

Fort Worth Botanic Garden Rules & Regulations

Cancellations & Rescheduling: Events may be rescheduled to a later date within 6 months of the original date for a \$50 fee. Reschedule requests and cancellations must be received by Garden Center Administration in writing at least three weeks before original event date. Outdoor venue fees are non-refundable and non-transferable. Indoor venue cancellations made at least 8 weeks prior to the event will be refunded 50% of room rental fee and all other rental charges. Room cancellations made 2-8 weeks prior to the event will be refunded 25% of room rental fee and all other rental charges. Room cancellations made less than 2 weeks prior to the event will not receive a refund. Refunds may take up to 8 weeks to process. [Initial here](#) _____

Security Deposit: A refundable security is required at time of booking. Deposit is \$150 per event space or \$300 if food is being served in an outdoor venue. Reservations secured with a credit or debit card will be refunded approximately 10 - 15 working days after the event. Reservations secured by cash or check will be refunded by check to the address on file, approximately 45 working days after the event. The breaking of any of the rules and regulations on this page will result in loss of the deposit. [Initial here](#) _____

Decorations: You only have access to your rented space during your contracted rental period this means all decorations will need to be set-up and cleaned-up during your rental time. Inspection by garden staff will be made before and after each event to ensure the venue is clean and free of trash, decor, personal items, food, drink, and spills. All venues are rented on an as-is basis, and no guarantee is made on conditions of natural or installed features. Fountains in the Botanic Garden will not be turned off during events. All decorations must be on a table or free-standing and not attached to any part of our facility or plant material in any way including but not limited to ceiling, walls, drapes, fixtures, windows, garden structures, trees, beds or turf, etc. No paint, sprays or shoe polish may be used. No nails, screws, hooks or tacks can be put in Garden structures. Plants and other items in the Garden may not be exchanged, replaced or moved. No stakes or other objects may be placed in the ground. You may provide signage at your event location if desired, such as an easel with a sign showing the wedding party's names. We do not provide tables, sound systems, extension cords, podiums, etc. for outdoor events. You are welcome to bring these items in during your time period if needed. All tables, decorations, displays, etc. must be arranged so that clear and unobstructed pathways (as determined by Garden Center staff) are maintained throughout all areas of the venue. Emergency exits cannot be blocked. We do not allow Candles, torches, hurricane lanterns, heaters, fireworks of any kind, including sparklers and flairs or any other open flame. Battery operated candles are permissible. We do not allow anything to be dropped, released, thrown or spread during your event including but not limited to; birds, balloons, birdseed, flower petals (organic or synthetic), confetti, glitter, and rice. Bubbles may be used in lieu of rice in grassy areas. Native butterflies such as Monarchs may be released. Please stay on all paths and do not climb on trees, rocks or plant beds. [Initial here](#) _____

Music & Dancing: Music and dancing are permitted under certain conditions. Live bands, DJ's and dancing require the rental of either Redbud Hall or Oak Hall (not permitted in divided rooms). Space for music and dancing greatly reduces the maximum capacity of these rooms. Both rooms may be rented if your expected attendance will exceed the maximum capacity of one room. Noise levels must not disturb other guests as determined by Garden Center Staff. Music of any type is permitted as long as it does not disturb visitors or guests in other areas. Power outlets are available in most garden spaces. We do not provide sound systems, extension cords, podiums for outdoor events you are welcome to bring these items in during your time period if needed. Singing into Garden Center sound systems is not permitted. An upright piano may be rented for Garden Center Events. Only one piano is available for rent so please make your request ahead of time to ensure availability. Noise violators are subject to immediate removal from grounds without refund. [Initial here](#) _____

Audio Visual Equipment: Audio-Visual equipment is rented on a first come, first serve basis. We recommend you inform us of your A-V C needs at the time of booking, at least 14 days prior to your event. For indoor events microphones, lecterns, projection screens, A-V carts, easels, and overhead projectors may be available for use on a limited basis. [Initial here](#) _____

