



Non-Wedding Rental Policies & Agreement

Education Center Rental: \$40 per hour

- 50 guest maximum.
- The Arboretum only rents the Education Center during late May through early October.
- A \$40, non-refundable deposit is required.

The rental fee includes:

- Initial informational meeting with Arboretum staff (scheduled by renter).
- Meeting with Arboretum staff one month prior to rental (scheduled by renter).
- Free admission and parking for all guests.
- Access to 55 chairs, six 6ft. foot tables, six 5ft. tables and access to a small air conditioning unit and heater located in the Education Center.
- Use of the Education Center during the hours determined in rental contract (to include any setup or tear down times).



Non-Wedding Garden Rental: \$60 per hour

- 250 guest maximum.
- The Arboretum only rents the gardens during late May through early October during normal operating hours.
- A \$60, non-refundable deposit is required.
- Available for any garden except the children's garden.

The rental fee includes:

- Initial informational meeting with Arboretum staff (scheduled by renter).
- Meeting with Arboretum staff one month prior to rental (scheduled by renter).
- Free admission and parking for all guests.
- Use of the garden during the hours determined in rental contract (to include any setup or tear down times).

Cedar Valley Arboretum & Botanic Gardens

1927 East Orange Rd | Waterloo, IA 50701 | (319)226-4966 | www.cedarvalleyarboretum.org

*Facility Rental Policy updated March 2019 and is subject to change per Board approval. Agreements dated prior to this update remain as written and previously agreed upon.

Damage/Non-Compliance Fee

Damage or non-compliance with Arboretum policies will result in an additional \$40 fee being charged to the renters credit/debit card. Card information will be kept on file until satisfactory inspection of the grounds & compliance with all policies. A renter's account will only be charged a damage/non-compliance fee after their event has ended and if there is damage or non-compliance with Arboretum policies.

- Satisfactory inspection of the grounds means that:
 - all event trash/recycling is removed from the gardens and Education Center (including confetti, glitter, and other small table decorations)
 - trash/recycling has been placed in either the dumpster or the recycling bin behind the Welcome Center.
 - If set up by the renter, Arboretum provided chairs and tables must be wiped clean, stacked, and placed back in the education center
 - all outside rentals such as chairs, tables, decorations, and tents have been removed from the gardens and/or Education Center or are neatly set aside and ready for pickup from your rental company
 - There was no damage to the gardens or buildings from renters or their guests
 - The rental did not extend past previously contracted hours
 - all policies, especially those regarding alcohol and smoking were followed by renters and their guests.

Use of non-contracted Rental Hours

Non-contracted rental hours are those where renters continue to use the rental area after their contracted time and require a staff member or volunteer to stay at the Arboretum beyond their normal schedule. Any renter found to be using the rental space after their contracted hours without prior approval from staff will have the whole amount of the damage deposit/non-compliance forfeited. Renters are encouraged to communicate with staff and volunteers about their rental, especially if they think they need more time for their event to limit non-contractual hours. Arrangements can be discussed with staff if renters need to leave for the night and continue clean up or set up the next day.

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Optional fees & Services

Additional Rental Time -\$100 per Hour

Additional rental time may be added for \$100 per hour. The earliest the Arboretum will allow rental activity is 8:00 AM and the latest rental activities can extend to is 9:00 PM. The Arboretum does not have sufficient lighting for safety at night time events and may close earlier depending on the time of sunset during the season.

Set up and take down of Arboretum provided chairs & tables - \$50

Arboretum staff will set up the 55 chairs and any tables in the renters chosen configuration before the event. If no configuration is provided chairs will be set up in the best configuration as chosen by Arboretum staff. Staff will take down the 55 chairs and any tables and place them back in the Education Center after your event.

Arboretum provided pop-up tents -\$25 per tent

The Arboretum has 12 white, canvas pop up tents which can be rented for events. **Only Arboretum Staff or volunteers will be allowed to set up and take down tents.** Tents will be set up in the renters chosen configuration. If no configuration is provided the tents will be set up in the best configuration as chosen by Arboretum Staff.

Generator-\$25

Renters may add a generator to provide electrical access in gardens without any. The Arboretum will provide all training on how to use and have a staff member or volunteer available to assist with any issues during your event.

Speaker/PA-\$25

The Arboretum can provide a Speaker and microphone to be used by renters. This speaker has a range of 40 ft. and comes with a corded microphone, aux cable, and power cord.

Personalized Iowa Wine Bottles-\$25 per bottle

The Arboretum can provide unopened bottles of Iowa wine with personalized labels from local wineries for your celebration. Renters may choose any of the unlabeled wines in our gift shop and pick from one of four pre-designed labels to be placed on the bottles. Staff will need at least two weeks' notice before your event for proper production of labels.

