

**THE DANIEL BOONE NATIVE GARDENS
EVENT
WEDDING
RECEPTION
POLICIES & CONTRACT**

651 Horn in the West Drive
PO Box 1705
Boone, NC 28607

E-mail: dbgardens@danielboonenativegardens.org

GENERAL GUIDELINES:

- ALL RESERVATIONS MUST BE MADE THROUGH THE GARDEN EVENT COORDINATOR AND MUST BE COMPLETED IN WRITING.

- The Daniel Boone Native Gardens will make every effort to ensure that the Gardens are attractive for your event; however, given weather conditions and the seasonal nature of flowering plants, the appearance and quality of the Gardens will change daily.
- The premises of the Gardens must be used as is on the day of the event and must be left in the same condition in which it was found.
- The Daniel Boone Native Gardens are open to the public daily and public access will be maintained during events.
- Complimentary admission for your guests is included in the rental of the Gardens.
- Except for service animals, no pets are allowed in the Gardens at any time.
- The release of doves, butterflies or any other animals is not permitted in the Gardens.
- The release of balloons is not permitted in the Gardens.
- Artificial petals or leaves, glitter, confetti, fireworks are not permitted.
- Bubbles, flowers, and flower petals are permitted but must be removed after event.
- Birdseed is not permitted in the Gardens.
- Smoking is not permitted in the Gardens.
- Parking is available in the lot near the Gardens and, with prior arrangement, in the parking lot of the Horn in the West and the grass parking area of Hampton's Funeral Home.
- All contact information (e-mail, phone and mailing address) for the rental party must be updated if anything on the Contract has changed.
- In the event you use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of liquor law liability insurance. **This documentation must be copied and provided to the Daniel Boone Native Gardens one week prior to the event.**
- **Liability:** The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting for the action or inaction of guests. The rental party agrees to assume responsibility for any damage to the Gardens by anyone attending or present on the premises as a result of the event.

BOOKING

Deposits:

- A \$100 reservation deposit is due with the signed wedding and event contracts. At this point your event date and time are guaranteed. If rental party cancels the contract more than 120 days prior to the event, for any reason, the reservation deposit will be refunded.
- A \$100 refundable damage deposit is due with the signed contract. If no damages occur, this deposit will be returned after the event. If damages occur, a bill will be sent to the rental party; there may be a balance due if damages exceed the deposit.

Time for Events:

- Wedding charges are based on a four-hour use of the Gardens, including set up before the event and clean up after the event. Additional time used is billed at \$75 per hour. Events are charged by the hour at \$75 per hour per Garden location.

Reservation Process

- A signed rental contract, with appropriate deposits, must be submitted to confirm use of The Gardens.
- A bill reflecting all payments due will be sent 60 days prior to event
- All remaining payments are due 30 days before event date.

Cancellation:

- If the rental party cancels the contract more than 120 days prior to the event, for any reason, the reservation deposit, damage deposit, and all other amounts paid will be refunded.
- If the rental party cancels the contract more than 60 days but less than 120 days prior to the event, for any reason, the damage deposit and 50% of the reservation deposit and all other amounts paid will be returned.
- If the rental party cancels the contract less than 60 days prior to the event, for any reason, only the damage deposit of \$100 will be returned. The reservation deposit will not be refundable.

Rescheduling:

- If another date is available, your event may be rescheduled for no penalty.

Refunds:

- If you are due a refund under the payment policies outlined above, including a damage deposit after an event, please allow 2-4 weeks for payment to be processed.

Unforeseen Events:

- The client cannot hold the Daniel Boone Native Gardens responsible for failure to provide services due to emergencies, catastrophes or interruptions of public utilities.
- In case of such event, the Daniel Boone Native Gardens will allow rescheduling of the event, if possible, without penalty. If rescheduling is not possible, a full refund will be made.

Music:

- Music must be approved prior to the event due to the public nature of the Gardens and out of sensitivity to neighbors.

Publicity:

- The contract permits the use of the name of the Daniel Boone Native Gardens to indicate the location of your event. The invitation and any publicity may not imply that the Daniel Boone Native Gardens is sponsoring the event.

Liability:

- The rental party is responsible for any actions, damages or expenses in connection with personal injury, illness, property damage or theft resulting from the use of the facilities of The Gardens. The Daniel Boone Native Gardens, its staff and board of governors shall be held harmless for any injury, illness, and theft or property damage resulting from the use of the facility by the rental party.

FACILITY RENTALS: WEDDINGS. RECEPTIONS AND EVENTS

Food and Beverage:

- Clients may select any caterer for your event, as long as the caterer has adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of liquor law liability insurance. **This documentation must be copied and provided to the Daniel Boone Native Gardens one week prior to the event.**
- The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or inaction of guests. The rental party agrees to assume responsibility for any damage to the Gardens by anyone attending or present on the premises as a result of the event.
- The staff of the Daniel Boone Native Gardens will be present but is not responsible for helping caterer.
- All trash must be removed from the Gardens by the end of the rental period.

