauty of the Garden and cannot be removed or relocated. Some of the Garden's exhibits may require additional restrictions to the Garden's policies. If client has questions regarding their contracted space and these exhibits, please speak with your venue planner. In addition, the potted plants and memorial benches may not be moved for any reason.
- As a private nonprofit institution, the Garden does not allow activities that involve raising funds to benefit any organization other than the Garden. Garden facilities may not be used for political events, religious functions (excluding wedding ceremonies), commercial promotions, and any other function that may conflict with the interests or mission of the Garden, or events which the Garden is unable to serve appropriately or adequately.
- The client shall only be entitled to use those portions of the Garden designated in its agreement with Desert Botanical Garden. Because of the Garden's growth and collections, tenting is not permitted except in the case of rain. In the

case of rain, tenting would need to be coordinated by the client through the caterer or preferred rental company with advance notice to your Garden venue planner. Indoor back-up facilities are not available for outdoor events unless specifically provided in the written agreement with the Garden. Rental of one portion of the Garden's facilities does not confer any right to use any other portion of the Garden absent a prior written agreement with Desert Botanical Garden. If we have alternate indoor space available, we can offer to relocate your event but this cannot be guaranteed. If *Webster* Auditorium is reserved or designated as a back-up facility, the client is advised that *Webster* Auditorium is limited to groups of no more than 100 people, and open flame, amplified music and dancing are not permitted inside the building.

- Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of Garden guests, personnel, visitors, collections or facilities are expressly prohibited. Garden personnel may request that individuals engaging in such behavior leave the Garden premises. Garden personnel may terminate any event at any time, if, in their reasonable judgment, the event endangers the Garden, its guests, personnel, visitors, collections or facilities. Garden personnel shall strictly enforce the agreement and regulations. The client is responsible for the behavior of its guests, invitees and agents while they are at the Garden.
- Smoking is prohibited on Garden grounds, beginning at posted entries from all paved parking lots with no exceptions. Desert Botanical Garden is committed to providing a healthy, safe and comfortable environment for its visitors, staff and volunteers, as well as protecting its facilities and plant collections from the dangers of smoke and fire damage. Violation of this policy will result in loss of partial or all of the security deposit if smoking or evidence of smoking is discovered before, during or after the event and clean up by Garden staff is required. Smoking is only permitted in paved parking lots. Please ask your Venue Planner where the closest designated smoking area is for the venue.
- Desert Botanical Garden does not have a storage area for personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of time of delivery. All rental items, décor, trash etc. must be removed from the facilities immediately following the event and be picked up from the service yard that evening. Charges for unusual clean-up required after the event may result in the loss of all or part of your security deposit.
- Garden facilities will be available to clients only during the hours indicated in the agreement with Desert Botanical Garden. After a half-hour grace period, an additional 50 percent surcharge per hour (based on the total facility rental charge) will be added to the fee for the use of Garden facilities.
- All printed materials that include the Garden's name, contact information and your event date, time and location (invitations, announcements, press releases, etc.) must be submitted to the Garden for approval before they are in their final stages to ensure accuracy.
- Outside food and beverage is not permitted. Any food or beverage brought into the Garden must be contracted through an approved caterer, the Desert Botanical Garden Beverage Manager or purchased from the Patio Café. Failure to adhere to this policy could result in the loss of your security deposit.
- The Garden is rented "as is." Decoration must be approved in advance and shall be limited to table decorations or free standing decorative elements. Nothing may be placed or hung on walls, doors or windows of the buildings. This includes the use of tape or tacks in walls, floors, doors, door frames or furniture. In addition, nothing may be hung from plants or trees (i.e., piñatas, lanterns, lights) nor may anything be placed in plant beds or planters. The fireplace in *Webster* Auditorium may not be used. Candles on the mantle are for decoration only and are not to be used or moved. Signage must be approved by Desert Botanical Garden in advance. No doorway may be locked or public corridor blocked in any way. Electrical connections and special lighting must be approved in advance. Candles must be enclosed or on a glass or ceramic holder.
- All costs of food, rentals (tables, chairs and linens), and additional items (floral, entertainment, centerpieces etc.) are coordinated separately from the Garden and are the responsibility of the client.

