

Columbus Botanical Garden Event Packages

Time sensitive and terms subject to change

Weekend Reservation: The Weekend Rental allows you two full days at the garden – all day Friday & all day Saturday or all day Saturday & all day Sunday, 8 AM until 12 midnight. This includes time for decorating, time for your rehearsal & even time for your rehearsal dinner! All day Saturday you & your wedding party can prepare for your ceremony & reception. The Garden does all the set-up of tables & chairs & the clean-up of refuse related to your event. A tent may be available at no additional cost in case of inclement weather. This package includes tables, chairs, and tablecloths for 100 guests.

Full Day Reservation: The Full Day Rental allows you one full day at the garden – 8 AM until 12 midnight Friday or Saturday. This includes time for decorating & time for your elopement or time for decorating & time for your reception. All day, you & your wedding party can prepare for your ceremony and/or reception. The Garden does all the set-up of tables & chairs and the clean-up of refuse related to your event. A tent may be available at no additional cost in case of inclement weather. This package includes tables, chairs, and tablecloths for 100 guests.

Hourly Rate Reservation: The rate of \$200 per hour is available Sunday-Thursday during our spring and fall peak seasons (March – June & September – November) or any day of the week during our summer and winter non-peak seasons (July-August & December-February) & it allows access to everything offered at the garden. This includes tables & chairs for 75-100 guests. The Columbus Botanical Garden does all the set-up of tables/chairs & all the clean-up and provides security during your event to provide safety & patrol parking. This rate applies to all time on site, which means any time anyone related to your event is present at the garden. A 4-hour minimum is required for parties with 75 guests. Parties over 75 require an 8-hour minimum. **Tent and tablecloths are not included with this package but can be added for a fee*

Discounts may apply for parties of 50 guests or less

Large Party Requirement: If your event will exceed 100 guests, additional resources may be required resulting in additional fees. CBG will arrange for the extra resources to ensure continuity of service for your event.

All Packages Include:

- **Indoors:** Use of farmhouse with kitchen, parlors, dining room, & bridal dressing room. 3 interior restrooms.
- **Outdoors:** Brick patio & 1-acre Farmhouse lawn with covered barn space, two exterior restrooms (wheelchair accessible), cottage porch, herb garden, & view of vegetable terraces.

Plenty of power outlets and free Wifi that extends to all lower level outdoor areas of the garden.

- **Set-Up & Clean-Up:** The staff at the CBG manages the set up & break down of all your tables and chairs. We provide 1 set up per day.
- **Speaker/Sound System:** Access to our speaker/sound system requires advanced notice to our rental coordinator and a \$500 refundable security/damage deposit.

The following are also included when you reserve the CBG for your event:

- **100 chairs: Beautiful Fruitwood folding chairs with padded seats.**
- **Thirteen 60 inch round tables (seat up to 10 people) or eighteen 6 foot long banquet tables (seats up to 8 people)**
- **One 8 foot long banquet table**
- **Two 4 foot round cake tables**
- **Three 4 foot long banquet tables (for gifts/guestbook)**
- **White or Ivory tablecloths *Not included with Hourly Rate Reservation but can be added ***
- **Preferred vendor list available to all CBG brides *Exclusive CBG caterer suggested but not required***
- **Free use of the garden for photography sessions prior to & related to the event – engagement, save the date, & bridal portraits.**

All items listed above are available as part of your rental of the garden. There is no additional fee to use the tables and chairs. The CBG does not provide glassware, serving dishes, etc. You may rent these and have them delivered to the garden for your event. If you require more tables or chairs than the garden provides, those must also be rented and delivered to the garden.

Your package does not include the following:

Use of Our Mothers' Rose Garden, The Sam M. Wellborn Camellia Garden and The Gin House. These garden areas will be open to the public during your rental period.

Bridal dressing room

This room includes 2 bathrooms, plenty of natural lighting and several outlets. It is large enough for the bride and their bridesmaids to get ready - to include a sofa and plenty of chairs and 2 large standing mirrors.

