Garden Rental Specifics

The Botanic Garden at Georgia Southern University is an educational institution whose mission is to celebrate the nature and culture of the southeastern coastal plain. We are a plant museum first and foremost, and the following policies help insure the integrity of plant specimens and garden beds. Often, plants not visible are growing below the surface and will be killed by foot traffic. The Garden is home to a variety of rare specimens, and it is essential they are undisturbed. Many parties use the Garden, and we must keep the facilities at their best and unblemished for everyone. Future generations thank you for following the policies below.

Please use this rule of thumb: If it has the potential to damage the Garden’s plants and buildings, please don’t do it. It will save time and money to let the Garden's beauty be your primary decoration. We want your dream to come true. If your dream involves elaborate lighting installation, large furniture, or other extensive decoration, you should consider another venue.

The following policies must be followed without exception:

I. Use of Garden
   a. Garden rentals are for private events only.
   b. Fundraisers, events with admission charge or other revenue-generating events are not permitted.

II. Maximum Garden Capacity.
   a. No event may exceed 350 attendees.
   b. Maximum capacity of a particular event is limited by the package choice. If number in party increases from the time of original contract signing, renter must inform Garden by no later than two week Detail Meeting and pay the difference between original and new package.
   c. If Garden count during event indicates attendees in excess of package choice, an automatic $1000 fee will be charged.
   d. For events of up to 75 people, parking facilitators are not required, and the Garden will not provide any. For events of 75-125 people, the Garden will provide parking facilitators included in rental charge. For events for more than 125, the Garden will provide parking facilitators included in rental charge for the Garden lot. For events for more than 125 people, renters are encouraged to arrange for an additional parking facility, because the Garden lot can accommodate no more than 90 cars. Additional parking arrangements are the responsibility of the renter, and must follow local parking ordinances.

III. Use of Garden Name
   a. When printing signs, brochures, invitations, or any other materials, list the Garden as Botanic Garden at Georgia Southern University, 1505 Bland Avenue, Statesboro, Georgia.
   b. Use of Garden name for promotion or sponsorship is prohibited.

IV. Reservations and Payment
a. Security Deposit
   i. Security Deposit must be made to reserve a rental date. No deposit will be returned if renter decides to use a different venue.
   ii. Security Deposit will be returned after event if Director determines that Garden has been returned to condition prior to event, and renter submits 10 photos of events. If damage occurs, repairs will be deducted from the deposit. If repairs exceed deposit, renter will be held responsible for the balance of damages.

b. Rental fee installments must be made according to dates agreed upon in contract. Full payment of the rental fee must be made no later than 3 months before the event. Failure to pay will result in cancellation of event and forfeiture of fees paid.

c. Cancellation at any point will result in forfeiture of the deposit. Cancellation of all or part of rental at 6 months or closer to the date of your event results in forfeiture of deposit and all payments. Cancellation due to weather or conditions beyond the Garden's control results in the forfeiture of all payments. To cancel, notify the Garden immediately in writing and request an Event Cancellation Statement. This must be signed and returned to close your account.

d. Should circumstances require rescheduling, Security Deposit will be forfeited. Other paid funds plus a new Security Deposit may reserve a new event date within one year from original date, subject to availability and possible additional fees.

e. Weather and other acts of nature are not the responsibility of the Garden.

f. Event Insurance covering illness, weather and other unforeseen circumstances is widely available. Renters may consider purchasing such a policy.

V. Planning
a. Timeframe:
   i. Include ample time to arrive, decorate for event, hold the event, clean-up, and exit. Please keep in mind that elaborate decorations and a large number of guests require more time for take-down and clean-up. Additional hours may be purchased in advance. Additional hours added before or after event will be charged by the hour and any portion thereof.
   ii. If Garden staff determines during event that contracted hours do not include adequate time for clean-up by renters, they will begin the clean-up process and a clean-up fee based on number of attendees will be assessed.

b. Tents/Chairs/Tables
   i. You may use any event supply vendor.
   ii. The Garden can accommodate tents up to 40’X100’ in size. Tent set-up must be prearranged with the Garden.
   iii. The Garden can provide tables and chairs for up to 125. Chairs (125 available) are black and are for reception use only. Tables are 5’rounds (20 avail.), 6’ rectangular (3 avail.) and 8’rectangular (6 avail.).

c. Catering
   i. You may use any event caterer or GSU Catering (912-478-5073)
Cooking techniques such as grilling, smoking, open flame cooking etc. must be preapproved before catering plans are confirmed. Such cooking will be limited to a Garden-designated area.

