



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



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. Please contact us in advance to schedule your site visit.

Event Contacts

Corporate and Nonprofit Events:

Grace McDonald
Phone: 480.481.8104
Email: facilityrental@dbg.org

Weddings and Social Events:

Abby Schaefer
Phone: 480.423.7012
Email: facilityrental@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 10 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. We highly encourage you to have a wedding planner and/or day-of coordinator for your event.

- While a wedding planner is not required, at a minimum, a day-of contact is required, in case the Garden needs to contact someone regarding your event.
- 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 *Unavailable June 1, 2023 - April 30, 2024*
Dorrance Hall, Boppart Courtyard, Kitchell Patio

\$4,200



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.

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Webster Center

Ullman Terrace, Webster Auditorium, Eliot Patio

\$3,800



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 bistro lights and up-lit plants and cactus for an ideal cocktail hour or guest greeting area.



Webster Auditorium

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

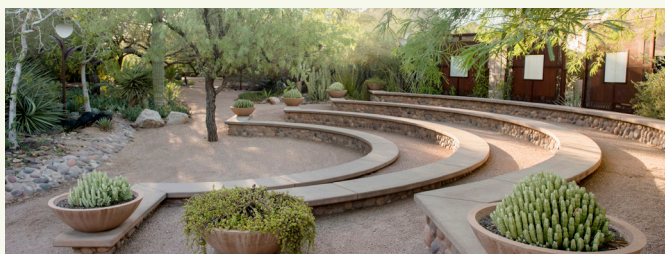
This 1,500-square-foot adobe building with French doors and antique chandeliers is on the National Register of Historic Places. Enjoy this historic setting for daytime meetings and retreats providing a truly unique experience for corporate and nonprofit functions.

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Amphitheater and Binns Wildflower Pavilion

\$3,400

Amphitheater and Binns Wildflower Pavilion package unavailable June 1, 2023 - December 31, 2023



Amphitheater and *Binns* Wildflower Pavilion

For a beautiful and immersive Garden experience, host your wedding ceremony in the Amphitheater followed by cocktail hour and reception in *Binns* Wildflower Pavilion. Guests will experience more of the Garden with this natural combination of venues.

Steele Herb Garden

\$2,600



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

\$2,400



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

Amphitheater unavailable June 1, 2023 - December 31, 2023

\$1,200



Amphitheater

With its effortless appeal, the Amphitheater is a natural space for your wedding ceremony, overlooking the Garden's *Sybil B. Harrington* Cactus and Succulent Galleries. This tiered theater features built-in benches for guest seating and overhead bistro lighting for added ambiance.

Whiteman Conference Room and Learning Center Classrooms

\$500 – \$1,200



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

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

Unavailable June 1, 2023 - April 30, 2024

Dorrance Hall | Boppart Courtyard | Kitchell Patio

- \$4,200
- 250 sit-down | 400 lecture max. capacity
- *Dorrance Hall | Boppart Courtyard | Kitchell Patio*
- Day or evening use for up to 5 hours

Webster Center

Ullman Terrace | Eliot Patio | Webster Auditorium

- \$3,800
- 150 max. capacity
- *Ullman Terrace | Eliot Patio | Webster Auditorium*
- Evening use for up to 5 hours between 5 - 11 p.m.

Amphitheater and Binns Wildflower Pavilion

*Amphitheater and Binns Wildflower Pavilion package
unavailable June 1, 2023 - December 31, 2023*

- \$3,400
- 100 max. capacity
- *Evening use between 4 - 11 p.m.*

Steele Herb Garden

- \$2,600
- 75 max. capacity
- Evening use for up to 5 hours between 5 - 11 p.m.

Binns Wildflower Pavilion

- \$2,400
- 100 max. capacity
- Day or evening use for up to 5 hours

Amphitheater

Unavailable June 1, 2023 - December 31, 2023

- \$1,200
- 100 max. capacity
- Evening use for up to 4 hours between 4 - 11 p.m.

• **Webster Auditorium**

- Day use up to 4 hours - \$800
- 5 - 8 hours - \$1,600
- 100 max. capacity

Whiteman Conference Room *(Meetings Only)*

- Day use up to 4 hours - \$600
- 5 - 8 hours - \$1,200
- 25 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 \$480/hr*
- *Dorrance Center \$840/hr*
- *Steele Herb Garden \$520/hr*
- *Webster Center \$760/hr*

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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, speak to 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 Garden Shop has many Southwestern gift ideas and décor available for your event. 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.

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	\$2.50 each
Soft Drinks Coke, Diet Coke & Sprite	\$2.50 each
Juice & Sparkling Water	\$4 each
Domestic Beer (choose 2 from selection) Budweiser, Bud Light, Coors Original, Coors Light, Miller Lite, Michelob Ultra & O'Doul's	\$5 each
Premium Beer (choose 2 from selection) Stella, Pacifico, Corona, Kilt Lifter (local), Huss IPA, Huss Blonde (local), Helton Local Valley Venom (Local) 16 oz can, Cider. Other local and premium beers available through Beverage Manager	\$6 each
House Liquors Seagram's Vodka, Bacardi Rum, Gordon's Gin, Jose Cuervo Tequila, Jim Beam Bourbon, J&B Scotch	\$7 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	\$8 per drink*
Premium Liquors Grey Goose Vodka, Chopin Vodka, Ketel One Vodka, Hendricks Gin, 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	\$8 per glass / \$31 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

\$7.50 per drink

\$7.50 per drink

\$7.50 per drink

\$400 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.



