

GENERAL RENTAL RULES & POLICIES

Thank you for considering Denver Botanic Gardens for your upcoming event. Below are our current rules and tips for creating a great event. Rules are updated periodically and if a new version of this document is released during the planning process, the Gardens Associate will send client (“you”) the new copy for review and signature.

AGREEMENT SIGNING AUTHORITY | Denver Botanic Gardens will not enter into any agreements with minors. All agreements must be signed and agreed to by a person over the age of 21 years old. Whichever party signs the Facility Usage Agreement is considered the Gardens’ client. This is the only person that will be authorized to make changes to or cancel the agreement

ALCOHOL POLICY | Client assumes all responsibility and all liability and must follow Colorado liquor laws. Denver Botanic Gardens does not have a liquor license. However, client may bring or have purchased alcohol delivered on site during the rental time. The sale of alcohol is not permitted (*no cash bars*). One of the Gardens approved caterers is required to serve the alcohol. Alcoholic beverages may only be consumed during the hours of the rental and *cannot exceed six hours*; food must be served with alcoholic beverages. *A soft bar close must occur at least 45 minutes prior to event conclusion and a hard bar close at 30 minutes prior to event conclusion*. At the end of the serving time, alcohol must be boxed and placed in a secure location with a sober, responsible adult. All alcohol must be removed from the Gardens by that responsible adult, who is 21 years or older, at the end of the event. No overnight storage is permitted. If alcohol is left onsite, it becomes Denver Botanic Gardens’ property and you forfeit your rights to it. Beer, wine and mixed drinks are permitted, but shots are not allowed. Kegs and home brew are permitted but must be served by one of the Gardens approved caterers. No minors under the age of 21 may be served alcohol. Alcohol once onsite must be always attended to, no alcohol can ever be left unattended.

ALCOHOL POLICY for CEREMONY ONLY | For ceremony only events, a single champagne toast is permitted and may be served by a guest age 21 or older in *disposable cups only*. No minors under the age of 21 may be served. The Gardens is not able to provide bottle openers, ice, or buckets for champagne. Client is responsible for all clean-up and disposal of champagne. All other rules regarding alcohol from “Alcohol Policy” are applicable and the sole responsibility of the client for compliance.

AUDIO/VISUAL EQUIPMENT | The Gardens’ AV Services team is the preferred audio/visual equipment provider for all outdoor spaces. They can be reached at avevents@botanicgardens.org or 720.865.3599. Audio/visual arrangements must be made at least 2 weeks prior to event. For receptions inside Mitchell Hall, Gates Hall and Marnie’s Pavilion, a standalone/self-contained DJ set-up is permitted. In addition to the AV Services team, Production Services International (PSI) is also approved for audio/visual services for outdoor event spaces. They can be reached through DBGinfo@psiiusa.com. Client must arrange audio/visual needs directly with PSI and will receive the invoice from the Gardens after the event. For any audio/visual questions please contact the AV Services team.

CANCELLATIONS | If client cancels their event, no payments, except for the damage deposit, will be refunded regardless of length of time from event or perceived rebook ability. If the client chooses to move their event date, an additional fee of \$350 will apply for rescheduling the event. Re-booking dates are subject to calendar availability and may be subject to an additional fee. Contract fees and dates are non-transferable. If you select to change your event space, any additional fees for said new space will be charged.

CATERING | Denver Botanic Gardens maintains a list of five preferred caterers and one beverage caterer. Client and caterer must arrange to have a final walkthrough meeting with assigned Gardens Associate 3-4 weeks prior to event. If client chooses to use a non-Gardens’ preferred caterer, they are subject to a buy-out fee. This fee is \$200 plus \$10/per person. All non-approved caterers must be approved by the Gardens prior to the event and provide a certificate of insurance and health permit by the final walkthrough. Food and beverage service must be compliant with all state of Colorado laws.

Caterers are subject to the same terms and conditions of this contract as the client who hires them, and they are required to remove all materials and dispose of all refuse when they leave the premises. Client is responsible for handling all interactions with caterers. If alcohol is being delivered to the Gardens, the caterer must be on site to accept the delivery; the Gardens will not accept any alcohol deliveries. It is also the caterer’s responsibility to open, pour and serve alcohol.

