



## DESERT BOTANICAL GARDEN

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# *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.



1939 YEARS 2024

**DESERT  
BOTANICAL**  
*garden*

1201 N. Galvin Parkway  
Phoenix, AZ 85008  
480.941.1225 | [dbg.org](http://dbg.org)



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

## *Event Contacts*

### **Corporate and Nonprofit Events:**

Lailani Favazzo  
Phone: 480.481.8104  
Email: [facilityrental@dbg.org](mailto:facilityrental@dbg.org)

### **Weddings and Social Events:**

Abby Schaefer  
Phone: 480.423.7012  
Email: [facilityrental@dbg.org](mailto:facilityrental@dbg.org)

### **Beverage Service:**

Bradley Timmons  
Phone: 480.481.8184  
Email: [btimmons@dbg.org](mailto:btimmons@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**

*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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### **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**

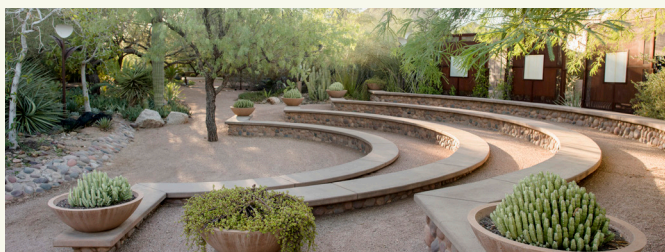
*Included in Webster Center for evening events or rented separately for daytime events*

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.



## Amphitheater and Binns Wildflower Pavilion

\$3,400



### 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.

## Center for Desert Living

(Unavailable June 1, 2024 - December 31, 2024)

\$2,600



### Center for Desert Living

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, perfect for ceremonies, cocktail hours, dinner receptions and memorial services.



## Amphitheater

\$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
- Designated time for set-up and tear-down of the event
- Admission for your guests into the Garden the day of the event
- One dressing room per wedding couple (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
- Directional signage (8.5 X 11 in.) from Admissions to your event venue
- Trail maps for your guests (upon request; subject to availability)
- Complimentary on-site parking for your guests
- Complimentary wheelchairs and discounted scooter rentals for your guests (upon request, subject to availability)
- Garden Rangers on grounds 24 hours a day

**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**

*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**

**Unavailable Sept. 1, 2025 - Dec. 31, 2025**

*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.
- Earliest set up time of 2:30 p.m.

### **Amphitheater and Binns Wildflower Pavilion**

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

### **Center for Desert Living**

**Unavailable June 1, 2024 - December 31, 2024**

- \$2,600
- 75 max. capacity
- Evening use for up to 5 hours between 5 - 11 p.m.
- Earliest set up time of 2:30 p.m.

### **Binns Wildflower Pavilion**

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

### **Amphitheater**

- \$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
- 75 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
- *Center for Desert Living* \$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:

<b>Affinity Productions, Inc.</b>	Ray Berry	480.985.3251	affinityaz.com
<b>Clearwing</b>	Mike Eddy	602.850.6333	clearwing.com
<b>Sound Lighting FX, Inc.</b>	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.

### **Artisan by Santa Barbara Catering**

Phone: 480.921.3150  
Email: [Events@sbcc.com](mailto:Events@sbcc.com)  
Website: [sbcc.com](http://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**

Phone: 602.242.8185  
Website: [atlastacatering.com](http://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](http://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](http://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: [deb@freshfromthekitchenllc.com](mailto:deb@freshfromthekitchenllc.com)

Website: [freshfromthekitchenllc.com](http://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](http://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 is pleased to offer beverage service as an amenity to our guests and venue rental clients. All profits from beverage sales contribute to forwarding the Garden's mission of advancing excellence in education, research, exhibition and conservation of desert plants.

