



# THE Arboretum AT FLAGSTAFF RAMADA RENTAL AGREEMENT

Thank you for choosing The Arboretum at Flagstaff for your event! This agreement defines the terms and conditions under which The Arboretum at Flagstaff (hereinafter referred to as "The Arboretum") and \_\_\_\_\_ (hereinafter referred to as the "CLIENT") agree to the CLIENT's use of The Arboretum facilities on \_\_\_\_\_ (**Event Date**). This agreement constitutes the entire agreement between the parties and becomes binding upon signature of both parties. This agreement may not be amended or changed unless executed in writing and signed by The Arboretum and the CLIENT.

## Group Information:

Name of Group: \_\_\_\_\_

This Group is a:

Non-Profit  Educational  Institution  Private Party

## Primary contact:

First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

## Event Information:

Anticipated number of attendees (Max 40): \_\_\_\_\_

Purpose for which the facility will be used:

\_\_\_\_\_

-

Event Time including setup and cleanup: Arrival time \_\_\_\_\_ Exit time \_\_\_\_\_

Additional Information you would like us to know about your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Ramada Area:

Includes admission for up to 40 people to the ramada area only. 1 Picnic table, Folding Chairs: up to 40 & 8'x30" Tables: up to 4 are provided (set-up not included). Includes use of power. The final rental fee will be charged on the day of the event.

Additional attendees may use the overflow outdoor space not covered by the Ramada for an additional fee.

a. Number of hours including setup and clean up \_\_\_\_ x \$60 = \$ \_\_\_\_\_

\$20/hour additional if event extends past 7:00 p.m. or if rental exceeds 8 hours or is on a holiday.

b. Number of additional/holiday hrs. \_\_\_\_ x \$80 = \$ \_\_\_\_\_

## Deposits and fees required to reserve your event date:

Non-Refundable Reservation/Cleaning Fee \$ 45 charged upon reserving your date and receipt of paperwork.

All Events- Potentially Refundable Security/Smoking Deposit \$ 200 charged 30 days from your event date and applied towards your final balance on the day of your event.

**\*We are a completely NON-SMOKING venue**

# Catering

Will there be food at your event? Yes No

Will the event be catered? Yes No

Caterer \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

(Caterer must be licensed as food caterer by the Department of Health and have General Liability Insurance)

Linens are not provided by The Arboretum, please make your own arrangements.

If you have NOT hired a caterer, please explain your food service plan/arrangement. As we do not have a commercial kitchen no cooking or preparation is allowed on the premises:

---

---

Will alcohol be served? Yes No

Alcohol MUST be served by a licensed and insured professional. You must provide proof of the proper credentials, in writing, prior to the event, and the Arboretum must be listed as "Additional Insured Party" on their Liquor Liability Insurance policy of \$1,000,000 or more. Most professional catering companies will have the ability to provide this service.

**The Arboretum does not allow for "self-serve" bars with alcohol, nor amateur or volunteer bartenders.**

Bar Service \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I understand the above Alcohol Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Facility Use Terms

The following rules and regulations apply to all users of The Arboretum facilities:

## Security/Smoking Deposit:

Security/Smoking Deposits will secure your date and may be refundable and used towards your total billable amount. The Arboretum may elect to keep all or part of your Security/Smoking Deposit if any terms of this contract are not met, or if any items are damaged.

CLIENT'S initials \_\_\_\_\_

## Smoking & Vaping:

The Arboretum is a smoke-free environment. Smoking and vaping are not allowed anywhere on The Arboretum property at any time, including in cars, the parking lot, the patio or the house. Due to the sensitive nature of our facility, this is strictly adhered to. The Arboretum may elect to keep all or part of your Security/Smoking Deposit if any member of your party is found to be smoking or vaping.

CLIENT'S initials \_\_\_\_\_

## Cleaning Fee:

The Cleaning/Reservation Fee is non-refundable. It is your responsibility to clean up after your event. Any decorations, supplies, equipment, signs, handouts, or other items brought by your organization must be removed at the conclusion of the program. Please do not use any tape or push pins to secure your signs or decorations.

