



Home of the Goldsmith Civic Garden Center

GOLDSMITH ROOM EVENT RENTALS

750 Cherry Road
Memphis, TN 38117
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www.memphisbotanicgarden.com

Memphis Botanic Garden proudly offers its Goldsmith Room for your special event. You are welcome to view any of the available rental areas and the admission fee is waived for all site inspections.

- The Goldsmith room will accommodate 150 guests seated, 175 for cocktail receptions, and 200 for theatre-style seating.
- A rental reservation is considered definite *after* Memphis Botanic Garden receives (1) a signed contract outlining the date, time, cost, location, and event rental policies, and (2) a non-refundable deposit of \$1500.
- The Lessee must provide Memphis Botanic Garden with a valid credit card, MasterCard or Visa, information to remain on file. Should any charges remain following the event, such charges will be placed on the lessee's credit card.
- Memphis Botanic Garden **MUST** coordinate event enhancement options. These event enhancement options are in addition to the facility rental fee and are an additional cost to the client. These enhancement options include, but are not limited to, additional tables, linens, chair covers, lighting, décor, chairs, tenting, valet parking, entertainment, transportation, and audio/visual. These services will be billed directly by Memphis Botanic Garden to the client. Event enhancement options must be confirmed and paid for (2) two weeks prior to the event date.
- Cancellation of the facility rental for any reason other than an act of nature or public calamity shall not relieve the lessee from obligation for the full rental amount.
- Memphis Botanic Garden will provide 60-inch round tables that seat 8 guests, 6-foot rectangular tables, and banquet chairs at no extra charge.
- Memphis Botanic Garden must receive full payment of all fees (room rental, garden weddings, bar estimate, and event enhancements) at least (30) thirty days prior to the event.
- A \$750 wedding fee will be charged when the wedding ceremony is performed on the grounds, Goldsmith Room, or Visitors Center, depending on availability. The wedding fee includes a one-hour rehearsal. Rehearsal time will be scheduled depending on availability. On Saturdays, daytime wedding receptions must end by 4:00 p.m. and evening weddings will begin no earlier than 6:00 p.m.
- Alcoholic beverages will be provided by Memphis Botanic Garden's Rental Department. By law, Memphis Botanic Garden is required to provide all alcoholic beverage service. For host bars, a bar estimate will be provided by the rental department; the final bar bill is based on consumption. The bar estimate is due (30) thirty days prior to the event date. Please see the attached sheet for beverage costs. *Prices and brands are subject to change.*
- Depending on the size and nature of the event, additional security personnel may be required. Memphis Botanic Garden will provide and supervise these additional security personnel. Any charges incurred for additional security will be billed to the lessee.
- The artwork presented in the Goldsmith Civic Center Hallway and the East and West Galleries may never be moved or obstructed. This art is on loan to Memphis Botanic Garden from the artists.
- No artificial flower petals may be thrown or used for a Garden wedding. Rice, confetti or birdseed is strictly prohibited anywhere on the grounds of Memphis Botanic Garden. Fireworks are strictly prohibited. Sparklers are allowed, but must be extinguished and disposed of following the event.
- Attachments are not permitted on any Garden structure or plant material. Decorating with glitter or confetti is not permitted. Nails, screws, tacks, staples, or tape of any kind may not be used on the wall surfaces. Only votive candles may be used for decorating. All decorations must meet fire codes.

- Catering services can **ONLY** be provided by those caterers who have been approved by Memphis Botanic Garden. All caterers must carry proof of insurance, have a valid Tennessee business license, provide applicable health certificates, and maintain a health department rating of 80 or above. A contract will be signed between the caterer and Memphis Botanic Garden which states that the caterer is responsible for a fee of \$2 per person, which will be paid to Memphis Botanic Garden for use of the Goldsmith Room and kitchen.
- Memphis Botanic Garden is not responsible for the safekeeping of any items delivered before or remaining after an event. No items may be left after an event for pick up, unless prior arrangements have been made with Memphis Botanic Garden rental staff. All rental equipment must be stacked neatly and returned to the loading area for pickup.
- Memphis Botanic Garden will coordinate the rental of all table linens. Rental arrangements must be confirmed and paid for (2) two weeks prior to the event date. Table linens start at \$8 per cloth for basic white, lap length.
- All vendors must provide appropriate dollies, hand trucks, ladders, or other moving equipment for the set-up and removal of supplies.
- All contracted musicians must bring their own equipment (sound, speakers, amplifiers, microphones, and extension cords). All musical instruments and equipment must be delivered just before and picked up immediately after the event.
- All arrangements for deliveries, setup, and breakdown **MUST** be cleared in advance with the Memphis Botanic Garden Rental Department. Any unscheduled deliveries will be refused.
- Memphis Botanic Garden reserves the right to terminate a function at any time if its building, gardens, or staff are endangered by the actions of any guests. Should any rental policies be broken or damage done to the Garden or facility, a fee will be assessed and charged to the lessee.
- The Garden is not responsible for the safekeeping of any items that are left unattended during the day or overnight.
- The Memphis Botanic Garden is an educational institution and living museum, therefore, the need for protection of its treasures is of primary importance. The Garden reserves the right to refuse use of its facilities to any prospective lessee, for any reason deemed appropriate, at the Garden's sole discretion.

The individual or organization entering into a contract for the use of any facilities within the Memphis Botanic Garden agrees to indemnify the Memphis Botanic Garden, its staff, its Board of Directors, volunteers, and the City of Memphis, and saves them harmless from suit, damages or liability and expense, including attorney's fees, in connection with any suits, personal injury, property damage, and/or theft related to the contracted special event.

I have read and agree to abide with the above policies for the Goldsmith Room Rental at Memphis Botanic Garden. I understand that these policies become part of the Goldsmith Room Contract.

Please return this form to your rental coordinator with your event rental contract after signing.

Name (Lessee)

Date

All proceeds benefit the growing Memphis Botanic Garden for the enrichment of all.