## **Dothan Area Botanical Gardens Rental Policies**

Thank you for considering the Dothan Area Botanical Gardens for your upcoming event; we look forward to working with you to make it a success! Below are our current rental policies. For pricing and booking information, please contact us at 334-793-3224.

- 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.
- The following holidays are not available for rental:
  - New Year's Eve New Year's Day Easter Memorial Day Independence Day Labor Day Thanksgiving Christmas Eve Christmas Day
- Children must be supervised for their safety at all times, especially around pond areas and all water features.
- 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 unless approved in advance.
- Events should end in time to allow adequate time for clean-up before the end of the reserved rental period.
   Everyone is asked to be out of The Gardens by midnight. Failure to do so could result in an additional day's rent. DABG staff and security are present to monitor the facility and parking areas only.
- Lessee is responsible for notifying his/her 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.
- For weddings, bubbles or flower petals may be used outside only; but rice, birdseed, artificial flowers, glitter, confetti, silly string, or any fireworks, including sparklers, are not allowed for use in the Gardens at any time.
- Alcohol may be served; however, if alcohol is being sold at an event, a liquor license is required and a copy of said license shall be provided to the staff of the Gardens before being allowed on the premises.
- All areas must be cleaned after an event. Trash must be bagged and placed in dumpster. Lessee or caterer is responsible for supplying all trash bags and any other cleaning materials.
- No fires, cookouts, or open flames, including candles, are allowed. Flameless candles are permitted.
- Smoking, including electronic cigarettes, is not allowed in any buildings and is discouraged on the Gardens grounds. If your guests smoke outside, all remnants must be removed before leaving The Gardens.
- Inflatables are not permitted at The Gardens.
- Tents are not allowed without the rental of Ricketts Hall and are then only allowed with prior approval. Tent location and set-up and take-town times must be coordinated with the DABG office.
- Staples, nails, tape, glue, or Command Strips may <u>not</u> be used anywhere in any buildings or on the pergola in the Wedding Garden. Alteration of the floors, ceiling, and walls in any area is not allowed.
- Decorators and Caterers must be approved in advance. (See Decorator and Caterer Responsibilities.) The Decorator/Caterer Responsibilities Forms must be signed 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. Delivery and removal of all rental equipment must be coordinated with the DABG staff.
- The Gardens is not responsible for set up or clean-up of any tents, decorations, or outdoor furniture 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.
- All food, beverages, and decorations must be removed from the Gardens' buildings and premises before departure at the end of the event.
- Failure to comply with any of these policies could result in the loss of a portion or all of the deposit.