

# ARBORETUM PRIVATE EVENT POLICIES



## FOOD & BEVERAGE

- No food or beverage may be allowed in the venue without prior consent
- Kitchen & catering usage fee is required for use of the kitchen
- All caterers must be licensed and carry required insurance
- A Woodway Public Safety Officer is required for all events serving alcohol
- There are 2 15 minute loading areas: in front of the building, and by the kitchen. There is 1 designated spot for caterers by the kitchen
- It is the Client's responsibility to be in compliance of TABC regulations
- All alcohol must be served from behind a designated bar space by a TABC licensed bartender

## DECORATIONS

- Candles must be enclosed or floating
- Rice, sparklers, streamers, bird seed, glitter, helium balloons, confetti, silly string, fireworks and plastic flower petals are not allowed outdoors
- Glitter, and confetti less than 2" are not allowed indoors
- Nothing is to be attached to the walls, beams, or ceilings of the building
- Arboretum does not provide any furniture for outdoor use
- A Christmas tree and decorations will be up from the week of Thanksgiving - first week of January and must not to be moved
- Arboretum staff does one set-up per event only. If a second set up is needed, the moving of furniture / set up is up to the Client and must first be approved
- All vendors must load in/out through side doors

## MISC

- Client must complete a walk-through of space at the end of event to verify the cleaning condition
- Up to (7) days prior to event, renting party can pay the cleaning fee in lieu of self-cleaning the space
- Per City Ordinance, all outside music must be off by 10:00PM
- Smoking is allowed outside in designated areas only
- Opening of accordion doors must be coordinated with venue prior to the event. Staff retains final discretion on this

## GUARANTEES

- No later than (7) days prior to the Event, Client will confirm the number of guests attending the Event and the layout of the Event

## PAYMENT SCHEDULE

- When scheduling an event, a completed agreement and minimum deposit of 50% of estimated costs are required to secure a date and space
- A subsequent deposit of the remaining balance is due (60) days prior to the event
- Any outstanding amounts and any additional charges incurred with respect to the Event will be charged to the Client's authorized credit card
- Deposits are payable by credit card or check
- Security officer fee: \$50/hr (required for events with alcohol) and paid by client via cash or check directly to the security officer

## LIABILITY

- Client agrees to purchase, provide, and keep in effect during the terms of the agreement an insurance policy, or rider to an existing policy insuring Client contractual obligations under the terms of the contract
- Client is responsible for any damages done to facilities during the period of time the facilities are subject to the host's use or the use of any independent contractor hired by the host or the host's agent
- A damage and/or cleaning fee may be assessed if the facility is not returned in pre-rental condition

## CANCELATION POLICY

In the event Client cancels the event for any reason, Venue will be entitled to a cancellation fee:

- More than 120 days prior to the Event: 20% of the Estimated Cost
- 120 days to 60 days prior to the Event: 50% of the Estimated Cost
- Less than 60 days prior to the Event: 75% of the Estimated Cost