For more information and to coordinate beverage service, please contact:  
Bradley Timmons – Beverage Sales Manager, [btimmons@dbg.org](mailto:btimmons@dbg.org) or 480.481.8184

Mixed Drinks	House/Call/Premium	\$8, \$10, \$12
Beer	Domestic & Local/Premium	\$5, \$8
Wine	House	\$10
Soft Drinks	Coca Cola Products	\$2.50

Bar service at Desert Botanical Garden is charged by consumption. The Garden does not offer package pricing. Bar service can be tailored to accommodate most budgets.

### Fees

#### Bar Fee - \$300

Includes bar rental, supplies, mixers, plasticware and four hours of bartender labor. Additional hours charged at \$30/hour. Additional hours will be charged to accommodate special request and glassware rentals. Bar Fee applies to custom bars coordinated through your caterer or rental partner.

#### Service Charge

For hosted bar, 20% of the beverage total will be charged to the final bill. Desert Botanical Garden does not charge sales tax.

### Special Orders

Beer and wine not regularly stocked by the Garden may be special ordered. Pricing varies and requests will be filled based on availability. Specialty cocktails are offered by request and subject to additional charges.

### Payment And Invoicing

The Garden will provide a beverage estimate prior to any payment for beverage service. The total amount of your estimate is requested two weeks before your event date. No alcohol will be served prior to payment. A detailed invoice will be created after your event reflecting your balance or refund due with any overpayment returned according to the original payment method. Desert Botanical Garden accepts credit/debit cards, many forms of digital payments and checks. A payment request will be sent by email for online payments. Checks can be mailed to:

Beverage Department  
Desert Botanical Garden  
1201 N. Galvin Parkway  
Phoenix, AZ 85008

*Desert Botanical Garden prohibits any outside alcohol and beverages not provided by the Beverage Department (including dressing rooms and rental venues). This policy is strictly enforced. Contraband found on premise will be confiscated and disposed. For the safety and comfort of our guests, the serving of shots or placement of any bottle of alcohol on tables is not permitted.*



## *Beverage Selections*

**Desert Botanical Garden Beverage Department maintains a wine list of popular varietals from wine regions around the world.**

In addition to our private label Desert Botanical Garden California Sparkling Wine, we are pleased to offer the following wines for \$10/glass:

- **White Wine & Sparkling:** California Sparkling, Prosecco, Rosé, Arizona White Blend, Pinot Grigio, Sauvignon Blanc, Chardonnay
- **Red Wine:** Arizona Red Blend, Pinot Noir, Malbec, Cabernet Sauvignon

**Our selection of brews cover a wide range of styles and flavors to satisfy the palate of every guest.**

- **Domestic (\$5 each):** O'Doul's Amber (non-alcoholic), Michelob Ultra, Coors Light, Coors Original, Budweiser
- **Premium and Local (\$8 each):** Stella Artois, SanTan SunSplash White Peach Vodka Seltzer, 2 Towns Prickly Pear Cider, Corona, Huss Rio Salado Mexican Lager, Huss Scottsdale Blonde, Four Peaks Kilt Lifter, SanTan Juicy Jack IPA

**The Garden offers three tiers of brand names spirits to build the perfect cocktail:**

- **House (\$8/drink):** Seagram's Vodka, Bacardi Superior Rum, Gordon's Gin, Jim Beam Bourbon, Jose Cuervo Gold Tequila, J & B Scotch
- **Call (\$10/drink):** Tito's Vodka, Captain Morgan Rum, Gertrude's Founders Gin, Jack Daniel's Whiskey, Maker's Mark Bourbon, Johnnie Walker Red Scotch, Dewar's White Label Scotch, Dulce Vida Blanco or Reposado Tequila
- **Premium (\$12/drink):** Grey Goose Vodka, Mount Gay Eclipse Rum, Hendrick's Gin, Crown Royal Whisky, Woodford Reserve Bourbon, Johnnie Walker Black Scotch, Chivas Regal Scotch, Dulce Vida Añejo Tequila