On- Site Preparation

The garden will set up all tables and chairs for your event, in the configuration and location you desire. Set-up of tables and chairs is done prior to the wedding; indoor set up before the time of the rehearsal. The CBG staff will only set up tables and chairs; all decorating is the responsibility of the wedding party or event planner/coordinator. The staff at the garden will not be responsible for meeting with vendors or any day of wedding coordination. The only garden staff guaranteed at your event is the security personnel who will be on site one hour prior to your event until midnight.

Our event coordinator will always be on call for every event. A wedding party representative must be present at all times that vendors are present at the garden.

Rental Equipment Delivery

The CBG staff must be notified in advance of the time and date of deliveries. The CBG staff must also be present for deliveries if items will be delivered inside the house. Your event planner/coordinator must be present at the time all deliveries are made. A wedding party representative is not required to be present when rental equipment is retrieved following your event.

Catering

Caterers are required to bring all of their own supplies. Nothing will be provided by the garden. This includes, but is not limited to, serving items, pots, pans, coolers, ice, utensils and linens. Caterers may utilize the refrigerator, microwave, oven and stove. Caterers may deliver food or supplies one day prior to the event for storage at the garden at no additional charge – business hours only and prior arrangement must be made. If a professional catering service is not being used, and catering staff will not be provided, you will be required to hire a server from The Garden to manage your buffet and clear tables. The garden does not have an ice machine.

Alcoholic Beverages

Beer and wine may be served during events at the garden. Event organizers are required to ensure that guests are not over-served, that only those of legal drinking age are served alcohol, that inebriated guests do not drive home, and that any irresponsible behavior is prevented. Professional bartenders and bartending companies are strongly recommended.

Music

Entertainment, either live or DJ, may be provided during events at the garden. The Columbus Botanical Garden allows for the use of the CBG sound system which has speakers throughout the Farmhouse and 2 speakers over the brick patio. Renters should advise CBG staff if they intend to use the sound system for their event prior to the day of their event. Music must be provided from the renter's mobile device and plugged into our speaker system. Examples of mobile devices include the following: iPhones, iPad's, iPods. Please make arrangements to meet with our rental coordinator in order to check your device to ensure it is compatible with our system. A microphone is not provided. Music outdoors must cease by 10:00 PM and it must not be loud or offensive and must be kept at a volume that does not disturb the adjoining neighborhood. If Musicians or DJs intend to put speakers any distance from the farmhouse they will need to provide their own large-diameter extension cords. The garden does not provide extension cords.

Bridal or Engagement Photos

If you have reserved the Columbus Botanical Garden Farmhouse and surrounding grounds for your wedding and/or wedding reception, there is no fee for having your engagement, save the date, or bridal portraits taken at the garden. The CBG will provide the venue only. You must schedule and pay the photographer and coordinate any other details. The farmhouse is available during normal business hours (9 AM to 4 PM Monday through Friday), and may be used for changing clothes or

having hair and make-up done. **Please make an appointment for your photo session at least one week in advance. NOTE: IF YOU HAVE NOT RESERVED THE GARDEN FOR YOUR EVENT, STANDARD PHOTOGRAPHY FEES APPLY.**

Clean-Up

You and your vendors are only required to take with you what you brought to the garden. This includes all decorations and personal items. The garden is responsible for cleaning and putting away all tables and chairs as well as emptying trash cans which will take place after the event has ended. Under no circumstances may trash and/or food be left on tables, outside on the ground along the pathways or in and around planted areas. All personal items should be removed from the garden by midnight the evening of the event unless additional hours are reserved or if you have booked under the Hourly Rate Reservation. All Hourly Rate Reservations are required to stay within the time frame in which they have booked, and which is notated in paragraph 2 of signed contract.