If your event guest count is UNDER 49 guests, you can select from options below:

1. Hire one of our 5 approved caterers (Same as events with guest counts over 50 guests)
2. You and your guests can bring in your own food platters, trays, etc... for example from Whole Foods, King Soopers, etc. You are responsible for set-up and clean-up of the space. The Gardens considers this a "Self-Catered" event and you would be subject to the self-catering rules. Please let your Gardens' Associate know if this is the option you are selecting, and they can send you all applicable rules. If you intend to serve alcohol, you must hire one of the Gardens caterers' bartenders to serve the alcohol. Please note, non-approved caterers cannot deliver inside the Gardens.
3. If you hire a non-approved Gardens' caterer who is going to prep/cook on-site and/or service your event, the catering buy-out fee is still applicable and will be charged. If you choose this option, please let your Gardens Associate know so they can send the outside caterer rules along.

If at any point in time during your planning process your guest count goes over 49 guests, please let your Gardens' Associate know.

CHILDREN | It is imperative children are under constant supervision during the event. Children are not permitted to pick flowers or touch art and are not allowed on or in the water features or rocks. The Gardens maintains a lost child policy, should a child become lost please go immediately to the information desk in Boettcher Lobby for assistance or contact your Gardens' Associate.

CLIENT REPRESENTATIVE | The Gardens strongly encourages the hiring or appointing of a representative (i.e. wedding or meeting planner, trusted friend or family member) to manage details during the event. Please have this representative attend the final walkthrough. On the day of the event, this appointed representative will work with the Gardens staff to ensure vendors and guests are following timelines and Denver Botanic Gardens' regulations. This person should also be able to help with day-of activities.

DAMAGE DEPOSITS | Client will be notified 30 days post event as to whether damage deposit will be refunded in full, partial or not at all. If some or all of the damage deposit is to be refunded, it will be refunded within 6 weeks after the event. Any breaking of facility rules can result in withholding of some or all of the damage deposit.

DECORATIONS | Decorations must be sent *in writing* and approved by the Gardens Associate. All decorations, including boxes, must be removed at event conclusion or a disposal fee will be assessed. Candles are permitted but must be contained in a glass container an inch and a half taller than the top of the flame. If additional lighting is required in Mitchell Hall, please contact AV Services. No items that are difficult to pick up may be used at the Gardens (such as rice, glitter, beads, birdseed, confetti, flower petals etc.). If a décor company or rental company is hired, their set-up time and clean up time must fit within client's pre-booked timeframe. This includes set-up and tear-down time as well. It is up to the client to let the décor/rental company know the pre-booked times. If the company needs extra time, please contact the Gardens Associate. The Gardens Associate can check to see if extra time is available and if so, they will charge a fee for this extra time. Please refer to the overtime fee section for associated fees.

DELIVERIES | Deliveries and pickups by vendors or caterers must be within client's rented time (listed on contract as "Arrival"). Please coordinate through your caterer and inform the Gardens Associate. It is the client's responsibility to communicate to all vendors, rental companies, caterers, etc. what the booked start time is. If any of these parties show up in advance, outside of the booked time, the delivery may be turned away and asked to come back during the booked time frame. The Gardens is not responsible for deliveries that have been turned away. A fine of \$500 will be assessed for deliveries made outside of client's booked time frame. Under no circumstances will the Gardens sign for alcohol deliveries. The Gardens is not responsible for loss of or damage to rented furniture and equipment. The Gardens does not have space to store any marketing collateral, business meeting supplies, miscellaneous goods, etc. in advance of your event. The Gardens will not accept deliveries via any mailing service for a private event client in advance of their event.

DIRECTIONAL SIGNS | The Gardens will provide directional signs to the venue. Client may provide 1 additional sign outside of the venue for directional purposes. Signs must be approved in advance and the placement will be determined by the Gardens. Client must remove signs immediately following the ceremony or event. The Gardens is not responsible for loss or damage to any additional signs.

DRONES | Drone photography and videography is not allowed in the Gardens.

ELECTRICITY | The Gardens has limited electrical power; therefore, any electrical needs must be communicated in advance. Client is responsible for providing all necessary equipment. Denver Botanic Gardens does not have extension cords available.

