

norfolk botanical garden

EVENT GUIDELINES FOR VENDORS

*The following guidelines have been established for the protection of the Garden and its amenities.
Please read carefully and contact the rental office if you have any questions.*

GENERAL

Appearance of the Garden: Norfolk Botanical Garden will provide a clean site that must be returned in the same condition in which it was found. Those using the grounds and facilities are liable for any damage to the venue.

Lighting: Norfolk Botanical agrees to furnish sufficient interior overhead lighting, heat and air conditioning for the purpose of LESSEE's interior events.

Public Access: Norfolk Botanical Garden facilities are open to the public daily. Norfolk Botanical Garden staff will do their best to deter visitor interference during events; however public access will be maintained during these times.

Garden Admission: Complimentary admission and parking for event guests and vendors is included with the facility rental on the day of the event for Weddings, Corporate and Social Events.

Smoking: Smoking is not permitted in any outdoor Garden site or inside of Norfolk Botanical Garden facilities. Smoking must take place in the designated areas and be properly disposed of in the receptacles provided.

Animal Releases: The release of doves, butterflies, or any animal or insect is strictly prohibited in the Garden.

Parking & Access: There is a paved parking lot at Norfolk Botanical Garden that provides ample parking for guests & vendors. Vendors are required to use the Baker Hall and Rose Garden Hall service entrances to load/unload equipment/supplies. Unescorted driving in the Garden is strictly prohibited. Garden staff must escort all vendor vehicles to and from event sites.

Contact Information: Norfolk Botanical Garden requests all contact information, including mailing address, phone number, and e-mail address, be updated as client or vendor information changes.

BOOKING

Reservation Process: A rental contract must be signed and initialed, and appropriate payments submitted to confirm facility use. Norfolk Botanical Garden will not hold a date or location without a signed lease agreement and all required payments. Payments are considered made when a credit card payment has been processed or when a check has cleared. An initial payment of 1/3 of the rental fee and a signed contract will be required to guarantee the function date. A second payment of 1/3 of the rental fee is required ninety (90) days after the contract is signed. Final payment of the remaining 1/3 is due sixty (60) days prior to the event. Contracts signed between 120 days and 60 days before the event date require a deposit of 2/3 of the rental fee. We require a credit card on file that may be charged on the due dates unless other arrangements have been made or notice of cancellation is received. Payment for all events can be made by personal check or credit card. **All payments are non-refundable.**

Cancellation by Norfolk Botanical Garden: Should Norfolk Botanical Garden not receive payments as outlined in the contract, we reserve the right to cancel the event and retain all payments.

Cancellation/Rescheduling: Should you need to reschedule a date, Norfolk Botanical Garden will provide available/non-booked dates for two years from the date of notification to lessee to choose an alternate date. All deposits are non-refundable. If Lessee cancels less than ninety (90) days prior to the event, Lessee will be responsible for paying entire rental fee to Norfolk Botanical Garden.

Unforeseen Events: The lessee cannot hold Norfolk Botanical Garden responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If Norfolk Botanical Garden determines that the venue is not suitable or safe to hold the event on the scheduled date due to severe weather or other unforeseen circumstance not under Norfolk Botanical Garden's control, the Norfolk Botanical Garden will allow the event to be rescheduled pending availability with no penalty. The event may also be moved to a different venue on the same date if available upon the agreement of the lessee and Norfolk Botanical Garden. The fees charged for the original site will not be adjusted due to the selection of a different site under these circumstances. The lessee will hold harmless Norfolk Botanical Garden under this clause. If the event is cancelled by Norfolk Botanical Garden under these circumstances, rental fees may be returned to the Lessee.

Ceremony Sites: The rental fee for an outdoor ceremony site is for a two hour period of time which allows for additional set up, seating of guests, ceremony, photography, and departure. Photography is limited to the rented garden space. For all outdoor ceremonies held at Norfolk Botanical Garden, it is required that the lessee provide an on-site 'Day of Coordinator' who is not involved in the wedding party for the day of the event. This coordinator must be present with the lessee at the final detail appointment.