## *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	<a href="http://www.affinityaz.com">www.affinityaz.com</a>
Clearwing (Mike Eddy)	602.850.6333	<a href="http://www.clearwing.com">www.clearwing.com</a>
Centric Events and Rentals	602.687.6169	<a href="http://www.centric.events">www.centric.events</a>
Divinity Event Lighting (Melissa)	480.200.9886	<a href="http://www.divinityeventlighting.com">www.divinityeventlighting.com</a>
Mystic Lites (Dan)	480.283.7914	<a href="http://www.mysticlitesaz.com">www.mysticlitesaz.com</a>
Sound Lighting FX, Inc.* (Chad Jaehnig)	602.694.0144	<a href="http://www.soundlightingfx.com">www.soundlightingfx.com</a>

### **Cakes & Desserts**

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

### **Florists**

Avant-Garde Studio	602.252.1685	<a href="http://www.avant-gardestudio.com">www.avant-gardestudio.com</a>
Camelback Flowershop	602.840.4646	<a href="http://www.camelbackflowershop.com">www.camelbackflowershop.com</a>
Flowers by Jodi	602.264.6932	<a href="http://www.flowersbyjodi.com">www.flowersbyjodi.com</a>
Flora Bella	480.483.8181	<a href="http://www.florabellastudios.com">www.florabellastudios.com</a>

### **Hotels**

Holiday Inn Express Old Town Scottsdale	480.603.2020	<a href="mailto:kelliott@scottsdalehiexpress.com">kelliott@scottsdalehiexpress.com</a>
Hotel Valley Ho	480.248.2017	<a href="mailto:blarriva@hotelvalleyho.com">blarriva@hotelvalleyho.com</a>
Hyatt Regency Phoenix	602.523.3232	<a href="mailto:phxrp-sharedmb-sales@hyatt.com">phxrp-sharedmb-sales@hyatt.com</a>
Hyatt Regency Scottsdale	480.483.5587	<a href="mailto:Kellyne.morrison@hyatt.com">Kellyne.morrison@hyatt.com</a>
Marriott Courtyard Scottsdale	480.369.4805	<a href="mailto:laura.moats@marriott.com">laura.moats@marriott.com</a>
Marriott Old Town Suites	480.874.6051	<a href="mailto:ingrid.camemish@marriott.com">ingrid.camemish@marriott.com</a>
The Westin Tempe	602.742.2942	<a href="mailto:daniel.cruz@marriott.com">daniel.cruz@marriott.com</a>
Tempe Mission Palms	480.317.1532	<a href="mailto:aimee.caulk@destinationhotels.com">aimee.caulk@destinationhotels.com</a>



## Insurance

Wed Safe	877.723.3933	<a href="http://www.wedsafe.com">www.wedsafe.com</a>
Private Event Insurance	877.723.3933	<a href="http://www.privateeventinsurance.com">www.privateeventinsurance.com</a>
Eventsured	888.882.5902	<a href="http://www.eventsured.com">www.eventsured.com</a>
Contact your personal insurance agent or your local insurance council.	602.996.7009	

## Music

### Bands

Lucky Devils Band* (Shea)	724.413.9339	<a href="http://www.luckydevilsband.com">www.luckydevilsband.com</a>
The Sugar Thieves	402.981.9464	<a href="http://www.sugarthieves.com">www.sugarthieves.com</a>
The Sun Punchers		<a href="http://www.thesunpunchers.com">www.thesunpunchers.com</a>
The Walkens (Tod Miller)	602.625.4695	<a href="http://www.thewalkens.com">www.thewalkens.com</a>

### Ceremony/Cocktail

Mariachi Pasion*	602.377.7059	<a href="http://www.mariachipasion.com">www.mariachipasion.com</a>
Miguel de Maria	602.615.8573	<a href="http://www.migueldemaria.com">www.migueldemaria.com</a>
Ocotillo Music*	480.559.3656	<a href="http://www.ocotillomusicaz.com">www.ocotillomusicaz.com</a>
Sweetwater Strings	480.388.2977	<a href="http://www.sweetwaterstrings.com">www.sweetwaterstrings.com</a>

