



THE Arboretum AT FLAGSTAFF 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: 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 45 for WRH, 100 for stage, picnic, WRH): _____

Purpose for which the facility will be used:

Event Time including setup and cleanup: Arrival time _____ Exit time _____ **4 hour minimum**

Projector needed? Y/N

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

Please indicate below which facilities and equipment you are interested in renting.

Walter Reichardt House (WRH):

Includes admission to grounds for **up to 45 people**. 8' x 30" tables (up to 6) or 60" round tables (up to 5) and banquet chairs for up to 45 guests are included in the rental fee. Please work with our staff for the best option for setting up for your group. If you need outdoor space / additional guests, also fill out the Stage/Picnic rental portion.

First 4 hours including setup and clean up = **\$ 495**

Number of additional hrs ____ x \$80 = \$ _____

Additional equipment/setup (ask for quote) \$ _____

Non-Refundable Reservation fee (Paid separately) **\$75**

Total rental fees (including Deposit- see below) \$ _____

STAGE AND PICNIC AREA:

The stage and picnic area are available for rent after hours in conjunction with the WRH rental and are required for up to **55 additional guests (total 100)**. Includes use of existing picnic tables.

Additional charge to above WRH rental fee ____ total hours x \$75 = \$ _____

**Optional set-up/takedown of up to 100 additional chairs in the stage area by Arboretum Staff is available for an extra charge. Please ask for a quote and add to above fees.

*****NOTE The wedding tent is not owned by The Arboretum at Flagstaff and is NOT included in the above rental. Separate arrangements must be made with our contractor if you require use of the tent.**

Deposits and fees required to reserve your event date:

*****Non-Refundable Reservation Fee \$ 75 charged upon reserving your date.**

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. *This deposit may be waived at the discretion of the rental manager.*

***We are a NON-SMOKING / NO FIRE venue**

Catering *(linens are not provided by the Arboretum)*

Will there be food at your event?

Will the event be catered?

Caterer _____ Contact Person _____

Phone _____ Email _____

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

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?

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/or 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 _____

Reservation Fee:

The Reservation Fee is **non-refundable**. CLIENT'S initials _____

Cleanup and trash removal:

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 rental. Please do not use any tape or push pins. **Caterers must remove all trash.**

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 keep animals on a leash at all times and clean-up, as necessary. Dogs are NOT permitted inside buildings for facility rentals.

CLIENT'S initials _____

Parking:

Parking for meeting attendees and deliveries is restricted to the Visitors' Center parking lot.

CLIENT'S initials _____

Outdoor Lighting:

The Patio and other areas directly outside the Walter Reichardt House are lit, but there is NO outdoor lighting in the gardens and limited lighting in the 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 will pay 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 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 renter 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:

- Less than to 14 days prior to event, client forfeits both the reservation fee 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 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 _____ CVV 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 \$75 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 7 days prior to 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. An invoice will be generated for the full rental amount including deposits and due upon receipt.