

4001 S. Woody Mountain Road • Flagstaff, AZ 86005 • www.thearb.org

Banquet Rental Agreement

Today's Date:
Primary Contact:
Address:
Phone:
Email:
Secondary Contact:
Phone:
Email:
Describe Event:
Event Date:
Number of guests:
Program Begin Time:
Your set-up and clean-up time will be part of your Rental Time.
Set-up Begin Time (2 hours prior to Program Time):
Guests Exit Time:
Clean-up Done Time (1 hour after Guests Exit Time):

Ph	one	Email	
Ca	nterer	Contact Person	
Ca	terers must be pre-app	that all Banquets be catered by experienced profess proved by The Arboretum, and Caterers must sign a poretum. DIY Catering is strictly prohibited.	
<u>Ca</u>	atering:		
	60" Round Tables*, *Linens will need to be brought	up to 5, set-up & take-down,x \$12 each ght in or rented from Holleday Productions or an outside company.	\$
	8' x 30" Tables*, up	to 6, set-up & take-down, additional \$100 to 6, set-up & take-down,x \$12 each	\$
	Weekends/Holidays	: \$1000 up to 7 hours \$75 each additional half hour	\$ \$
	Monday- Thursday:	\$800 up to 7 hours \$50 each additional half hour	\$ \$
	olleday Productions. Salter Reichardt Ho	ouse Banquet: Available year-round, 50 guests ma	ximum.
		nts require additional equipment rentals through	
	Weekends/Holidays	\$1000 up to 7 hours \$75 each additional half hour	\$ \$
	Monday-Thursday:	\$800 up to 7 hours \$50 each additional half hour	\$ \$
<u>Po</u>	onderosa Pavilion <u>F</u>	Sanquet: Available April 15-October 31, 250 guest	s max.
Ga	urden Stage events red	quire additional equipment rentals through Holled	ay Productions.
	Weekends/Holidays	\$1000 up to 7 hours \$75 each additional half hour	\$ \$
	Monday–Thursday:	\$800 up to 7 hours \$50 each additional half hour	\$ \$
G	arden Stage Banqu	et: Available April 15-October 31, 250 guests max.	

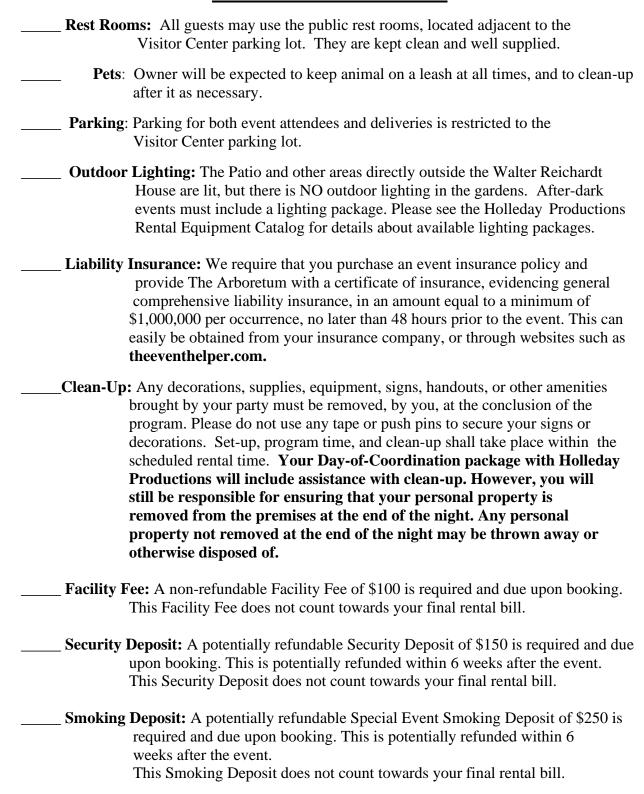
Will alcohol be served?YesNo				
Please note: Alcohol MUST be served by a licensed and/or insured professional. They must provide proof of the proper credentials, in writing, prior to the event, and the Arboretum must be listed as "Additional Insured Party" on their Liquor Liability Insurance policy of \$1,000,000 or more. Most professional catering companies will have the ability to provide this service.				
Bar Service Contact Person				
PhoneEmail				
Day-of-Coordination:				
Due to the sensitivity of our property, you will be required to work with Holleday Productions for any Banquets that are held at The Arboretum. They are an experienced event planning and design firm, and can provide a wide range of services depending on your needs.				
Please be sure to ask about the services they can provide when you schedule your tour of the property, or make your reservation.				
(Initial) I acknowledge that it is mandatory to secure the services of Holleday Productions for Day-of-Coordination for my Banquet at the Arboretum.				
Special Rental Event Smoking Policy:				
Officially the Arboretum at Flagstaff is a smoke-free environment. Smoking is not allowed anywhere on the Arboretum property, at any time, for the general public. Our experience shows that the need for a smoking allowance is necessary at events such as banquets. Therefore, an exception to this rule is allowed for Special Rental Events, provided the following terms are agreed upon and adhered to.				
1. The event must be scheduled to take place outside of the Arboretum's normal hours of operation.				
2. Smoking must be contained within a designated outdoor area, as defined by the Arboretum.				
3. All cigarette butts AND ashes must be deposited in designated ash and butt cans, provided by the Arboretum.				
4. A \$250 Smoking Deposit must be made at the time of the reservation. If any of the above terms and conditions are not met, the Arboretum may elect to deem this \$250 deposit non-refundable. If no infractions of above terms occur, then the \$250 deposit will be refunded within 6 weeks after the Event.				
(Initial) I agree to abide by the terms of the Special Rental Event Smoking Policy. If any terms of the Special Rental Event Smoking Policy are broken by myself, or a member of my party, I understand that my \$250 smoking deposit will not				