Rehearsals: The space contracted for the wedding ceremony is also available for wedding rehearsals, pending availability. Time is limited to one hour and arrangements will be made at the final detail appointment in order to avoid conflicts with other weddings and events. Norfolk Botanical Garden Staff will not be present for the rehearsal.

Ceremony Rain Plan: Rain Plans are included in the rental fee for the following wedding packages:

Renaissance Rose Rain Plan: Rose Garden Hall Gazebos – 60 seated, 100+ standing room. In the event that the ceremony cannot be held outside, guests will be seated at the reception tables in the reception hall.

American Azalea Rain Plan: Baker Hall Terrace – 100 seated, 50+ standing room OR guests will be given clear umbrellas for the ceremony at the garden site. In the event that the ceremony cannot be held outside, guests will be seated at the reception tables in the reception hall.

Cherry Blossom Rain Plan: Guests will be given clear umbrellas for the ceremony at the garden site. In the event that the ceremony cannot be held outside, guests will be seated at the reception tables in the reception hall.

Wildflower Rain Plan: Guests will be given clear umbrellas for the ceremony at the garden site.

English Lavender Rain Plan: Guests will be given clear umbrellas for the ceremony at the garden site.

Transportation: Limousines are permitted in the parking lot only. They may not load or unload in the tram circle in front of the Baker Hall Visitors Center. Unescorted driving in the Garden is strictly prohibited. Garden staff must be notified of vendors needing escorts at the final detail appointment.

Trams: Trams to and from the ceremony site will be available for the following wedding packages and will be limited to the ceremony time frame only:

Renaissance Rose Ceremony: 5:15 First Tram Departure- 8:00 Final returning tram (depending on cocktail hour)

American Azalea: Baker Hall Terrace – 5:15 First Tram Departure- 7:00 Final returning tram

Cherry Blossom: No Tram provided

Wildflower: 2:15 First Tram Departure- 4:15 Final returning tram

English Lavender: No Tram Provided

Horse and Carriage: With approval from Norfolk Botanical Garden, horse and carriages are permitted inside the Garden. Once approval is gained, the horse and carriage company must have at least one logistical meeting with Norfolk Botanical Garden event staff at least 45 days prior to the event date in which the route of wedding traffic and trams (both private and public) will be discussed. The Norfolk Botanical Garden public trams will take precedence and cannot be obstructed.

Music: Music may be played during the rental time. The lessee and/or the entertainment vendor will be responsible for any music licensing fees, if any. Music volume must be such that it does not disturb other events or patrons near the rental site. Norfolk Botanical Garden event staff will monitor and adjust volume as necessary for any indoor or outdoor event.

FOOD AND BEVERAGE

Food and Beverage: The current Cafe caterer at Norfolk Botanical Garden is the exclusive service provider at the Garden Café. Clients may select any caterer from the Exclusive Catering List when renting other Garden Facilities. Under no circumstances may a caterer not on the Exclusive Catering List be used. Such action will be considered a violation of contract. Alcoholic beverages may be served with the proper ABC Permit to be obtained by the lessee. NBG requires a copy of this permit 30 days prior to the event.

Caterer Responsibilities: The catering company is responsible for the setup, break down, and cleanup of the catered site. The caterer must provide staff from the beginning to the end of the event. Additionally, the caterer must be contracted to staff the bar throughout the event. Outside bartending companies or self-service alcohol stations are **not** permitted. The event itself should end at the appropriate time to allow for break down and clean up. All catering supplies and trash must be disposed of in the designated areas at the conclusion of the event. Caterers are responsible for sweeping and mopping kitchen and dining areas and leaving equipment properly stored. Norfolk Botanical Garden does not provide cleaning supplies; caterers must provide their own.

FACILITY RENTALS

Baker Hall: The rental of Baker Hall includes 15 sixty inch round tables, 19 six foot banquet tables, 5 cocktail tables, 1 sweetheart table, and 200 indoor white padded chairs. Any additional equipment must be rented by the client through their caterer or approved rental-company.