ENVIRONMENTAL PROTECTION | Due to the sensitive nature of the Gardens' grounds and horticulture, the use of sparklers and/or fireworks, the releasing of balloons or the throwing or placing of non-biodegradable items are strictly prohibited. The Gardens only allows pets that are specifically trained as service animals, properly identified as such and accompanied and controlled at all times by the individual who is responsible for them. Note, taping, tacking or puncturing is not permitted. Potted floor standing trees, shrubs, etc. are NOT allowed inside the Gardens. Potted plants designed for tabletop décor are allowed in all rentable spaces *EXCEPT* Orangery and Marnie's Pavilion. If you are using potted plants for tabletop décor, please check with your Gardens representative for approval. No event items can be placed in the ground – this includes staking, digging, etc. No releasing of butterflies, birds, doves or any other animals is permitted.

EQUIPMENT | The Gardens' provides a select number of tables and chairs/equipment available with each rental. Inventory items are confirmed 3-4 weeks prior to event. Check with the Gardens' Associate for availability. Additional items may be rented and is the client's responsibility. Please remember, if décor or additional tables and chairs are rented, these deliveries must occur during your booked time.

FUNDRAISING EVENTS | If an organization wants to host a fundraising event at Denver Botanic Gardens, there are certain requirements that need to be met. The Gardens defines fundraising events as any event that is open to the public, i.e. does not have an invite list, and/or for which admission tickets must be purchased. If this applies to client's event, please let the Gardens Associate know. Per city regulations the Gardens requires all fundraising events held at Denver Botanic Gardens to pull a special event liquor license if the event will have alcohol. In order to pull a liquor license, the organization must be designated with nonprofit status. No cash bars or drink tickets are allowed. For more information, see the "Alcohol Policy" section. For-profit companies may not host fundraisers at the Gardens.

FLOOR PLANS | To assure that set-up needs are met in a timely manner, booked packages come with a standard set-up. For a unique or specialized set-up, a \$125 fee may be assessed, and this must be coordinated at least 1 month prior with the Gardens Associate. Any layouts must be given to the Gardens Associate at least 7 days prior to event.

FLOWERS, PLANTS, WATER FEATURES AND EXHIBITS | Denver Botanic Gardens is a **LIVING MUSEUM** full of rare, exotic and endangered species. Picking flowers and plants is not permitted. In addition, it is the client's responsibility to keep guests and vendors out of garden areas, water features and special exhibits. Denver Botanic Gardens reserves the right to keep some or all the damage deposit as well as charging an additional fee if client fails to follow these rules.

FOOD TRUCKS | Food trucks are not allowed to be a caterer nor permitted on Gardens property including but not limited to inside the Gardens and in the parking garage.

GARDENS APPEARANCE AND EXHIBITS | Due to seasonal horticultural changes, severe weather and the revolving nature of exhibitions, Denver Botanic Gardens cannot guarantee that the rented space will have the same appearance as when originally viewed.

GARDENS' ASSOCIATE ROLE | There will be a Gardens Associate dedicated to your event day, however, they may oversee multiple events. The Gardens Associate will be responsible for closing the garden/site that has been rented the day of the event at the designated time. No Gardens staff cannot assist with set up of any rented décor, rented tables, rented chairs, etc... The Gardens Associate will supervise the event's set-up and direct any maintenance. Only this designated Gardens Associate may give direction to Gardens staff during the event. Please note staff will be present during the event to help with any facility related needs. The staff does not function as event planners. As mentioned in the "Client Representative" section, it is strongly encouraged that an individual is appointed to help with day-of event related needs.

GARDENS MAINTENANCE | Gardens operations staff will maintain the restroom and other Gardens facilities during normal Gardens operating hours. Janitorial staff to maintain bathrooms during the event rental may be added for an additional expense. The event

rental space will be in clean condition upon client's arrival. Cleanup of foodstuffs, ice and other event-related refuse is the responsibility of the caterer and/or the client. Client will be held responsible for vendors' compliance.

GARDENS MEMBERSHIP DISCOUNT | If client holds a Denver Botanic Gardens Supporter Level membership or higher-level membership through at the time of the facilities usage agreement signing, a 10% discount will be applied to the Facility Usage Fee. This fee does not carry over to any ancillary fees... This discount cannot be combined with any additional discounts.

GUEST COUNT OVERAGES | Client provides the Gardens Associate an estimated guest count at the time the Facilities Usage Agreement is generated. If client's final guest count exceeds the original number by 20%, the client may be charged an additional fee. Each rental venue has a maximum capacity and cannot exceed fire code capacity. The Gardens is not responsible for accommodating the exceeding guest count. Please note, due to any overages of guest count, client may not fit in their originally contracted space. If you foresee guest count going above the original number, please contact the Gardens Associate as soon as possible. Final guest count is due 7 days prior to event date. If the Gardens can relocate the event to a different event venue, additional rental fees may apply and will be due prior to event. Gardens will not refund associated fees if client decides to move event elsewhere due to capacity problems.