ABC Permit:

- Limited Special Occasion Permit: A limited special occasion permit authorizes the permit holder to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permit holder's guests at a reception, wedding, party or other special occasion being held there. The Daniel Boone Native Gardens limits serving of alcohol to beer and wine.
- Complete the Application for the Limited Special Occasion Permit and submit with \$50 fee. Information and application can be found at <http://abc.nc.gov/permits/default.aspx>
- Arrangements for the serving of alcohol must comply with all state local ordinances, licenses and laws. Observation of violations of any of these requirements by the staff of the Daniel Boone Native Gardens will require the immediate cessation of serving of alcohol.
- Copies of all required permits must be provided to the Daniel Boone Native Gardens event coordinator at least one week prior to the date of the event.
- ABC permit must be in the possession of the caterer during the event.

Tents and Other Equipment:

- All tents must have appropriate fire extinguishing equipment
- The set-up, arrangement and delivery of all floral arrangements, decorations, table, chairs, linens, glassware and any other accessories are the responsibility of the rental party. Access other than through the Gatehouse Entrance must be arranged in advance.
- The rental party is responsible for set-up, clean up, leaving the Gardens in the same condition as found. All or a portion of security deposit will be retained should this obligation not be honored.

Staff:

- One staff person or board member from the Daniel Boone Native Gardens may be present during any event.

WEDDINGS

- The rental fee for weddings is for a four-hour period, including set-up, event and clean-up. Additional time is charged at \$75 per hour.
- Included in the wedding or reception fee is a one-hour photography session for the wedding party. Times for the photography session must be scheduled in advance with the Event Coordinator.
- The space reserved for the wedding is available for a one-hour rehearsal. Booking for the rehearsal must be made at the time contract is submitted. Charge for the wedding includes the rehearsal time. Time for the rehearsal must be scheduled in advance with the Event Coordinator
- All outdoor ceremonies and events must have an inclement weather plan. Tents are recommended.
- Last minute cancellation due to inclement weather will not be considered for refunds of booking fees.
- The Daniel Boone Native Gardens Event Coordinator must approve any changes to the schedule in the contract.

CONTRACT FOR WEDDING

Bride's Information:

Name: _____
Address _____
City _____ State _____ Zipcode _____
Phone Numbers: cell _____ home _____ work _____
E-mail _____

Groom's Information:

Name: _____
Address _____
City _____ State _____ Zipcode _____
Phone Numbers: cell _____ home _____ work _____
E-mail _____

Wedding Date: _____ Wedding time: _____
Wedding Location _____
Rehearsal date and time: _____
Officiant: _____
Reception Location _____

Rain Plan: _____
Directions to alternate Location (If outside the Gardens) _____

Venues Available and Guest Capacity

Wedding Lawn 200 guest capacity if seated	\$300 *
Pickin' Porch Lawn 200 guest capacity if seated	\$300 *
Rockery 40 guest capacity if seated	\$150 **
Second reserved area, same event	\$200 *
Small weddings, no reserved area, no seating	\$75 per hour
*4 hour period, includes set-up & cleanup	

I (we) have read the policies established for the use of the Daniel Boone Native Gardens and we agree to abide by them

Responsible Party _____ Date: _____

Record of Payments

Reservation Deposit \$100 Date Paid _____

Refundable Damage Deposit \$ 100 Date Paid _____

Remaining charge for site Date Paid _____

Total due \$ _____ Date Paid _____

Remaining balance due by: _____

(Remember to send copy of ABC permit)

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CONTRACT FOR EVENT

Renter's Information:

Name: _____
Group sponsoring event (if applicable) _____
Address _____
City _____ State _____ Zipcode _____
Phone Numbers: cell _____ home _____ work _____
E-mail _____

Event Date: _____ Event time: _____
Event Location _____

Rain Plan: _____

Venues Available and Guest Capacity

Wedding Lawn 200 guest capacity if seated	\$300 *
Pickin' Porch Lawn 200 guest capacity if seated	\$300 *
Rockery 40 guest capacity if seated	\$150 **
Second reserved area, same event	\$200 *
Small events, no reserved area, no seating	\$75 per hour
Non-profit or Community groups,	\$40 per hour

*4 hour period, includes set-up & cleanup

I (we) have read the policies established for the use of the Daniel Boone Native Gardens and we agree to abide by them

Responsible Party _____ Date: _____

Record of Payments

Non-Refundable Deposit \$100 Date Paid _____

Damage Deposit \$ 100 Date Paid _____

Remaining charge for site Date Paid _____

Total due \$ _____ Date Paid _____

Remaining balance due by: _____

(Remember to send copy of ABC permit)

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