Do not dispose of grease in sink or in Garden beds.

d. Alcohol:
   i. Renter is responsible for following local, state, and federal laws applicable to the serving of alcoholic beverages. The Garden and GSU assume no liability for the serving of alcohol or incidents arising from its use.
   ii. The Garden requires and will arrange for one security officer for every 125 guests. It is the responsibility of the renter and not the officer to ensure that alcohol is not served to guests under 21 years old.
   iii. GSU organizations must adhere to the GSU Alcohol Policy.

e. Smoking
   i. The Garden is a tobacco-free facility and no smoking is permitted anywhere on Garden grounds or in buildings. This includes cigarettes, cigars, chewing tobacco, or any other smoking devices.
   ii. If requested, the Garden will provide a designated smoking section, with ashtrays. Smoking must be limited to this area.

f. Music:
   i. Recorded and live music are permitted. Some bands/DJs have stage, electrical and access requirements. Contact the Garden to determine if the Garden can meet specific needs.
   ii. All music must conclude by 11 p.m. to adhere to the City of Statesboro Sound Ordinance. Please be considerate of our neighbors. If the police notify us that your event is too loud, you will forfeit your $500 Security Deposit plus any additional cost accrued.

g. Handicapped Accessibility
   i. Handicapped parking available in designated parking.
   ii. All facilities are wheelchair accessible. ADA restrooms in Pavilion.

h. Security Officers
   i. The need for Security Officers is at the discretion of the Garden and the Garden will arrange for them. Officers are not available to assist with loading, decorating, cleaning or any other work for your event. In case of an emergency, the Security Officer and Staff should be notified immediately to ensure the notification of the proper authorities.
   ii. If alcohol is being served, the Garden requires and will arrange for one security officer for every 125 guests. It is the responsibility of the renter, not security officer, to ensure that alcohol is not served to guests under 21 years old.

i. Children
   i. Children are welcome in the Garden, but must be under adult supervision at all times.
   ii. Children must follow all Garden policies, including staying out of beds and out of trees.
   iii. No Frisbees, balls or other sports equipment or other toys that have the potential to damage plants are allowed.
j. Animals
   i. Service animals are permitted.
   ii. All other animals, including pets, are prohibited.

VI. Decorating
   a. Decorating for your event is allowed only during your rental period. Additional hours at an additional fee may be arranged.
   b. All deliveries (floral/tables/chairs/tents) must be coordinated within your rental period. Any delivery outside your rental period must be approved by the Garden in advance of your event and may be subject to additional hourly charges.
   c. Nails, tacks, glue, Velcro, tape, staples or other techniques that penetrate or stick to any surfaces of the Garden, including plants, trees, or buildings are NOT permitted. Cable ties and fishing line may be used with permission of Garden no later than 2-week Detail Meeting, and must be removed at the end of the event.
   d. Lights or lanterns are not permitted in trees or beds. Solar or battery powered lighting may be placed along walkways or on grass but not in garden beds.
   e. Open flame or candles are not allowed anywhere in Garden. Small votives contained in glass or other nonflammable containers on tables are permitted.
   f. The Garden will not provide ladders, dollies or golf carts due to liability concerns.
   g. Nothing, including decorations or furniture, is permitted in garden beds. Furniture on grass must be approved by Garden.
   h. Wooden chairs and tables in Bland Cottage may not be removed from cottage.
   i. Pesticides, fireworks, sparklers, candles, fabric or plastic floral petals, glitter, balloons, paper confetti, rice, birdseed, or anything other than bubbles, ribbon wands, and Ecofetti are prohibited. Ecofetti: http://www.ecoparti.com/toec.html

VII. Clean Up.
   a. Option 1: Renter cleans up, and completes the following by conclusion of rental period. The goal of clean-up is to return Garden to pre-event states. Clean up includes
      i. Picking up and bagging all trash, bottles, cans, cigarette butts etc. to trash bags provided by Garden and placed inside service area.
      ii. Removal of all furniture, linens, lighting, flowers and other decorations.
      iii. Removal of all food, equipment, trash and any catering supplies from kitchen.
      iv. Sweeping kitchen and Pavilion floor.
      v. Dump ice in service area gravel.
      vi. Undoing or cleaning anything else that disrupts the central nature of the Botanic Garden.
      vii. Suggested Clean Up times (depends on decorations etc). Prearranged additional hours available at $100/hour thereof. Unscheduled cleanup time after event will be assessed at $200/hour or part thereof.
   b. Option 2: Garden staff cleans up, not subject to rental timeframe. Fee applies. Parties larger than 250 are required to use Option 2, Garden Cleanup.
c. Garden is not responsible for valuables or vehicles left after event. Anything remaining without permission belongs to the Garden. Vehicles locked into lot may be retrieved during Garden’s next open hours.

VIII. Photography
   a. All photographers, professional or otherwise, must follow Garden Photography Policy.
   b. Should you have an event photographer, please have photographer provide the Garden with ten (10) high resolution, print-ready images from your event. The images can be in .jpg or .tiff format and should be, at minimum, 300 ppi. The images shall be free from watermark or logo. Credit will be provided when possible.

Failure to follow these rules will result in forfeiture of the Security Deposit plus additional charges due to damages. I have read and agree to follow the Garden’s Event Rental Policies, and will share them with my vendors and event planner. I will require them to follow the Event Rental Policy. I understand I am ultimately responsible for my event’s impact on the Garden and assume all responsibility for additional fees and costs, including retention of Security Deposit, should they occur.

Signed _______________________________ Date ____________________