Desert Botanical Garden Preferred Vendor List

The vendors listed below have provided first quality service previously at events at Desert Botanical Garden. These names are provided for your convenience and at the recommendation of Desert Botanical Garden. With exception of nurseries, you may choose a vendor that is not listed here. You must notify your Garden event contact in regards to all selected vendors, and vendors not listed as preferred vendors will be required to provide proof of insurance.

Audio Visual/Lighting

Affinity Productions* (Ray Berry)	480.985.3251	www.affinityaz.com
Clearwing (Mike Eddy)	602.850.6333	www.clearwing.com
Centric Events and Rentals	602.687.6169	www.centric.events
Divinity Event Lighting (Melissa)	480.200.9886	www.divinityeventlighting.com
Mystic Lites (Dan)	480.283.7914	www.mysticlitesaz.com
Sound Lighting FX, Inc.* (Chad Jaehnig)	602.694.0144	www.soundlightingfx.com

Cakes & Desserts

aBakeshop (Andrea Tuck)	602.274.2253	www.abakeshop.com
Cakes by Whisk (Barbara Gardner)	480.946.4888	www.cakesbywhisk.com
Honey Moon Sweets (Tim O'Connor)	480.517.9520	www.honeymoonsweets.com
Nothing Bundt Cakes	602.954.4041	www.nothingbundtcakes.com
Ruze Cake House (Jessica Rose Boutwell)	480.438.8692	www.ruzecakehouse.com

Florists

Avant-Garde Studio	602.252.1685	www.avant-gardestudio.com
Camelback Flowershop	602.840.4646	www.camelbackflowershop.com
Flowers by Jodi	602.264.6932	www.flowersbyjodi.com
Flora Bella	480.483.8181	www.flora-bella-flower-designer.business.site

Hotels

Holiday Inn Express Old Towne	480.675.7665	dylan.kohler@concordhotels.com
Hotel Valley Ho	480.248.2000	jthompson@hotelvalleyho.com
Hyatt Regency Phoenix	602.440.3115	sarah.kennedy@hyatt.com
Hyatt Regency Scottsdale	480.483.5587	Kellyne.morrison@hyatt.com
Marriott Courtyard	602.284.8679	aimee.larrabee@marriott.com
Marriott Old Town Suites	602.284.8679	aimee.larrabee@marriott.com
The Westin Tempe	602.742.2942	daniel.cruz@marriott.com
Tempe Mission Palms	480.894.1400	https://www.destinationhotels.com/tempe-mission-palms

Insurance

Wed Safe	877.723.3933	www.wedsafe.com
Private Event Insurance	877.723.3933	www.privateeventinsurance.com
Eventsured	888.882.5902	www.eventsured.com
Contact your personal insurance agent or your local insurance council.	602.996.7009	

Music

Bands

Lucky Devils Band* (Shea)	724.413.9339	www.luckydevilsband.com
The Sugar Thieves	402.981.9464	www.sugarthieves.com
The Sun Punchers		www.thesunpunchers.com
The Walkens (Tod Miller)	602.625.4695	www.thewalkens.com

Ceremony/Cocktail

Mariachi Pasion*	602.377.7059	www.mariachipasion.com
Miguel de Maria	602.615.8573	www.migueldemaria.com
Ocotillo Music*	480.559.3656	www.ocotillomusicaz.com
Sweetwater Strings	480.388.2977	www.sweetwaterstrings.com

DJs

AZ Sound Experience	602.320.1253	www.azsoundexperience.com
Got You Covered Entertainment (Eric)	602.722.5416	www.gotyoucoveredmusic.com
Ellagant Entertainment	480.239.0352	www.ellagantent.com
Push Play Entertainment (Manny)	602.741.9084	www.pushplayentertainment.com
Ray the DJ* (Ray)	480.921.9665	www.raythedj.com
SKM Entertainment (Leslie)	480.423.1114	www.skmentertainment.com
Starz Entertainment (Brent)	480.830.1308	www.starzentertainment.net

Nurseries - *The Garden has many rare and beautiful plants. Introducing potted plants not native to the area can compromise the health of our collection. For live potted plants please contact:*

Arizona Cactus Sales	480.963.1061	www.arizonacactussales.com
Dig it Urban Garden	602.812.7476	www.digphx.com
Garden Shop (Alex)	480.526.8891	https://gardenshop.dbg.org/
The Plant Stand of Arizona	602.304.0551	www.plantstandaz.com

Officiants

Liz O'Brien	602.340.8210	www.joyfulunions.com
Mark Culbertson	480.862.3601	www.yourdreamceremony.com
Rev. Amy Miller	480.748.9990	www.littlespringchapel.com