Commemorative Memorials-\$2,000 Tree, \$1,000-Bench, \$500-Chair or Table, \$200-Engraved Brick

Commemorative Memorials are a way to leave a lasting memory of your special day at the Arboretum. Memorials for trees, benches, chairs, and tables are engraved on metal and placed throughout the Arboretum. Engraved bricks are placed in the path in front of the Ed. Center.

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Equipment Policies:

- Chairs and tables are provided by the Arboretum for rentals accommodating up to 55 guests at no extra cost.
- Chairs & tables over what is provided, podiums, tents, arbors, electrical cords, or the like are not provided by the Arboretum for Garden Rentals but may be brought in at renter's expense.
- *Chairs, tables, decorations, and other equipment may be contracted through a rental service and must be set up and taken down either by rental service staff or the renter within the rental period.*
- Equipment rented from the Arboretum for an extra fee such as generators, PA systems, tables, and chairs must be returned to the Education Center by renter unless otherwise noted in your contract.
- Equipment set up and tear down outside of the rental period must be approved by Arboretum staff and may incur fees based on time involved.
- **Renters who use the grounds outside of their contracted hours without prior approval from staff will have the whole amount of their damage deposit/non-compliance deposit forfeited.**
- The Arboretum will not be held responsible for personal or rented property or equipment left unattended. Please secure property as you would in any public place.
- Tents are allowed in designated areas only and must be approved by Arboretum staff with care taken to protect garden integrity. It is renter's responsibility to supervise tent installation and removal from outside sources.
- Should a renter choose to rent tents from the Arboretum, the Arboretum will be responsible for setting them up and maintaining garden integrity.
- Maximum tent size allowed is 20 feet x 40 feet but is completely dependent upon the garden site selected which may require a smaller size to protect garden integrity. Arboretum staff will determine whether the selected garden site and tent size will require professional tent installation.
- Electrical outlets are available in the Rose Garden, Children's Garden, Enabling Garden, and Display Gardens. Electrical supply is very limited and it is the renter's responsibility to run power cords to their approved garden rental site if necessary.

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Arboretum Policies

1. You must be 18 years of age to rent any Arboretum facility.
2. Renters will follow Arboretum policies and are responsible for making guests aware of the policies as well.
3. Please do not pick any flowers or remove plants.
4. The Arboretum is a public garden and all gardens and parking will remain open to visitors during your event.
5. Smoking is prohibited on Arboretum grounds. Evidence found of discarded smoking materials requiring staff time to clean up will result in loss of the damage/non-compliance deposit.
6. **Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.** This includes the parking lot.
7. Canned or bottled beer and wine are allowed, however containers not properly disposed of and left on Arboretum grounds or in buildings will result in loss of the damage/non-compliance deposit. Please advise your guests of this rule. There are recycling bins and a dumpster located behind the Welcome center.
8. Limited parking is available in the marked lot. There is additional parking behind our Children's Garden that should be used for renters and those with difficulties walking or other handicaps. Renters will be shown this parking area upon request by Arboretum staff. Vehicles and carriages must stay on gravel roadways. *Parking is not allowed on the grass or in the gardens unless a designated parking sign is present.*
9. Arboretum benches and tables located anywhere on the grounds may not be moved to other gardens to accommodate rental guests. Rental guests may move the tables from the education center to their rental area if allowed by the terms in their contract.
10. The gardens and the Education Center will be left in the same configuration as found. They will be left clean and tables and chairs properly stored. This includes wiping tables and counters, folding and returning tables and chairs to storage, mopping any spills, sweeping floor, and any other clean-up that is needed. A broom, dustpan, mop, bucket, and cleaner are in the closet.
11. Please have an alternate plan in case of rain, which may include a designated tent site on Arboretum grounds.
12. There are three restrooms located near the Rose Garden and Master Gardener's Orchard. Two are located at the front of the Education Center and one in the Children's Garden. The Children's Garden restroom is accessible to persons with disabilities and features a changing table. An accessible restroom is also available in the Welcome Center and features a changing table as well.
13. Ground fires are strictly prohibited.
14. Decorating is permitted, although no staples or nails are allowed. You also may not use tape on painted surfaces. Popular alternatives are 3M or Command strips and hangers.
15. Inflatable games or entertainment options are not allowed.
16. Small directional or announcement signs may be placed in the ground at the entrance or along the pathways. Renters may not hang signage on Arboretum fencing or structures.
17. It is the responsibility of the renter to make all appointments to meet with Arboretum staff on site needed prior to the event date to confirm the event site on the grounds and discuss equipment needs and event preparation.