GUEST FEES | Guests of rental clients are not required to pay admission into Denver Botanic Gardens during the event. Exceptions to this may be special admission tickets such as Blossoms of Light packages.

HEATING/COOLING | Denver Botanic Gardens is mainly an outdoor venue with some indoor facilities dating back to the 1950's. Our heating and cooling system come as is. Heaters and cooling fans are not allowed in the Gardens. Our indoor spaces and infrastructure do not have the ability to switch between cool and hot functions. For example: the air conditioning in Mitchell Hall comes on in May and isn't turned off until early October. If the client chooses to open doors from an inside space to attempt the cool the room, no amplified sound can be happening. If amplified sound is happening all doors to the outside must remain closed.

INCLEMENT WEATHER PLAN | Weather backups are not guaranteed for events scheduled in outdoor event spaces. However, client may rent a weather backup space in advance based on availability and for an additional fee of \$1,000 which is due at the time of signing the Facilities Usage Agreement. Please ask the Gardens Associate about weather backup options. The Gardens venues are subject to weather conditions that may impact your guests. The Gardens' does not have umbrellas available. Please advise your guests to bring umbrellas if desired. The Gardens reserves the right to cancel or move the event if a safety issue arises due to weather.

INSURANCE AND INDEMNIFICATIONS | The client will need to obtain either a Certification of Liability Insurance or a signed indemnification form (depending on the type of vendor) for each vendor that will be doing work onsite during the event. Please check with your Gardens' Associate to provide more details on this. The client and their selected contractors (Vendor) shall protect, defend, and save the Denver Botanic Gardens, its officers, agents, employees and volunteers, while acting within the scope of their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments (including the cost of defense and reasonable attorney fees) arising in favor of or asserted by third parties on account of damage to property, personal injury, or death which injury, death, or damage, arises out of services performed or omissions of services or in any way results from the negligent acts or omissions of the contractor, its agents, or subcontractors, except the sole negligence of the Denver Botanic Gardens.

INVITATIONS | A signed Facilities Usage Agreement with the Gardens and deposit is required before any notices—including invitations to guests—are sent out. If a notice is sent prior to client receiving confirmation from the Gardens (signed contract and deposit paid), the Gardens is not responsible for any associated cancellation fees.

LEFTOVER SUPPLIES | The Gardens doesn't have storage space for any leftover supplies from your event, therefore if you forget your supplies, leave them intentionally, or your vendors leave anything, it becomes Denver Botanic Gardens' property and you forfeit your rights to it.

MUSIC | Amplification (microphones OR 1 hrs. MP3 music) * is allowed outside in specific gardens and until 9 p.m. If amplification is ordered in 1 of the Gardens 4 approved sound gardens, AV Services or PSI has to be hired to run sound. All other locations are allowed acoustic music (please note there are some acoustic instruments that are not permitted). Client must abide by City of Denver noise ordinance and Denver Botanic Gardens sound policy. Clients are not allowed to bring in Bluetooth speakers, karaoke machines, etc. for

outdoor private events. All outdoor sound must go through PSI. See “*Sound Policy” section for complete details. The Gardens reserves the right to ask that music be turned down or off due to failure to comply with the noise ordinance. Contractors/vendors are responsible for ensuring that appropriate licenses are in place with ASCAP, BMI, SESAC, and any other music rights-holder. Per music licensing rules, no more than (10) speakers per Contractor will be allowed at the Event.

NETWORK ACCESS TECHNOLOGY | Denver Botanic Gardens has limited network access available and it can be sporadic or weak in certain areas of the Gardens. The Gardens does not guarantee Wi-Fi or connectivity. If you are looking to use the Gardens in-house AV Services, there may be a fee assessed. Contact your Gardens Associate for more information. If you are looking to connect ticketing equipment or any other equipment to the Gardens’ network, we need a comprehensive list of equipment at least 1 month prior to event for review. Testing before the event date is highly recommended. Note: The Gardens reserves the right to deny the use of certain equipment due to our security protocols.

