

5130 Headland Avenue  
Dothan, Alabama 36303  
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# Wedding Rental Contract

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

On Friday, the office at Dothan Area Botanical Gardens ("The Gardens") closes at 5 p.m. Use of The Gardens after this time on Friday requires a staff member to be present, at a cost of \$30.00 per hour. For instance, if you plan to use The Gardens on Friday from 5 p.m. until 10 p.m., please calculate five (5) hours for Friday:

Staff Fee (Wedding Rehearsal Day) \_\_\_\_\_ Hrs. @ \$30.00 = \$ \_\_\_\_\_

On Saturday, the office at The Gardens is closed. Use of The Gardens on Saturday requires a staff member to be present, at a cost of \$30.00 per hour. For instance, if you plan to use The Gardens on Saturday from Noon until 10 p.m., please calculate ten (10) hours for Saturday :

Staff Fee (Wedding/Event Day) \_\_\_\_\_ Hrs. @ \$30.00 = \$ \_\_\_\_\_

The Gardens requires Security personnel to be on site at all times during any event (until the last person leaves), at a cost of \$25.00 per hour. The Security personnel arrive two hours before your event begins:

Security Fee \_\_\_\_\_ Hrs. @ \$25.00 = \$ \_\_\_\_\_

Refundable Damage Deposit \$ 300.00

Tram Car Rental (2 hours) Optional \$100.00 \$ \_\_\_\_\_

TOTAL ~~~~~ \$ \_\_\_\_\_

Staff Reserved Time Exceeded \_\_\_\_\_ Hrs. @ \$35.00 = \$ \_\_\_\_\_

Security 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.

## **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. DABG staff and security are present to monitor the facility, and parking areas only.
- 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. Do not throw rice, birdseed, silk flowers or use of fireworks including sparklers. Lessee is responsible for clean-up of all items.
- Alcohol may be served; however, if you are selling alcohol, a liquor license is required before being allowed on the premises.
- 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 dumpster. Lessee is responsible for supplying all trash bags and any other cleaning materials.
- **Lessee is responsible for notifying their vendors (i.e. caterers, decorators, DJ's/Bands, etc.) of the reserved time at DABG and when all persons are to be out of the building and grounds.**
- No fires or cookouts are allowed but candles may be used with prior approval.
- No smoking including electronic cigarettes allowed at The Gardens. If your guests smoke, all remnants must be removed before leaving The Gardens.

## **POLICIES REGARDING 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, nails, tape, or glue including Command Strips may be used in Ricketts Hall or the pergola in the Wedding Garden. Alteration of the floors, ceiling, and walls in any area is not allowed.
- Ice Chests must be placed outside at all times.
- Refrigerator is for food and beverages only.
- Decorators must be approved in advance. See Decorators Responsibilities attached to this contract. The Decorator Responsibilities Form must be signed by the decorator 30 days prior to the event.
- 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.

## **POLICIES REGARDING THIS CONTRACT AND FEES**

- The Dothan Area Botanical Gardens is not staffed after 5 p.m. on Fridays. Therefore, there is a staff fee of \$30 per hour after 5 p.m. on Fridays. There is also a \$25 per hour Security Fee for all events, which begins 2 hours prior to the beginning of any event, wedding, etc. DABG Office/Work Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday.

### **WEDDING FEE:**

- Wedding Garden and Ricketts Hall (Friday, Saturday or Sunday) \$1,400.00
- Ricketts Hall (Monday – Thursday) Full Day (5 - 12 hours) \$ 750.00
- Ricketts Hall (Monday – Thursday) Half Day (1 - 4 hours) \$ 500.00

● **POLICIES REGARDING THIS CONTRACT AND FEES**

- \$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 \$300.00 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 (s) are not cleaned up or noncompliance with any of these policies.**
- Events continuing past the reserved time will be charged an additional \$35.00 per hour for the staff person and \$30.00 per hour for the security person and may be deducted from the damage deposit. If all persons are not out by midnight, an additional day's rent will be required.
- **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.

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 its 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, their guests, or vendors (i.e. caterers, decorators, DJ's/Bands, etc.) 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. By signing this contract, the Lessee read, understands, and agrees with all portions of the contract and policies.