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18. Damages to Arboretum grounds or injuries sustained by Arboretum visitors as a result of equipment brought in by the renter, regardless of prior approval, will be the responsibility of the renter.
19. Pruning of trees, gardens, and flowers in the Arboretum is strictly prohibited.
20. Leave the premises clean. Damage to and clean-up of the grounds and/or facilities resulting from the event, as well as non-compliance by the renter with regard to the policies stated herein, will result in forfeiture of the damage/non-compliance deposit. There are recycling bins and a dumpster behind the Welcome Center for waste.
21. Have designated help scheduled for set up and tear down.
22. Have a designated person on site on time to meet delivery persons and Arboretum staff for instructions, to answer any questions, and to receive contact information in case of an emergency or unforeseen problems.
23. Advise guests of the Arboretum Policies, specifically that no smoking is allowed.
24. Have designated parking attendants on hand to guide guests to the parking lot or other previously approved parking area. Parking on the service drive and/or on the grass is not allowed unless previously approved by Arboretum staff and, if not previously approved, will result in forfeiture of the damage/non-compliance deposit.

Cancellation Policy:

- As previously stated, **the reservation deposit is non-refundable if an event is cancelled for any reason and at any time by the renter.**
- The remaining balance is refundable with cancellation as long as renters meet the following conditions.
 - Notice of cancellation must be received by the Arboretum at least two hours prior to the scheduled start of the rental period if cancelled due to weather conditions (in the case of an outdoor event).
 - If the event is cancelled for any other reason 24 hours' notice of cancellation is needed.
 - If proper notice is not received the full rental fee as stated in the Facility Rental Agreement will be charged.
 - Renters that have paid the full rental amount and who do not provide proper notice of cancellation will not be provided with a refund of the remaining balance minus the reservation deposit.
 - In the event of cancellation of an event by the Arboretum, full payment of the rental fee to include the reservation deposit will be refunded to the renter.

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Rental Contract Information

To be filled out by renter

Contact Information:

Contact Name(s): _____

Organization (If Applicable): _____

Address: _____

Phone: _____ Email: _____

Rental Details:

Rental Date(s): _____ Type of Event: _____

Rental Hours (to include set up and tear down): _____ to _____

Expected number of guests: _____

Rental Fees: Please note that we accept cash, check, and all major Credit Cards

Deposit Amount enclosed (\$40 non-refundable reservation deposit): \$ _____

Balance due 7 days prior to event: \$ _____

Check ____ Cash ____ VISA ____ MC ____ Discover ____

Card Number: _____ Exp. Date: _____ Sec. Code: _____

Name as Shown on Card _____

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Additional optional fees & services:

Item	Cost	Total	Notes
Additional Rental Time	\$100 per hour		Additional hours needed:
Set up & Take down of Arboretum Chairs	\$50 Flat Fee		Completed by Arboretum Staff when selected
Arboretum Pop-up tent	\$50 per tent		Set up & tear down must be completed by Arboretum staff only
Generator	\$100 Flat Fee		Must be returned to the Education Center by Renter
Speaker/PA	\$50 Flat fee		Must be returned to the Education Center by renter
Personalized Iowa Wine Bottles	\$25 per bottle		Renters may choose 1 of 4 pre-designed labels.
Commemorative Memorial	\$2,000 Tree \$1,000 Bench \$500 Chair or Table \$100 Engraved Brick		Brick Engraving is limited to 13 characters per line including spaces. 3 lines of text maximum for bricks. A list of trees available for memorials is available upon request.
Total Additional Fees			

I have read the attached policies for groups visiting the Cedar Valley Arboretum & Botanic Gardens. I agree to abide by them and understand that any non-compliance of those policies, by me or by my guests, will result in forfeiture of the damage/non-compliance deposit. I also understand and agree to the Cancellation Policy stated therein.

Signature: _____ **Date:** _____

Return this form to:
 Cedar Valley Arboretum & Botanic Gardens
 C/O Rentals 1927 E. Orange Rd.
 Waterloo, IA 50701
 Or email to Office@cedarvalleyarboretum.org

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Photo Release

The Arboretum reserves the right to photograph your event set up, but will not photograph individuals without your permission. We greatly appreciate receiving photographs of people and events to use for development and promotional purposes. Please send the following Photo Release with your signed rental agreement if photographs may be taken of your event by Arboretum representatives or if you would like to share your own photographs with us.

Professional photographers may have their own restrictions with regard to use of their photos which the Arboretum must comply with before use, so please make your photographer aware of your agreement and have them contact the Arboretum directly regarding their individual restrictions, if any. Thank you!

Photo Release

I give the Cedar Valley Arboretum & Botanic Gardens permission to publish in print, electronic, or video format photographs of my event, to include individuals, whether taken by an Arboretum representative or provided by myself or my photographer. I understand that my name will not be published or shared unless express written permission is granted by me.

I release all claims against the Arboretum with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Signature: _____ **Date:** _____

Commemorative Memorial Engraving

Bricks

Line 1: _____

Line 2: _____

Line 3: _____

Plaques for Trees, benches, tables & chairs

Please contact the office at 319-226-4966 or office@cedarvalleyarboretum.org with any questions.

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