OVERTIME FEE | Additional set-up and clean-up time can be purchased with the Gardens Associate, depending on availability, for \$100 per 30-minute increment. Additional time cannot be purchased after midnight (12 a.m.). Client cannot purchase additional time the day of the event. If client does not purchase additional time, an overtime fee of \$200 per 30-minute increment will be charged for client/vendors arriving early, events starting in the rental space before or client/vendors/guests remaining in the rental space after the contracted rental period. If client or vendor stays on-site after midnight (12 a.m.), this fee will increase to \$200 per 15-minute increment.

PARKING | Parking is on a first come, first served basis in its 3-story parking garage and therefore not guaranteed. There are no parking fees. Reserving parking spaces is not permitted. Valet parking is not permitted on the Gardens property; however, client may look into other offsite options for valet parking and coordinate themselves. If client is researching this option, please inform Gardens’ Associate. During certain times of the year, the streets surrounding the Gardens are permit parking only during the City of Denver. Denver Botanic Gardens is not responsible for informing clients of City of Denver street sweeping days or permitted parking days. Denver Botanic Gardens is not liable for any parking tickets that may be issued. Please abide by these regulations and advise guests. Under no circumstances is charging your guests for Gardens’ parking spaces an option. This is strictly prohibited. Overnight parking is prohibited. The Gardens’ highly encourages utilizing ride-sharing applications, taxi’s, or mass transit.

PAYMENTS | All payments are non-refundable, except for the damage deposit as conditioned in this agreement. We accept cash, checks made payable to “Denver Botanic Gardens,” and all major credit cards.

PHOTOGRAPHY | Professional photography is permitted inside the Gardens in areas not closed for public access. A photography permit is not required with your rental space. If you plan on taking photos outside of your rental date, please contact your Gardens’ Associate to coordinate access to the Gardens.

SET-UP AND CLEAN-UP TIME | Set-up and clean-up time must take place within client’s paid contract time. Clean-up procedures will be reviewed at final walk through. It is customary to allow 1 hour for clean-up. If clean-up takes longer, a fine may be assessed. See “Overtime Fee” section.

SITE VISITS | Site visits must be scheduled in advance so as not to conflict with other scheduled events. Complimentary admission is given to the client on the initial visit, meetings with the Gardens Associate and final walkthrough. When making a visit during other times, client must notify Gardens’ Associate. If no prior arrangements are made, client will be responsible for admission.

SMOKING | Denver Botanic Gardens is a non-smoking facility, and this includes vaping, marijuana, cigars, cigarettes, etc. Denver Botanic Gardens is a drug-free facility. Edible marijuana products are not allowed.

USAGE | Denver Botanic Gardens only guarantees usage of the contracted area. Family and guests are welcome to stroll through the grounds that are open to the public, being respectful of events at other locations.

VALUABLES | Denver Botanic Gardens cannot be held responsible for any damaged, lost or stolen items, or items brought in or left onsite. The Gardens is not responsible for any items left on the property left by the client or client vendors. If left here, Denver Botanic Gardens reserves the right to throw it away or absorb it into our inventory.

WEDDING REHEARSALS | Clients are offered a complimentary 1-hour rehearsal if desired. Rehearsals must occur during public hours. This will be booked on the final walkthrough and no further out than 30 days prior to your event. Due to the availability of event spaces, most rehearsals are scheduled between 9 a.m. - 1:00 p.m. The Gardens staff will try to accommodate your date and time as best as possible; however, the Gardens hosts many events, which your rehearsal will be scheduled around. Neither the Garden Associate nor Denver Botanic Gardens event staff will be onsite to assist with your rehearsal. You may go directly to your wedding site for the rehearsal once your group has arrived. The wedding site will be *open to the public*, so please work around our visitors. You are expected to stay within your 1-hour time block. If you need additional time, but the site is being used directly after you, you may move to a different, unused garden.

WEDDING TOUCH-UP ROOM | For wedding rentals, a complimentary wedding touch-up room may be requested upon booking. We can't always guarantee that we will have one available for your event, however we will try our best to accommodate. If client does not need/want this room, please let the Gardens Associate know. There is a limited amount of time per rental, including use of the wedding touch-up room. Client/Couple will receive 1 hour of complimentary use before the start of their ceremony. Room must be vacated, including all personal items, before client leaves for ceremony. The room must be cleaned up after use. Only 1 room is set per couple. Couple can choose who get use of it. There are limited amenities in the wedding touch-up room. Denver Botanic Gardens is not responsible for any lost or stolen items. No self-service of alcohol is allowed in any of the touch-up rooms and if found client will forfeit their damage deposit.

