



1010 Forest Avenue

MONTGOMERY BOTANICAL GARDENS

Montgomery, Alabama 36106

RENTAL RESERVATION REQUEST for EVENTS

RULES AND APPLICATION

Thank you for considering the Montgomery Botanical Gardens for your upcoming event; we look forward to working with you to make it a success! Below are our current rental policies. For questions about available dates and booking information, you may email MBG at info@montgomerybotanicalgardens.com or contact us at 334 259-5592. To begin the process, print this information and complete the "Request for Reservation" on the last page.

RESERVATION AND FEES: EVENTS: A Request for Reservation form must be completed and submitted with applicable fee. Reservations must be confirmed by an in-person appointment. After your reservation request has been submitted and reviewed, you will be contacted to schedule an in-person appointment to confirm your rental reservation date and time, event location, to verify your payment and answer any questions you may have. A reservation is not confirmed until the fee has been paid. Once the reservation and payment have been confirmed, no refunds are made. Reservations are not accepted over the telephone.

Weddings are typically one hour, but if time is desired for photographs before or after, additional time may be reserved at additional cost. A pre-paid fee of \$400.00 per hour Monday through Friday and \$600.00 per hour Saturday or Sunday will be assessed for weddings held on the grounds of the Montgomery Botanical Gardens and is to be submitted with the completed reservation request form. Payment may be made by money order or cashier's check.

REFUNDS: There will be no refunds FOR RESERVATION FEES except when the Gardens are responsible for cancellation due to circumstances beyond our control.

WEDDING SIZE: Due to limited space, weddings are restricted to 100 people including the bridal party (bride, groom, minister, bridesmaids, groomsmen, musicians, etc.) and guests. This will help your guests to see and hear the ceremony as well as protect the gardens.

LOCATION: Weddings are typically held in the Lion Terrace, Wisdom Wood Outdoor Classroom, or Lawn area. **Being a public facility, these areas cannot be roped off for private use.** Please use care to avoid damaging flower beds or plants. Plant identification tags, signs, plaques, etc., may not be moved. The person signing the reservation contract will be responsible for paying for any damages caused by or arising out of the use of the premises.

TIME: Weddings may be held between 8:00 a.m. and 6:00 p.m. The Board of Directors of the Gardens reserves the right to adjust these hours according to the amount of daylight available and subject to any other activities scheduled on the grounds or in Oak Park at the same time.

The wedding must be performed, and all pictures taken **within the one-hour period**. If more time is required for photographs, additional hours should be booked at the time the wedding reservations are made. The Gardens cannot guarantee that extra time will be available unless the additional time is listed on the original request.

Only one wedding at a time will be allowed on the grounds. The Board of Directors of the Botanical Gardens reserves the right to limit the number of weddings/events which may be held on any given day. On any weekend, there may be several weddings and other events scheduled on the same day. The Gardens makes every effort to ensure that each ceremony runs as smoothly as possible. To prevent parking problems and control pedestrian traffic on the grounds, please plan to arrive **no earlier than 30 minutes** before your scheduled time.

BAD WEATHER: In the event of rain or bad weather, a wedding may be canceled. Plants may not be moved; available space must be used as is. Plant identification tags, signs, plaques, etc., may not be moved.

RESCHEDULING WEDDING DATES: A wedding may be rescheduled one time upon written notice to MBG no later than 14 days prior to the original date. The person signing the original reservation request must write a letter to the BOD of the Gardens indicating the original date,



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the new date requested and a brief explanation as to why the date needs to be changed. Other guidelines may also apply. Information is available by calling 334-259-5592.

MUSIC: There are **no electrical outlets** in the Gardens. Music must be live (guitar, flute, etc.) or battery operated (tape or compact disk). No piano or other heavy equipment is allowed (including portable generators). **As a safety precaution, extension cords may not be run from a building or any other facility into any of the gardens.**

REHEARSALS: A rehearsal may be held the day before or sometime prior to the wedding date at no additional charge **if time is available**. Reservations for rehearsal time must be made in the same manner as the wedding and at the same time.

RECEPTIONS: Receptions on the grounds of the Botanical Gardens - there are no structures in which to house a wedding or a reception. An outdoor area may be reserved for receptions and a tent may be erected. Additional rules, requirements and fees will apply.

PARKING: Guests may park in the main parking lot in front of the Parks and Recreation Building or in the paved groups of parking spaces along the drive through Oak Park, or along Forest Avenue or on weekends with advance notice to MBG may use the Jackson Hospital parking lot at the corner of Forest Avenue and Park Street.

GENERAL GUIDELINES: The Botanical Gardens provides only the space for the wedding. You must arrange for the minister, etc. **A podium, kneeling altar or arch, flower stands, and baskets are allowed** if such items can be placed in position and removed within the time reserved for the wedding. **Balloons and confetti are not allowed.** The person signing the contract is responsible for arranging for the removal of all objects immediately after the wedding. **NO DECORATIONS OF ANY KIND, OTHER THAN THOSE LISTED ABOVE.**

Chairs (which must be provided by the wedding party) are limited to eight for the parents or grandparents. All other guests must stand. Chairs may not be taken from any building and used on the grounds. Delivery and removal of all rental equipment must be coordinated with the MBG BOD.

