



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*): _____

Garden Stage Banquet: Available April 15-October 31, 250 guests max.

- Monday–Thursday: \$800 up to 7 hours \$ _____
\$50 each additional half hour \$ _____
- Weekends/Holidays: \$1000 up to 7 hours \$ _____
\$75 each additional half hour \$ _____

Garden Stage events require additional equipment rentals through Holleday Productions.

Ponderosa Pavilion Banquet: Available April 15-October 31, 250 guests max.

- Monday–Thursday: \$800 up to 7 hours \$ _____
\$50 each additional half hour \$ _____
- Weekends/Holidays: \$1000 up to 7 hours \$ _____
\$75 each additional half hour \$ _____

Ponderosa Pavilion events require additional equipment rentals through Holleday Productions.

Walter Reichardt House Banquet: Available year-round, 50 guests maximum.

- Monday– Thursday: \$800 up to 7 hours \$ _____
\$50 each additional half hour \$ _____
- Weekends/Holidays: \$1000 up to 7 hours \$ _____
\$75 each additional half hour \$ _____

Equipment

- Banquet Chairs, up to 50, set-up & take-down, additional \$100 \$ _____
- 8’ x 30” Tables*, up to 6, set-up & take-down, _____x \$12 each
- 60” Round Tables*, up to 5, set-up & take-down, _____x \$12 each \$ _____

*Linens will need to be brought in or rented from Holleday Productions or an outside company.

Catering:

The Arboretum requires that all Banquets be catered by experienced professional caterers. Caterers must be pre-approved by The Arboretum, and Caterers must sign a mandatory Catering Agreement with the Arboretum. DIY Catering is strictly prohibited.

Caterer _____ **Contact Person** _____

Phone _____ **Email** _____

Will alcohol be served? ____ Yes ____ No

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** _____

Phone _____ **Email** _____

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:

- _____ **Rest Rooms:** All guests may use the public rest rooms, located adjacent to the Visitor Center parking lot. They are kept clean and well supplied.
- _____ **Pets:** Owner will be expected to keep animal on a leash at all times, and to clean-up after it as necessary.
- _____ **Parking:** Parking for both event attendees and deliveries is restricted to the Visitor Center parking lot.
- _____ **Outdoor Lighting:** The Patio and other areas directly outside the Walter Reichardt House are lit, but there is NO outdoor lighting in the gardens. After-dark events must include a lighting package. Please see the Holleday Productions Rental Equipment Catalog for details about available lighting packages.
- _____ **Liability Insurance:** We require that you purchase an event insurance policy and provide The Arboretum with a certificate of insurance, evidencing general comprehensive liability insurance, in an amount equal to a minimum of \$1,000,000 per occurrence, no later than 48 hours prior to the event. This can easily be obtained from your insurance company, or through websites such as **theeventhelper.com**.
- _____ **Clean-Up:** Any decorations, supplies, equipment, signs, handouts, or other amenities brought by your party must be removed, by you, at the conclusion of the program. Please do not use any tape or push pins to secure your signs or decorations. Set-up, program time, and clean-up shall take place within the scheduled rental time. **Your Day-of-Coordination package with Holleday Productions will include assistance with clean-up. However, you will still be responsible for ensuring that your personal property is removed from the premises at the end of the night. Any personal property not removed at the end of the night may be thrown away or otherwise disposed of.**
- _____ **Facility Fee:** A non-refundable Facility Fee of \$100 is required and due upon booking. This Facility Fee does not count towards your final rental bill.
- _____ **Security Deposit:** A potentially refundable Security Deposit of \$150 is required and due upon booking. This is potentially refunded within 6 weeks after the event. This Security Deposit does not count towards your final rental bill.
- _____ **Smoking Deposit:** A potentially refundable Special Event Smoking Deposit of \$250 is required and due upon booking. This is potentially refunded within 6 weeks after the event. This Smoking Deposit does not count towards your final rental bill.

_____ **Weather Policy:** Renter assumes any risk relating to the possibility of rain or other inclement weather. The Arboretum is primarily an outdoor venue, and renter agrees to take any necessary precautions in relation to the likelihood of inclement weather. Any changes to pre-determined plans must be made at least 12 hours prior to the scheduled event. Refunds will not be available to renter for minor inclement weather reasons.

_____ **Force Majeure:** In the event that an occurrence of a Force Majeure Event (defined below) beyond the control of The Arboretum renders the Event Space unsuitable for the event, The Arboretum and Renter agree to reschedule the Event at a mutually convenient date and time and any deposit, prepayments and reservation fees shall be applied to the bill for the rescheduled event without penalty. In the instance that the Event is unable to be rescheduled for mutual convenience, all monies remitted to The Arboretum will be refunded to the Patron. For purposes of this Agreement, a Force Majeure Event shall include, without limitation, acts of God, natural disaster (fires, hurricanes, and floods), war, riot, or any other similar event beyond the control of the parties.

_____ **Cancellation Policy:**

- 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 x107.

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.*