- Because of the Garden's collection and wildlife, confetti, bird seed, sparklers, wishing lanterns and rice are prohibited. Bubbles, flower petals and glow sticks are acceptable.
- Cut flowers are acceptable; live potted plants must be purchased through the Garden Shop (480.526.8891) or through a licensed nursery. Please see Preferred Vendor List for contacts. Live potted plants cannot be placed on or near existing Garden beds. All plants and flowers must be delivered the day of the event and removed from the Garden after the event. All flower petals must be swept up and disposed of after the event.
- Musical amplification systems and volume levels for entertainment at private events must be approved in advance by the Garden. Other forms of entertainment and presentations must be reviewed by the Garden in advance of the event. Amplified music is not permitted inside *Webster Auditorium*.
- Photos are permitted throughout the Garden. However, courtesy to Garden guests must be observed by all photographers and clients at all times. Obstruction of Garden paths and intrusion on exhibits or other private events is strictly prohibited. Photographers, clients, or equipment will not be allowed in plant beds. All photographers and clients must remain on Garden paths at all times. There are no exceptions to this policy. Please provide the name and email address of your selected photographer.
- A walk-through with all involved parties (Client, Garden representative, caterer, event planner, etc.) must be held no less than 10 days in advance of the event. The Garden reserves the right to approve all set ups; there will be a set-up sheet agreed to by the Client and the Garden. After the set-up has been completed the day of the event as per the set-up sheet, there will be no additional movement of set-up items. The client will designate a representative who will be at the Garden during the event and who will be available to answer questions and to assist Garden personnel in enforcing these regulations. Due to weekend events, no walk throughs may be scheduled on Saturdays or Sundays.
- Ceremony rehearsals are allotted one hour the week of the wedding. Rehearsals are scheduled on a first come, first serve basis at specific time slots. Rehearsal days and times are subject to change, based on Garden availability. Due to weekend events, no rehearsals may be scheduled on Saturdays or Sundays.
- Although pets (dogs, cats, birds, etc.) are not permitted in the Garden, service animals are permitted. We require that service animals be kept on a leash at all times, must remain on the trails, and must be picked up after with disposal in a trash can; the Garden is a living museum. Please inform your venue planner if you are expecting service animals at your event, as this will help us inform Garden staff, and reduce questioning of service animal status.
- Non-service animals may be present for wedding ceremonies based on what is happening at the Garden that day and at the discretion of your venue planner. They may be onsite no more than one hour before the ceremony so they can be present in photos and the ceremony itself, however, they must stay on a leash or in a kennel at all times. The pet must immediately leave the Garden at the conclusion of your ceremony. There are no exceptions to this policy.
- Rangers and select Garden staff operate golf carts for patrol and emergency use only. You may not use these to get around the Garden, nor may you bring additional golf carts into the Garden.
- One dressing room is provided complimentary for each couple based on availability. The specific room is typically designated two weeks before the event and can be accessed two hours prior to the event start time until the end of the event.
- Rental fees remain the same whether you hold a ceremony only, reception only, or ceremony and reception. Our prices are non-negotiable and do not change based on day of the week, time of the day, number of guests, or length of time under five hours. See your venue planner for nonprofit discounts, as well as discounts offered in June, July and August.

Insurance and Liability

- A certificate of insurance from the client's insurance company, naming Desert Botanical Garden as an additional insured party must be provided to the Garden at least two weeks prior to the event. The client must demonstrate public liability coverage of at least \$1 million. Such a certificate must be issued at no additional cost to the Garden. The letter agreement executed by the client must contain a provision to indemnify the Garden. To obtain the insurance listed above, we recommend contacting your homeowner's insurance or obtaining it through a company called wedsafe (wedsafe.com).
- The client agrees to take the utmost care not to damage any of the facilities. The client will be responsible for all damages to buildings, equipment, fixtures and furniture arising out of the use of the Garden. In addition, the Garden will not be liable to the client, its guests, agents, performers or employees for any loss or damage to personal property.
- These regulations and any agreement between the client and the Garden may not be waived or modified unless such waiver or modification is in writing and duly executed by the executive director of the Garden. Other personnel of the Garden do not have authority to modify or waive any portions of these regulations or any agreement.
- Failure to insist upon strict compliance with any term, covenant or condition of these regulations or any agreement between client and the Garden shall not be deemed a waiver of such term, covenant or condition. In the event any breach of the agreement or in the event that any action is commenced to enforce any agreement between the client and the Garden, the prevailing party shall be entitled to cover its costs and expenses, including reasonable attorney's fees.
- In the event of unforeseen circumstances, the Garden reserves the right to relocate the event to a comparable venue.