Chair Rentals: Please contact us no later than two weeks prior to your event to pay for and set-up a chair diagram. Chairs may be rented for your ceremony at a cost of \$5 each. Please ensure the exact number of chairs that you require, as chairs are non-refundable even in inclement weather. The wedding attendant will set up and take down the chairs before and after the rental period. Use of chairs from other sources is not permitted. Rental chairs are outdoor venues only during the contracted booking period and are not permitted for use in the Garden Center. Due to liability policies set forth by the City of Fort Worth wedding attendants are not permitted to assist with putting up decorations or load/unload of personal items for your event. [Initial here](#) _____

Tables: Indoor venue rental fees include the use of tables and chairs. Our table sizes include: 3'x3', 6'x2.5', 8'x2.5', and 5' (60"), round tables seat up to eight people. All tables have a 32" drop. Our tables and chairs may not be taken outside unless prior arrangements have been made. A setup diagram will be designed and issued for your event a minimum of 10 days prior to your event. A signature approval is required for this diagram. Once this diagram has been approved, notice of any changes, adds, or moves will be required 48 hours prior to the event. Changes, adds, or moves requested on-site will be charged a \$150 change fee. Tables and chairs may not be moved or set up by guests due to liability issues. [Initial here](#) _____

Tents, Awnings & Gazebos: Tents and other portable structures may be approved on a case by case basis by Garden Center management. Extra time and fees will be required. If approved, structures are subject to inspection by the Fire Marshall and will require proof of liability insurance from the owner. [Initial here](#) _____

Alcoholic Beverages: All events serving alcohol require an approval waiver from the City of Fort Worth. An email from the contract signature authority requesting this waiver must be received by a booking agent, at least eight weeks prior to your event date. Alcohol may be provided on a self-serve basis. Anyone serving alcohol must be licensed to do so by the Texas Alcoholic Beverage Commission. A copy of their TABC license will be required for validity prior to the beginning of the event. Alcoholic beverages may not be possessed or consumed on the premises by anyone less than 21 years of age. Alcohol must be confined to rented area. Individuals or organizations serving alcoholic beverages are responsible for any damages to the facility or related injuries. Alcohol may not be sold unless a permit or license is obtained from the Texas Alcoholic Beverage Commission and written permission received from the Parks & Community Services Director. All other Federal, State, and local laws apply. Uniformed police officers are required and will be scheduled via the Garden Center, at your expense. Officer rates are based on a four-hour minimum and payable in cash or check on-site the day of the event. Officers are \$45.00 per officer per hour, 0-120 guests one officer is required, 121-240 guests two officers are required, 245-350 four officers are required. [Initial here](#) _____

Food & Catering: All caterers must have prior approval from the Garden Center. A list of currently approved caterers may be provided for you or found on our website. The Botanic Garden charges a 10% Food and Beverage fee to the caterer, and the caterer may charge this fee back to you. Garden Center Staff must be informed of your chosen caterer at least 10 days in advance of your event. If you find that the caterer of your choice is not on our list, have them contact us so they may receive up to date information and approval forms to complete the process for service on-site. Rental of a room does not guarantee private use of the catering kitchen, as it is a shared kitchen with all garden center patrons. Cleaning items are not furnished when utilizing the kitchens. You are responsible for making sure the kitchen and catering area is clean after your rental. No items may be left in the Garden Center after the specified rental period. Please discuss this information with your caterer. If you are having an outdoor reception a \$300 deposit is required, outdoor venues must have a caterer, indoor venues may bring in their own food. [Initial here](#) _____

Scheduling Your Rehearsal: You may contact us no earlier than three weeks prior to your ceremony date to schedule your complimentary one-hour rehearsal. Rehearsal times are subject to availability. We encourage you to use your rehearsal time to become familiar with the site you have chosen for your wedding. Be sure to find the electrical outlets and test the equipment you plan to use to be certain the voltage is sufficient and that you have proper cord length. No decorations may be dropped off or set-up during this time. Note: Rehearsal garden will not be blocked off from the public nor will an attendant be on duty during your rehearsal. [Initial here](#) _____