Site Departure

All event participants, including catering staff, vendors, cleaning staff, musicians and wedding participants, must leave the grounds by midnight the day of the event. Hourly Rate Reservations must stay within the time frame in which they have booked, and which is notated in paragraph 2 of the signed contract. Event participants may remain on site no more than one hour past their allotted time for an additional fee. The fee for having event participants (guests, vendors, family) on site beyond the allotted time is \$200 per hour. If you have not previously reserved an event extension, this fee will be removed from your security deposit.

Not Allowed

There is a very small, but important list of items not allowed at the garden. Evidence of these items may result in the loss of your security deposit: Smoking, rice, confetti or glitter, birdseed, silk flower petals, fires, candles in the farmhouse or on porches, fireworks, glass beverages, or Illicit Drugs. If candles are to be used they must be outside of the farmhouse and inside of a container. Propane heaters must not be used on the front or back porch and must be kept 10 feet from the barn and cottage structures surrounding the lawn. If sparklers are to be used, I must be advised no less than a week in advance. Garden plantings, hanging baskets and planted containers shall not be removed. Similarly, CBG inventory - to include but not limited to tables and chairs - must not be moved from the location in which it was arranged by our set-up team (Ex: from one part of the garden to another). If floral or party decorations are desired, they must be installed in such a way to prevent damage to the rented premises. Do not staple, tape, tack, glue or nail decorations to any surface or structure. No furniture or furnishings may be damaged or moved or removed from the premises without prior permission in order to prevent forfeiture of security deposit.

The use of any name associated with The Columbus Botanical Gardens, Inc. and/or logo must be preapproved by the rental & event coordinator and may not be used without prior consent. This includes, but is not limited to invitations, graphics, flyers, brochures, etc. All documents using the owners name and/or logo must receive approval from The Garden before its use and at least 30 days prior to any event.

Reserve Your Date

A \$500 refundable security/damage deposit for Weekend and Full Day Reservations must be provided to hold your date(s). A \$200 refundable security/damage deposit is required for all Hourly Rate Reservations if the CBG sound system will not be utilized; however, with the use of the CBG sound system, a \$500 deposit is also required for Hourly Rate Reservations. Deposit will be refunded should no damages arise within 60 days post event; however, most are refunded much sooner.

Payment Schedule

Beginning the month after payment of your deposit, your remaining fees will be divided into monthly installments, the last one being due no later than thirty days prior to your event. You may pay by cash, check, or credit card. If you have reserved the CBG within thirty days of your event, all payments must be made within one week of your event and all payments made are non-refundable. Failure to make any of the payments on time may result in the cancellation of your event at the garden. All payments are non-refundable for events booked more than 30 days prior to your event with two exceptions:

1. There is a 7 day grace period after receipt of the security deposit allowing either the CBG or the renter to cancel the contract. The full security deposit will be returned less a \$50 admin fee.
2. Cancelling within 30 days of receipt of the security deposit will allow half of the security deposit to be returned. Cancelling past 30 days of signing contract will result in a non-refundable security deposit due to holding your date.

Parking

One security personnel is included with your reservation at the garden and they will assist with parking patrol. Beyond 100 guests you will be required to hire additional security from the garden. This cost will vary per event and the hours the security personnel is needed. Because parking is limited, please note that the Free Will Baptist Church property (adjacent to the garden) prohibits parking on its property without prior arrangements. Unauthorized parking in the church's parking lot may result in towing and a fine. If you would like to use the church parking lot, we recommend contacting the church administration and making arrangements, as they may be willing to offer parking for a fee. The Columbus Botanical Garden is not associated with the Free Will Baptist Church. Blanchard Elementary School may also be willing to offer parking, but you will need to contact them to make those arrangements. There is reserved parking to the right of the Farmhouse and in the main parking lot for our guests with limited mobility. Vendors are asked to deliver to the Farmhouse and then move their vehicles to the main parking area.

Please be advised that any special event must be scheduled with our Rental Director no less than two weeks prior to taking place in The Garden. This includes but is not limited to weddings or wedding events of any type, proposals, showers, reunions, gender reveals, birthday parties, group visits, tours, and photography sessions.