**LESSEE HAS READ, AGREES TO, AND WILL COMPLY WITH ALL POLICIES.**

<b>Responsible Party/Lessee</b>	<b>Date</b>	<b>DABG Representative</b>	<b>Date</b>	
Print name _____				
Address _____				
_____				
Phone _____				
Day	Evening	Cell		

If your event is cancelled and it is necessary for The Gardens to issue a refund, please indicate to whom that refund should be paid, along with an address for sending the refund, with phone numbers in case we need to confirm any information. As stated above, 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.

After the event and The Gardens finds no damage, the damage deposit will be returned to the person listed below.

**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)**

## Caterer Responsibilities

Ice Chest, Kegs, etc. must be placed on the outside covered porch. They are not permitted inside the building. The refrigerator is for food only.

### Items to bring with you:

1. Heavy duty large garbage bags, 60 gallon.
2. 2 rolls of paper towels.
3. Cloth towels, as necessary.
4. General purpose cleaner.
5. Glass cleaner.
6. Table and other decorative accessories.

### Kitchen Use:

1. Dispose of food in trash only.
2. No cooking is allowed.
3. Bring your own trays for use in the warming oven.
4. Ensure that kitchen counters, preparation tables, carts, and appliances are clean before departure.
5. Ensure that floor is clean before departure.
6. Ensure that all refrigeration equipment used is clean and sanitary (recommend glass cleaner).
7. Caterers must provide all serving utensils; DABG items in cabinets are not for caterer use.
8. Package and remove left over food, unless otherwise coordinated.

### Event Service Responsibilities:

1. Caterers should provide adequate personnel for:
  - a. Serving guests.
  - b. Servicing tables throughout an event.
  - c. Clearing tables at the end of the function.
  - d. Collect unconsumed liquids in bucket and dispose in sink.
2. DABG staff are present to monitor the facility, parking areas, and restrooms; not to support catering.

### End of Event Responsibilities:

1. Food service items cleared and disposed as appropriate.
2. No food or liquids may be poured outside on the lawn.
3. Large trash items (e.g. napkins, decorations, utensils, food) must be picked up off floors and properly disposed in preparation for vacuuming.
4. Trash liners can be removed from cans, tied, and staged temporarily outside kitchen entry door.
5. All trash must be bagged and placed in the dumpster before caterers depart.

## Return Form 30 Days Prior to the Event

**The Dothan Area Botanical Gardens cannot be responsible for items left by caterers.**

By signing this document, you read, understand, and agree with these responsibilities and will abide by all policies.

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### Responsible Party and Business Name

Print name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_  
Day Evening Cell

Date: \_\_\_\_\_

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DABG Representative

## Decorator Responsibilities

1. Decorating may begin only within the time period in which the Lessee has paid.
2. The refrigerator is for food only.
3. Ice chest, kegs, etc. are not allowed in the building. They may be placed on the outside porch.
4. No food, beverages, or decorations are allowed in the main hall unless the area has been rented.
5. No parking is allowed beyond the bollards and no vehicles are to be driven on the grounds for any reason without DABG approval.
6. Delivery vehicles are allowed to unload at the designated areas, DABG approval is required. The vehicles must be immediately parked in the designated parking area after unloading.
7. No fireworks including sparklers. Candles may be used if they are enclosed in a glass container.
8. If you are responsible for clean-up of any area, you must supply trash bags – 60 gallon bags. All trash must be bagged and removed to the dumpster before departure. The Ricketts Hall floor must be swept of food and decorations before departure.
9. All tables and chairs must be placed back on the designated racks and placed in the storage area.
10. No staples, nails, tape, or glue including Command Strips may be used in Ricketts Hall or the pergola in the Wedding Garden. Alteration of the floors, ceiling, and walls in any area is not allowed.
11. 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. All areas must be cleaned and decorations removed before departure at the end of the event.

### Return Form 30 Days Prior to the Event

**The Dothan Area Botanical Gardens cannot be responsible for items left by decorator.**

By signing this document, you read, understand, and agree with these responsibilities and will abide by all policies.

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#### Responsible Party and Business Name

Print name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_  
Day Evening Cell

Date: \_\_\_\_\_

\_\_\_\_\_  
DABG Representative