Photographers and Videographers

Aaron Kes	602.828.2639	www.aaronkes.com
Haute Media	602.920.7495	www.hautephotovideo.com
Laura Segall Photography*	602.354.2509	www.segallphotography.com
Matthew Wheeler Photography *	480.258.8414	www.MatthewWheelerPhoto.com
Serendipity Cinematography	602.380.3869	www.serendipitycinema.com
Something New Media Cinematography	602.730.0478	www.somethingnew.media

Photo Booths

Arizona Photo Booth Rentals	480.331.8645	www.arizonaphotoboothrentals.com
BoothChella		www.boothchella.com
MISGIF (Jessie)	480.209.4374	www.themisgif.com
Mirror Photo Booth AZ	480.737.0527	www.mirrorphotoboothaz.com

Weddings Planners - *We highly encourage you to have a wedding planner and/or day-of coordinator for your event. While a wedding planner is not required, at a minimum, a day-of contact is required, in case the Garden needs to contact someone regarding your event.*

Apropos Creations (Jo Ann Grant)	480.216.4630	www.aproposcreations.com
Casey Green Weddings* (Casey Green)	602.448.8133	www.caseygreenweddings.com
Hitch Without a Glitch (Janet Manover)	480.757.5668	www.hitchwithoutaglitich.com
Laki Events and Design (Lara and Ken)	480.269.3020	www.lakeeventsanddesign.com
Meant2Be Events* (Tasha Miller)		www.meant2beevents.com
NJ Event Collective* (Niki Jorgensen)	480.601.7528	www.njeventcollective.com
Stylish Events by Lisa* (Lisa Foster)	480.209.2559	www.stylishereventsbylisa.com

Rental Companies

Arizona Heater Rental (Tony Dixon)	602.565.0904	www.arizonaheaterrental.com
BBJ La Tavola*	866.372.5051	www.bbjlinen.com
Bright Event Rentals	602.232.9900	www.bright.com
Cre8ive Event Rentals	602.840.0202	www.cre8iveevents.com
Creative Coverings*	877.410.6367	www.creativecoverings.com
Epic Party Rentals (Dan)	602.763.7396	www.epicpartyteam.com
Event Rents (James Stair)	602.763.7400	www.eventrents.net
I Do Rentals	480.600.8504	www.idorentalsaz.com
Southwick Linens (Laurie Southwick)	480.699.8891	www.southwicklinens.com
Sunbelt Rentals		www.sunbeltrentals.com

The Confetti Studio*
The Event Co.
Top Notch Rentals AZ*

602.428.7118
480.485.0529
480.220.5634

www.theconfettistudio.com
www.theeventcoaz.com
www.topnotchrentalsaz.com

Transportation

All Aboard America
Dunn Transportation
Tour West America

480.962.6202
480.970.8130
480.237.8888

www.allaboardamerica.com
www.dunntransportation.com
www.tourwestamerica.com



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 policies and procedures 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.

In addition, the Garden is taking precautionary measures to limit the spread of COVID-19. Information regarding measures may be updated from time to time and are available on the Garden's web site or upon request. The Garden cannot ensure against the spread of COVID-19 as a result of client's event, and client should itself take precautionary measures to benefit the safety and health of client, its guests, and the Garden.

- Generally, 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. Notwithstanding the foregoing, in the event the event cannot be held because of government action in response to the COVID-19 pandemic, and if the event cannot be rescheduled to the satisfaction of the client, the Garden shall fully refund the client's deposits.
- 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 client or its guests violate the Garden's liquor policies set forth herein, 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, which may be further limited due to social distancing measures to limit the spread of COVID-19, 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 materials that include the Garden's name, contact information and your event date, time and location (invitations, announcements, press releases, websites, etc.) must be submitted to the Garden for approval before they are in their final stages to ensure accuracy.
- Outside food and beverage, including liquor, is not permitted. Any food or beverage, including liquor, brought into the Garden must be contracted through an approved caterer, purchased through the Garden's Patio Café, or the Desert Botanical Garden Beverage Manager. The Garden may inspect all personal property of client and its guests at any time for purposes of checking for outside food and beverage, including liquor. Any outside food and beverage, including liquor, discovered by the Garden may be confiscated and discarded by the Garden. No compensation shall be due client or its guests for the value of such food and beverage, including liquor. Moreover, violation of this policy by client or any of its guests, whether or not such violation is known to client, shall, at the discretion of the Garden, result in forfeiture of client's security deposit in its entirety.

- 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 a licensed nursery or the Garden Shop (480.526.8891). 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.
- Butterfly releases are not allowed at private facility rental events. Butterfly releases require obtaining and releasing butterflies that were raised in a distant place. Although you may choose a butterfly species native to our area, releasing butterflies from a different region can potentially harm our local, native butterfly populations.

- 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 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 companies called WedSafe (WedSafe.com) or EventSured (eventsured.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 Director of Event Services. 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, including as a result of the COVID-19 pandemic, the Garden reserves the right to relocate the event to a comparable venue or cancel the event. Neither the Garden nor the client shall be responsible to the other for any claim, damage, cost, or expense, of any nature, due to the cancelation, rescheduling, or change of venue of any event due to COVID-19 or other circumstances beyond the reasonable control of the Garden.