Photography: There is no charge for photography during a scheduled event but photos may only be taken in the garden where your event is being held. Wedding photos outside your rented area will require a secondary paid pass. To obtain an approved pass and payment of photo fee, please visit the front information desk located at the Garden Center building. [Initial here](#) _____

Bridal Changing Room: The Garden Center Bride's Room may be rented for an additional fee of \$25.00 per hour, with a two-hour minimum. The Japanese Garden Brides Room is included with the Pavilion Rental and may be added to the Moon Viewing Deck Rental for \$50. The Japanese Garden Brides Room is not available to be rented separately from these venues. No food or beverages are permitted. Your timely and contracted arrival and depart times are respectful to other brides as well as appreciated by the garden staff. Early or late departures are not allowed. [Initial here](#) _____

Rain Backup: In the event that Garden staff determines that unforeseen circumstances render a site unusable, we will relocate your wedding to another available site within the Garden at no charge. Outdoor events will be held at rented area as scheduled regardless of all other weather events including but not limited to: wind, extreme heat or cold. In the event of rain, events on the south end of the Garden may be moved to the Shelter House at the Rose Garden. Events in the North End may be moved to the Overhang in the Leonard Courtyard. Events at the Moon Viewing Deck may be moved to the Pavilion, and events at the Mikoshi may be moved to the Karesansui. Garden management cannot make special arrangements but will endeavor to maintain the garden area so that it is as beautiful as possible. [Initial here](#) _____

Special Events & Parking: Occasionally special events are held in the Garden and these may impact rental events, causing additional traffic, limitations on parking, etc. (e.g. Concerts in the Garden, festivals, shows, sales, etc.) We endeavor to inform you of any such events and their potential impact that are planned for the same date and time as your event, so you may plan accordingly. Regardless of the impact, you will be bound by the terms of your rental contract and these regulations. During these times we encourage you to inform your guests about the Weekend Parking Lot located at 3408 West Freeway. Vehicles are not permitted to drive over curbs, sidewalks, or on any areas other than those designated as road or parking spaces at any time. [Initial here](#) _____

Liability: All building and garden users are responsible for any damages or injuries related to using the facility. Individuals scheduling events are responsible for damages to walks, building, trees, shrubs, structures, lawn area, all garden amenities and personal injuries that may occur. A member of your party may request to meet with a member of the Garden Center Staff to inspect the grounds before your departure. If necessary, a list of damages will be submitted to the administrative office and renter will be responsible for payment of damages as required by the rental contract. [Initial here](#) _____

Other Information:

- We are a non-smoking facility. No smoking permitted, including e-cigarettes, in the building. Ashtrays are available in the outer courtyards.
- No animals will be permitted in the Botanic Garden except for service animals currently on duty.
- Any activity, meeting, etc., which the Garden Center staff deems as detrimental to the facilities of the garden will not be permitted. The Garden reserves the right to exclude any group or individual deemed to be a risk to the Botanic Garden property or interests. Groups or individuals shall be given equal opportunity regardless of race, creed, color, sex, religion, disability, age, national origin, familial status, or orientation.
- No children's parties will be scheduled. Should an event be booked under false pretenses, all deposit funds will be forfeited.
- Non-profit organizations booking an event for the organization will receive a 50% discount on base room reservation fees when providing a copy of IRS form 501 (c/a) or similar documentation. Extra fees are not discounted.
- For large ceremonies we strongly encourage the use of police officers, for information on availability and prices please contact the booking office. [Initial here](#) _____

I/We confirm by signature below, that we have read the Rules & Regulations above and understand the policies regarding deposits, payments, cancellations, liability and responsibility related to the contracted event at the Fort Worth Botanic Garden and Garden Center.

Signed: _____

Dated: _____