### DJs

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

**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	<a href="http://www.arizonacactussales.com">www.arizonacactussales.com</a>
Dig it Urban Garden	602.812.7476	<a href="http://www.digphx.com">www.digphx.com</a>
Garden Shop (Alex)	480.526.8891	<a href="https://gardenshop.dbg.org/">https://gardenshop.dbg.org/</a>
The Plant Stand of Arizona	602.304.0551	<a href="http://www.plantstandaz.com">www.plantstandaz.com</a>

## Officiants

Liz O'Brien	602.340.8210	<a href="http://www.joyfulunions.com">www.joyfulunions.com</a>
Mark Culbertson	480.862.3601	<a href="http://www.yourdreamceremony.com">www.yourdreamceremony.com</a>
Rev. Amy Miller	480.748.9990	<a href="http://www.littlespringchapel.com">www.littlespringchapel.com</a>

## Photographers and Videographers

Aaron Kes	602.828.2639	<a href="http://www.aaronkes.com">www.aaronkes.com</a>
Laura Segall Photography*	602.354.2509	<a href="http://www.segallphotography.com">www.segallphotography.com</a>
Matthew Wheeler Photography *	480.258.8414	<a href="http://www.MatthewWheelerPhoto.com">www.MatthewWheelerPhoto.com</a>
Sanz Studio Photos		<a href="mailto:sanzstudiophotos@gmail.com">sanzstudiophotos@gmail.com</a>
Serendipity Cinematography	602.380.3869	<a href="http://www.serendipitycinema.com">www.serendipitycinema.com</a>
Something New Media Cinematography	602.730.0478	<a href="http://www.somethingnew.media">www.somethingnew.media</a>

## Photo Booths

Arizona Photo Booth Rentals	480.331.8645	<a href="http://www.arizonaphotoboothrentals.com">www.arizonaphotoboothrentals.com</a>
BoothChella		<a href="http://www.boothchella.com">www.boothchella.com</a>
MISGIF (Jessie)	480.209.4374	<a href="http://www.themisgif.com">www.themisgif.com</a>
Mirror Photo Booth AZ	480.737.0527	<a href="http://www.mirrorphotoboothaz.com">www.mirrorphotoboothaz.com</a>

**Wedding 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)	602.448.8133	<a href="http://www.aproposcreations.com">www.aproposcreations.com</a>
Black Tie Optional	480.466.0215	<a href="http://www.btoevents.com">www.btoevents.com</a>
Casey Green Weddings* (Casey Green)	602.448.8133	<a href="http://www.caseygreenwedding">www.caseygreenwedding</a>
Gatherings by Elle (Ellie Burton)	480.803.9707	<a href="http://www.gatheringsbyelle.com">www.gatheringsbyelle.com</a>
K. Marie Weddings (Kyle Wallace)		<a href="http://www.kmarieweddings.com">www.kmarieweddings.com</a>
Meant2Be Events* (Tasha Miller)		<a href="http://www.meant2beevents.com">www.meant2beevents.com</a>
NJ Event Collective* (Niki Jorgensen)	480.601.7528	<a href="http://www.njeventcollective.com">www.njeventcollective.com</a>
Stylish Events by Lisa* (Lisa Foster)	480.209.2559	<a href="http://www.stylisheventsbylisa.com">www.stylisheventsbylisa.com</a>

**Rental Companies** - *All deliveries of rental items, supplies or equipment must be made the same day of the event with advance notice of time of delivery. All rental items must be removed from the facilities immediately following the event.*