SOUND POLICY

INTENT | To honor the agreements made between Denver Botanic Gardens, the City of Denver and Neighborhood Association to maximize the experience provided for daily visitors of the Gardens; and to fulfill the needs of rental clients, we offer limited, specific use of amplification during certain private events, as described herein.

ACOUSTIC SOUND - VOICE AND MUSIC | Acoustic music provides the most appropriate atmosphere for weddings and other social gatherings in the Gardens and is encouraged by the Gardens' staff. Acoustic voice is permitted without limitation throughout Denver Botanic Gardens and is understood to include vocals such as the spoken word – a wedding officiant during a ceremony, wedding couple speaking and religious officiant during memorial service. Acoustic music includes non-amplified vocals and the following instruments:

- All string instruments
- Woodwind instruments
- Keyboard with built in speakers

No other instruments are included in this category.

*A limited number of musicians and vocalists are permitted. Please contact your Gardens Event Representative to receive approval and determine the number of people in the band.

Instruments absolutely not allowed include:

- Accordions
- Bagpipes
- Brass instruments, including all horns: trumpet, tuba, baritone, trombone, French horn, etc.
- Drums
- Electric Guitars
- Steel Drums

AMPLIFIED SOUND CLASS A (OUTDOOR VOICE AND MUSIC) | Amplified Sound Class A pertains to spoken word into a microphone, iPod (or similar) music into a speaker system and a slideshow with accompanying iPod (or similar) music into a speaker system. No musical instruments are to be amplified/ enhanced in this class. All Amplified Sound Class A at private events within the Gardens must be provided exclusively by internal DBG Audio Video team or PSI, Production Services International. Personal audio equipment such as amps or boom boxes are not allowed in the gardens. In order to have Amplified Sound Class A at the Gardens, the client must host private event in one of the following approved gardens: Romantic Gardens, South African Plaza, UMB Bank Amphitheater Tent and Annuals Garden and Pavilion.

Audio packages are not available at any other exterior garden sites outside the above four defined gardens. No exceptions!

DBG AV & PSI management assures that all amplification will be contained to the immediate garden area and not interfere with other Gardens visitors' experiences nor be disruptive to neighbors. Amplification cannot exceed one hour. This means either 60 consecutive minutes or broken into smaller increments of time but never to exceed one hour of amplification over the course of your rental time. The UMB Bank Amphitheater Tent can only have 60 minutes maximum of spoken word.

AMPLIFIED SOUND CLASS B (INTERIOR) | Amplified Sound Class B in interior spaces (Mitchell Hall, Gates Hall, Gates Court and Marnie's Pavilion) is permitted. The Orangery is classified as an "interior" space only during winter months when the glass doors remain closed at all times to the outside.

If the client is hosting a reception in Mitchell Hall, Gates Hall, Gates Garden Court or Marnie's Pavilion, a DJ is permitted, but must file a vendor form with Private Events.

Please note the client is allowed to hire a DJ of their choice. DJ's must come with own equipment and be self-contained.

DJ's are not permitted to use any of Denver Botanic Gardens' audio equipment without a PSI or DBG representative present for the duration of event.

Please note, if client decides to host a wedding ceremony inside Marnie's Pavilion, the Gardens highly recommends client to hire DBG AV or PSI for amplification due to the waterfall feature, but it is not required.

Any sound used in Mitchell Hall, Gates Hall, Gates Court and Marnie's Pavilion shall be contained to the immediate rented area and not disturb the public lobby and other private events being held in adjacent spaces. If client is renting Mitchell Hall and/or Gates Garden Court, balcony doors must remain closed to deter sound from traveling. The Gardens' staff has the authority to shut down private event music if rules are not followed. If this occurs, no refund for private event will be given.

TIME OF EVENTS | Outdoor private events must end by 9 p.m. Indoor private events must end by 11 p.m.

GARDENS ASSOCIATE | The Gardens reserves the right to make changes to the sound policy and the list of excluded instruments at any time.

The Gardens' staff has the authority to shut down private event music if rules are not followed. If this occurs, no refund for private event will be given. Additional penalties may apply if sound policy is broken.

FOR MORE INFORMATION | Contact AvEvents@botanicgardens.org