

5130 Headland Avenue
 Dothan, Alabama 36303
 Website: www.dabg.com



DOOTHAN AREA
Botanical Gardens
Wedding Rental Contract

Telephone: 334-793-3224
 Facsimile: 334-793-5275
 Email: dabg@dabg.com

Bride's Name _____ **Groom's Name** _____

Name of Contact for Wedding Details _____
Day Phone _____ **Evening Phone** _____ **Cell Phone** _____
Email Address _____

Date of Wedding Rehearsal _____ **Time: From** _____ **To** _____ **Total Hours** _____

Date of Wedding/Event _____ **Time: From** _____ **To** _____ **Total Hours** _____

Area To Be Reserved _____ **Estimated Attendance** _____ **Down the Aisle** _____

	PAID	BALANCE
Garden and Ricketts' Hall Rental Fee	\$ 1,400.00	
Staff Fee (Wedding Rehearsal Day) _____ Hrs. @ \$25.00 = \$ _____		
Staff Fee (Wedding/Event Day) _____ Hrs. @ \$25.00 = \$ _____		
Security Fee _____ Hrs. @ \$15.00 = \$ _____		
Refundable Damage Deposit	\$ 150.00	
TOTAL -----	\$ _____	
Reserved Time Exceeded _____ Hrs. @ \$30.00 = \$ _____		
ADJUSTED TOTAL -----	\$ _____	

Rental Fee includes the Wedding Garden, Ricketts' Hall (Reception Hall), Catering Kitchen, and Tables and Chairs inside only.

Deposit Refund Payable To _____
Address _____
Day Phone _____ **Evening Phone** _____ **Cell Phone** _____

You may elect to contribute your refundable damage deposit as a tax-deductible donation to the Dothan Area Botanical Gardens (DABG) to help and maintain The Gardens for future generations. Yes, please keep my damage deposit as a contribution. (Initials)

Please secure your date as soon as possible through the Dothan Area Botanical Gardens, as we are a garden in a constant state of improvement, and we need to schedule the use of loud equipment on the site around the quiet time of your event. We also need to plan in advance for tour scheduling to make the grounds as reverent of your day as possible.

Your signature serves as a release to hold harmless and indemnify the Dothan Area Botanical Gardens, the staff, the officers, Board of Directors, and it's agents from any and all liability, or claim arising out of the undersigned's use of the Dothan Area Botanical Gardens, as specified in this contract and in the discussions of ground use. The undersigned users understand that they are totally responsible for the safety and security of their guests and for any injuries or property damage which they or their guests may cause or suffer. The undersigned also agrees to pay for any and all damages by themselves or their guests to the property, plantings, and grounds of the Dothan Area Botanical Gardens. This contract and attached policies shall be binding upon the responsible party/lessee.

_____|_____
 Responsible Party/Lessee Date DABG Representative Date

Address _____

Phone _____|_____|_____
 Day Evening Cell

Rental Policy

GENERAL POLICIES

- The Dothan Area Botanical Gardens is a public garden and is open to the public during regular Garden hours even though some areas may be rented.
- Children must be supervised for their safety, especially around pond areas and all water features.
- Set up for events may begin on the day of event starting at 9:00 a.m., and events should end by 10:00 p.m. to allow adequate time for clean up. Everyone must be out of the Gardens by midnight. If all persons are not out by midnight, an additional day's rent will be required.
- Parking is limited to designated parking areas. No parking is allowed beyond the bollards and no vehicles are to be driven on the grounds for any reason.
- Weddings: Bubbles or flower petals may be used, but please do not throw rice, birdseed, or silk flowers.
- Restroom and changing facilities are available through arrangements with the DABG Office.
- All areas must be cleaned after an event. Trash must be bagged and placed in garbage cans designated area.
- No fires or cookouts are allowed but candles may be used with prior approval.
- No smoking allowed at The Gardens. If your guests smoke, all remnants must be removed before leaving The Gardens.

SET UPS, CATERING, AND DELIVERIES

- Tents are not allowed without rental of Ricketts' Hall. Tents are allowed only with prior approval of the DABG and must be set up and removed at agreed upon place and times after checking at the office.
- No staples, tape, or glue may be used in Ricketts' Hall or the pergola in the Wedding Garden.
- The Gardens does not provide furniture for outdoor use, but rented tables and chairs may be used in designated areas.
- The Gardens is not responsible for set up or clean up of any tents, chairs, decorations, etc. or for the safekeeping of any equipment or items left unattended during the day or overnight. Lessee is responsible for clean up of all areas.
- Delivery and removal of all rental equipment must be coordinated with the DABG Staff. No delivery vehicles will be permitted on the grounds without prior approval.
- A list of sources for service providers (tents, caterers, furniture, flowers, etc.) is available on the DABG website.
- Caterers must be approved in advance. See Caterers Responsibilities attached to this contract. The Caterer Responsibilities Form must be signed by the caterer 30 days prior to the event. No cooking is allowed.
- All food, beverages, and decorations must be removed from the building after the event.

CONTRACT AND FEES

- REHEARSALS: Wedding rehearsals must be prearranged to take place during regular DABG hours or a \$25 per hour staff fee will be charged.

- EVENT/WEDDING FEE:

● Wedding Garden and Ricketts' Hall		\$1,400.00
● Ricketts' Hall (Monday - Thursday)	½ day (4 hours)	\$ 500.00
	Full Day (5-12 hours)	\$ 750.00

\$500 deposit and signed rental contract necessary to hold date for full day events (includes all weddings). The \$500 will be applied to the rental rate. Balance is due one month prior the event. The event will be automatically cancelled if total payments due on contract are not received.

- DAMAGE DEPOSIT: A \$150.00 refundable damage deposit is required and will be refunded within 30 days provided there is no property damage. The damage deposit can be retained if the event area is not cleaned up.
- Events continuing past the reserved time will be charged an additional \$30.00 per hour and may be deducted from the damage deposit.
- CANCELLATION POLICY: Cancellation refunds are as follows: 100% prior to 90 days of the event; 65% from 60 to 90 days of the event; 35% from 30 to 60 days of the event; 0% for less than 30 days of the event. The damage deposit of \$150.00 will be retained by DABG in the event of any cancellation.