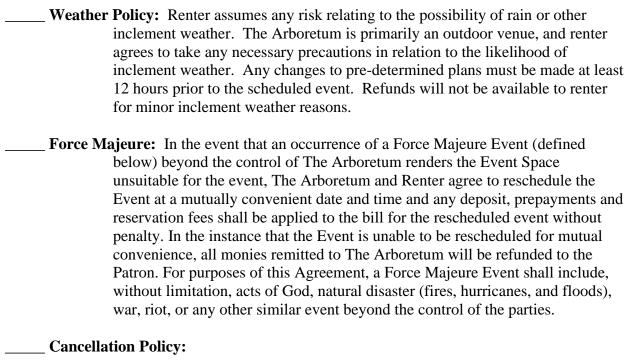
be refunded.

Facility Use Terms

The following rules and regulations apply to all users of The Arboretum's facilities.

Please initial next to each line:





- 9 months prior to event, The Arboretum at Flagstaff will refund all monies paid.
- 2-9 months prior to event, deposits will not be refundable.
- Up to 2 months prior of event, client will be billed one half of total rental fee and the deposits will not be refundable.

To confirm your request, please complete and return all 6 pages of this form, along with a check or money order, payable to The Arboretum at Flagstaff, for \$500. (If you are mailing the Agreement and Payment, please use 2 stamps on your envelope.)

If you need to pay the deposit with a credit or debit card, please call The Arboretum Finance Department at (928) 774-1442 $\times 107$.

This payment will secure your date, and is partially refundable within six weeks after your event. The Facility Fee of \$100 is non-refundable. The Arboretum may elect to keep all or part of your remaining Security and Smoking Deposit if any terms of this contract are violated.

Your total rental bill will be due one month prior to the event. You will be contacted via email by the Arboretum's Finance Department with an Invoice for the rental at that time. You may make that payment with either check/money order by mail, or credit/debit card by phone. Instructions for payment will be included with your Invoice.

As the user or a representative of the group who will use the facility, I certify that I have read the above terms and represent the members of my group in agreeing to abide by them. I assume responsibility for informing members of the group who will be involved in using the facility of the terms of use as stated above.

Signature:	
	DATE
Printed Name:	
Title or Relationship to Group:	

Tours of the facilities are available by appointment. To schedule a tour, or to make your reservation, please contact:

Alexis Holle

Banquet Coordinator
The Arboretum at Flagstaff
4001 S Woody Mountain Road
Flagstaff, AZ 86005-8776

alexis.holle@thearb.org FAX: (928) 774-1441



Thank you for your interest in The Arboretum at Flagstaff. Your support makes all that we do here possible.