CLIENT'S initials \_\_\_\_\_

## Restroom:

All guests must use the public restrooms, located adjacent to the Visitors' Center parking lot.

CLIENT'S initials \_\_\_\_\_

## Pets: Outside Only:

Owners will be expected to always keep animals on a leash and clean-up, as necessary. Dogs are NOT permitted inside buildings.

CLIENT'S initials \_\_\_\_\_

## Parking:

Parking for both meeting attendees is restricted to the Visitors' Center parking lot. Delivery arrangements may be made in advance. CLIENT'S initials \_\_\_\_\_

## Outdoor Lighting:

There is NO outdoor lighting in the ramada or gardens and limited lighting in parking areas. After hours events must provide their own lighting. CLIENT'S initials \_\_\_\_\_

**Liability:**

The user is responsible for any damage or loss to Arboretum property caused by itself, its agents, or its guests. We will bill the user for the damaged property and for any additional cleaning, repairs, or replacements that result from the use of the facilities. Assessment of damages and extent of responsibility of the group shall be determined by the Director of the Arboretum. Some users may be asked to provide The Arboretum with a certificate of insurance, evidencing general comprehensive liability insurance, in an amount equal to a minimum of \$1,000,000 per occurrence, no later than 48 hours prior to the event.

CLIENT'S initials \_\_\_\_\_

**Weather:**

Renter assumes any risk relating to the possibility of inclement weather. The Arboretum is primarily an outdoor venue, and the renter agrees to take any necessary precautions related to the likelihood of inclement weather. Any changes to pre-determined plans must be made at least 48 hours prior to the scheduled event. Refunds will not be available to renters for minor inclement weather reasons. Security Deposits will not be refunded if your event is canceled without due notice (see cancellation policy).

CLIENT'S initials \_\_\_\_\_

**Force Majeure:**

In the event that an occurrence of a Force Majeure Event (defined below) beyond the control of The Arboretum renders the Event Space unsuitable for the event, The Arboretum and Renter agree to reschedule the Event at a mutually convenient date and time and any deposit, prepayments and reservation fees shall be applied to the bill for the rescheduled event without penalty. In the instance that the Event is unable to be rescheduled for mutual convenience, all refundable monies remitted to The Arboretum will be refunded to the Patron. Non-refundable fees will not be returned due to the cost of preparation and loss of potential rental fees by the Arboretum. For purposes of this Agreement, a Force Majeure Event shall include, without limitation, acts of God, natural disaster (fires, hurricanes, and floods), war, riot, or any other similar event beyond the control of the parties.

CLIENT'S initials \_\_\_\_\_

**Cancellation Policy:**

- 90 days prior to the event, The Arboretum at Flagstaff will refund all monies.
- 30-89 days prior to the event, the Reservation/Cleaning Deposit will not be refunded.
- Up to 29 days prior to the event, the client forfeits the Rental/Cleaning Deposit and Security/Smoking Deposit.

CLIENT'S initials \_\_\_\_\_

As the user or a representative of the group who will use the facility, I certify that I have read the above terms and represent the members of my group in agreeing to abide by them. I assume responsibility for informing members of the group who will be involved in using the facility of the terms of use as stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Facility Rental Payment Terms

Name on the card \_\_\_\_\_

Credit card number \_\_\_\_\_

Expiration date \_\_\_\_\_ CW code \_\_\_\_\_

Mailing address of card holder \_\_\_\_\_

Phone number of card holder \_\_\_\_\_

I agree that The Arboretum at Flagstaff may charge my credit card for the \$200 Security/Smoking Deposit and \$45 non-refundable reservation/cleaning deposit upon submission of this agreement as outlined above.

I agree that The Arboretum at Flagstaff may charge my credit card for the remaining balance due on the date of my facility rental.

If other payment arrangements are to be made, you must contact the finance department at The Arboretum at Flagstaff prior to the dates listed above.

\_\_\_\_\_  
CLIENT Signature Date

\_\_\_\_\_  
Arboretum Representative Signature Date

If you prefer to pay by credit card on a secure link, please let us know upon submission of this form.