Arizona Heater Rental (Tony Dixon)	602.565.0904	<a href="http://www.arizonaheaterrental.com">www.arizonaheaterrental.com</a>
BBJ La Tavola*	866.372.5051	<a href="http://www.bbjlinen.com">www.bbjlinen.com</a>
Bright Event Rentals	602.232.9900	<a href="http://www.bright.com">www.bright.com</a>
Cre8ive Event Rentals	602.840.0202	<a href="http://www.cre8iveevents.com">www.cre8iveevents.com</a>
Creative Coverings*	877.410.6367	<a href="http://www.creativecoverings.com">www.creativecoverings.com</a>
Epic Party Rentals (Dan)	602.763.7396	<a href="http://www.epicpartyteam.com">www.epicpartyteam.com</a>
Event Rents (James Stair)	602.763.7400	<a href="http://www.eventrents.net">www.eventrents.net</a>



I Do Rentals	480.600.8504	<a href="http://www.idorentalsaz.com">www.idorentalsaz.com</a>
Southwick Linens (Laurie Southwick)	480.699.8891	<a href="http://www.southwicklinens.com">www.southwicklinens.com</a>
Sunbelt Rentals		<a href="http://www.sunbeltrentals.com">www.sunbeltrentals.com</a>
The Confetti Studio*	602.428.7118	<a href="http://www.theconfettistudio.com">www.theconfettistudio.com</a>
The Event Co.	480.485.0529	<a href="http://www.theeventcoaz.com">www.theeventcoaz.com</a>
Top Notch Rentals AZ*	480.220.5634	<a href="http://www.topnotchrentalsaz.com">www.topnotchrentalsaz.com</a>

### Transportation

All Aboard America	480.962.6202	<a href="http://www.allaboardamerica.com">www.allaboardamerica.com</a>
Dunn Transportation	480.970.8130	<a href="http://www.dunntransportation.com">www.dunntransportation.com</a>
Tour West America	480.237.8888	<a href="http://www.tourwestamerica.com">www.tourwestamerica.com</a>





## *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 policies and procedures.

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, Center for Desert Living, Binns Wildflower Pavilion, Amphitheater, Whiteman 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.

### **Garden & Venue Use**

The client shall only be entitled to use those portions of the Garden designated in its agreement with Desert Botanical Garden.

Garden facilities will be available to clients only during the hours indicated in the agreement with Desert Botanical Garden. In the case of going over your stated time in the agreement, an additional 50 percent surcharge per hour (based on your specific venue rental fee) will be charged to the client for the use of the Garden facilities.

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 preferred rental company with advanced notice and approval of 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 an 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 75 people. Open flame, amplified music and dancing are not permitted inside *Webster Auditorium*.

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.

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 to your Garden Venue Planner.

### **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 third-party company, such as 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.

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.

### **Payment Terms**

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 refundable 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.

### **Cancellation Terms**

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.

### **Exhibitions, Seasonal Displays & Memorial Pieces**

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.

## **Decor & Event Rentals**

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.

Desert Botanical Garden does not have a storage area for personal belongings or rental equipment.

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. No doorway may be locked or public corridor blocked in any way.

- Signage must be approved by Desert Botanical Garden in advance.
- Electrical connections and special lighting must be approved in advance.
- Candles must be enclosed or on a glass or ceramic holder.

## **Music & Amplification**

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*.

## **Food & Beverage**

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 to the 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.

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.

## **Restrictions & Prohibited Items**

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.

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.



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.

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.

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.

Rangers and select Garden staff operate golf carts for patrol and emergency use only. The client may not use these to get around the Garden, nor may the client bring additional golf carts into the Garden; however, motorized wheelchairs are available for rental on a first come, first serve basis for individuals who need assistance navigating the Garden.

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.

## **Event Planning**

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.

All printed materials that include the Garden's name, contact information and your event date, time and location (invitations, announcements, email invitations, press releases, websites, etc.) must be submitted to your Garden Venue Planner for approval before they are in their final stages to ensure accuracy.

## **Weddings**

Rental fees remain the same whether ceremony only, reception only or ceremony and reception are held. 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.

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.

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.

One complimentary dressing room is provided 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.

### **Closing**

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.

