

ARBORETUM PRIVATE EVENT POLICIES



FOOD & BEVERAGE

- No food or beverage may be allowed in the venue without prior consent
- Cooking is only permitted in the kitchen spaces
- All caterers must be licensed and carry adequate insurance
- It is the Client's responsibility to be in compliance of TABC regulations
- A Woodway Public Safety Officer is required to be in attendance for all events serving alcohol.

HIRED BY THE CLIENT

- All alcohol must be served from behind a designated bar space by a licensed bartender

DECORATIONS

- Candles must be enclosed or floating, open flames are not allowed
- Rice, sparklers, streamers, bird seed, glitter, helium balloons, confetti, glitter, silly string, fireworks and plastic flower petals are not allowed outdoors
- 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 renter and must first be approved.

MISC

- Trash is to be removed by the renting party from the building after the event
- Per City Ordinance, all outside music must be off by 10:00PM
- Smoking is allowed outside at designated areas only

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 your 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

LIABILITY

- The Carleen Bright Arboretum is not responsible for damage or loss of any merchandise, articles or valuables of the host or of the host's guests or contractors, prior to, during or subsequent to any function
- Host 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 extensive impairment is done to the rental space or any part of the building or its grounds

CANCELLATION 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
- Deposits will be applied toward the cancellation fee.

Non Profit Rate: **20% Discount** (with state issued non-profit status) • Security Officer Fee : **\$40/ hr** (Required for events with alcohol)

Carleen Bright Arboretum | 9001 Bosque Blvd, Woodway TX 76712 | 254.399.9204 | discoverwoodway.com