To protect flowerbeds, plants, and underground water lines, stakes and signs may **not** be placed in the ground including parking lots. Signs may **not** be attached to trees or any other plants. We recommend that you assign someone to physically direct your guests to the location of your wedding.

The Botanical Gardens accepts no responsibility for the delivery of any item (wedding gifts, flower arrangements, bouquets, etc.) or for the storage or safekeeping of any personal items left during the wedding (clothing, purses, cameras, etc.) Such items left on the grounds; in any building, structure or parking lot is the personal responsibility of the owner of the item.

Pavilions inside Oak Park are only available for use if it has been reserved and the rental fee has been paid through the **Parks and Recreation Department**. There are no facilities for storing flowers or food items. Exiting rustic **restrooms cannot be used as a dressing area**. **Upscale portable** restrooms may be rented and erected in place for the event only if coordinated with MBG.

For weddings, bubbles or flower petals may be used outside only; but **rice, birdseed, artificial flowers, glitter, confetti, silly string, or any fireworks, including sparklers, are not allowed for use in the Gardens at any time and may not be thrown on the grounds.** Inflatables are not permitted at The Gardens.

Children must be supervised for their safety at all times, especially around pond areas and all water features.

No pets are allowed on the grounds of the Botanical Gardens during special events.

Receptions: Alcohol may be served; however, if alcohol is being sold at an event, a temporary city liquor license is required and a copy of said license shall be provided to the staff of the Gardens before alcohol is allowed on the premises. The person making the reservation may be required to purchase a single event insurance policy. Details will be made available during the reservation process.



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All areas must be cleaned after an event. Trash must be bagged and placed in dumpster. Lessee or caterer is responsible for supplying all trash bags and any other cleaning materials.

No fires, cookouts, or open flames, including candles, are allowed. **Flameless** candles are permitted.

Smoking, including electronic cigarettes, is not allowed in any buildings and is discouraged on the Gardens grounds. If your guests smoke outside, all remnants/butts/stubs must be removed before leaving The Gardens.

The Gardens does not provide furniture for outdoor use, but tables and chairs rented from outside providers may be used in designated areas and must be coordinated with MBG BOD.

The Gardens is not responsible for set up or clean-up of any tents, decorations, or outdoor furniture or for the safekeeping of any equipment or items left unattended during the day or overnight. Lessee is responsible for clean-up of all areas.

All food, beverages, and decorations must be removed from the Gardens' buildings and premises before departure at the end of the event.

Failure to comply with any of these policies will result in additional charges to the renter.

As the property on which MBG exists is leased from the city, all events in the Botanical Gardens must comply with the provisions of all City of Montgomery ordinances, and all policies set by Montgomery Parks and Recreation and the Board of Directors of Montgomery Botanical Gardens. The City of Montgomery, the Park and Recreation Board, and the Botanical Gardens does not assume responsibility for accidents or injuries arising from the event. The applicant is responsible for any damages caused by or arising out of the use of the premises and for indemnifying the Montgomery Botanical Gardens and its Board of Directors and the City of Montgomery in the event of any such claims. The Board of Directors of the Botanical Gardens may modify the above guidelines as necessary to maintain the safety of the public and protect the facilities.

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See REQUEST FOR RESERVATIION below



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RENTAL RESERVATION REQUEST FORM

I have read and understand the information, rules, procedures and requirements stated in the **MBG EVENT RENTAL RESERVATION REQUEST RULES** that govern the rental of outdoor space at Montgomery Botanical Gardens. I am submitting a request to reserve and rent the space in the gardens for the event described below.

LOCATION: (circle one) Lion Terrace, Outdoor Classroom, Lawn area, Stage area, Other (if other submit additional sheet describing location desired), for

TYPE OF EVENT (circle one): WEDDING RECEPTION PARTY GROUP MEETING OTHER (if other submit additional sheet describing type of event), on

DATE OF EVENT: _____

NUMBER OF HOURS: _____

TIME OF EVENT: from _____ o'clock until _____ o'clock

I agree to pay the non-refundable fee in the amount of \$_____, for which I have included (circle one) a money order or cashier's check with this reservation request. I understand that **if MBG cannot** accommodate my request for a reservation, this fee will be returned to me.

Signature of Person renting the space

Date signed

If this is for a wedding, provide the names of the bride and groom:

Bride

Groom

BELOW THIS LINE TO BE COMPLETED BY **MBG**:

_____ area in the gardens is reserved for

(event) _____

on (date) _____ time of day _____.

Date fee was received: _____ From: _____



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CONFIRMED BY MBG REPRESENTATIVE: _____ DATE _____
SIGNATURE