Rose Garden Hall: The rental of Rose Garden Hall includes 29 sixty inch round tables, 22 six foot banquet tables, 5 cocktail tables, 1 sweetheart table, 200 white Chiavari chairs, and 290 indoor banquet style chairs. Any additional equipment must be rented by the client through their caterer or approved rental-company.

Tented Events: An all-day rental contract from 10am-12:30am is required for any tented event. Tents and/or other equipment may only be used with prior approval from Norfolk Botanical Garden. Sufficient setup time must be contracted. Many areas do not accommodate staked tents; therefore water barrels must be used. All required equipment, including tents, tables, chairs, lighting, dishware, generators, etc. must be rented through our exclusive vendor.

Staff: Security guards are provided by Norfolk Botanical Garden. They are in charge of the safety and security of all persons, garden property and circumstances on the leased premises. Requests and directives of the security guards must be followed. If additional staff

is requested, the expense is \$50 per hour, per person with a three hour minimum. Lessee shall not hold Norfolk Botanical Garden and its staff responsible for lessee's property or well-being.

EVENT LOGISTICS

Event Setup: All Vendors must adhere to the terms of our guidelines. Set up for events may not begin before the contracted rental time on the day of the event. Any vendor, coordinator, or other guests that arrive early to begin setup before the designated setup time will be asked to return at the appropriate setup time. Decorations, supplies, rentals, musical instruments, and/or other items are not permitted on site prior to the contracted rental time. Clients must notify Norfolk Botanical Garden of any vendors needing access to electricity at least 30 days in advance.

Decorations: It is the client's responsibility to provide centerpieces and any event decor. Signs, banners, or additional decorations may not be taped, nailed, stapled, or otherwise fastened to Norfolk Botanical Garden property unless approved by Norfolk Botanical Garden management. All decorations must be removed from the venue at the conclusion of the event. The use of any item that stakes into the ground is prohibited due to buried utility and irrigation lines. Artificial petals/leaves, glitter, confetti, rice, balloons, fireworks (including sparklers), tiki-torches, and birdseed are not permitted for use in the Garden at any time. Hanging signs on the outside of buildings, plants or from trees is not permitted. The pavement may not be chalked or otherwise marked to direct guests to event locations. Candles are acceptable only if enclosed in glass.

Publicity: Once your event is contracted, use of Norfolk Botanical Garden's name is permitted only to announce the location of the event. The invitation can in no way imply that Norfolk Botanical Garden is sponsoring the event.

Security: Norfolk Botanical Garden reserves the right to request any person or group of people acting contrary to rental regulations or noise policy to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not immediately met.

Final Detail Appointment: The final detail appointment is required 30 days prior to the event. Please contact the wedding/rental office 45 days prior to the event to schedule this appointment. We request you bring all pertinent information per the checklist provided to the appointment, as it will be the final scheduled appointment with Norfolk Botanical Garden Staff prior to the event. At this appointment we will review and approve all logistical plans including the choice of caterer, rental-company, decorations, entertainment and all set up and delivery/pick up schedules. Norfolk Botanical Garden reserves the right to disapprove of any logistical plans and/or vendors.

Photography and Portraits: Photographs may only be taken within the area contracted for the wedding ceremony and/or reception during the clients designated rental time. A separate date for a portrait session for engagement or bridal portraits is included with the rental fee for events and must be scheduled through the wedding office in advance. If requested, client must provide NBG with all photos taken on NBG property. NBG reserves the right to all pictures taken to be used for marketing materials with the appropriate credits given.

Liability: Vendors cannot hold Norfolk Botanical Garden, its directors and staff, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at the Garden. Facilities are not locked during times of rental and Norfolk Botanical Garden is not responsible for articles left unattended or left after the conclusion of the event. No activities in violation of Federal, State or local laws shall be permitted on the lease premises or the premises of the Museum and it shall be the responsibility of the LESSEE to enforce this provision.

NBG shall have the right to refuse to allow any material, substances, equipment or objects which are likely to endanger life or property, to be brought onto its premises and has the further right to require immediate removal there from it found thereon.