

GARDEN GUIDELINES

PROTECT THE GARDEN

Please stay on pathways and lawn. The garden is for all to enjoy for days and years to come. Help us protect the flowers and trees by not picking or climbing. Please, do not dump ice or drinks on the lawns, or in the garden. Further protect the lawn of the site by not using flower petals and cleaning up all trash.

CLEAN UP

Your site must be left clean. You or your caterer must take out all garbage. Please designate several people in your party to make sure that clean up is complete. There will be a minimum charge of \$75.00 for any garbage that is left on the premises, either in garbage bins or on the event site. Consider bringing recycling cans along with garbage cans.

ALCOHOL

Champagne, wine and beer only. They can be served in bottles or kegs by a licensed OLCC server.

SMOKING

No smoking in the garden.

INSURANCE

Liability insurance is required for all groups using the garden. Proof of insurance must be submitted to CSRG 60 days prior to event.

PARKING

The garden has a small parking lot up at the ticket booth. You may consider using a shuttle service and encouraging guests to Uber or Lyft.

There may be additional parking at Reed College's Performing Arts Building. Reed College owns and manages the lot. It is a private parking lot. Check the Reed Auditorium's calendar to make sure there is no conflict with your event. CSRG does not guarantee that there will be parking at Reed. Just like any public parking lot, there are risks. Please follow your instincts.

SECURITY

CSRG is not responsible for any items brought in by garden guests, vendors, etc. For groups using The Meadow site, a space is provided for guests to store equipment and personal items in the Exhibit Hall. There is also a small room with a vanity attached to the restroom facility. However, these rooms will not be locked.

PRIVATE EVENT

Crystal Springs is a public/private garden. While your reservation entitles you to use a particular site, other people may also be present in the garden. In the past, people have been courteous and respectful when an event is occurring. "Reserved" signs are placed on paths approaching your site to guide non-event guests away from the reserved area. Your guests will be greeted by a staff member at the Gatehouse and given directions to your event. You may (and CSRG encourages you to) place your own unique signs along the way guiding your guests. The restrooms at the Meadow site will be used by visiting guests to the garden as well as Woodland site event guests. CSRG will direct guests to a path that goes around the building to ensure privacy at your event.

RENTAL TIME

Please arrive and depart by your scheduled time. 10 hours is the max per event. Your rental time includes both the set up and the clean up of the site. The time CSRG can rent out the garden is between the hours of 10:00am – 10:00pm for the Woodland and Jane Martin sites, and 12:00pm - 10:00pm for the Meadow

site. Pick the time for your event rental between those hours. CSRG is prohibited from having events past 10:00pm due to city ordinance and requires you exit the gardens and parking lot prior to 10:00pm. CSRG cannot add time to your event "day of". CSRG cannot store items before or after your event reservation date/time. You may also do a 1-hour rehearsal a day or two leading up to your event, at no additional cost.

ACCESSIBILITY

Most of the garden is wheelchair accessible. The entrance pathway meets specifications of the Americans with Disabilities Act. If guests are elderly or have special needs, please explore the garden to be sure that the site you select has adequate access for them. Two wheelchairs are available at the Gatehouse on a first come first serve basis.

EVENT COORDINATOR

Our Event Coordinator will be there for the beginning of your event, to provide guidance to CSRG event staff on the logistics, timeline and layout for your event. There will be one or two event staff on site for the duration of your event. Please provide us with a contact person and CSRG will make introductions the day of the event. If your event is a wedding, CSRG highly recommends either hiring a professional wedding coordinator from CSRG's Preferred Vendor List or asking the caterer for full service event coordination. CSRG does not offer full event coordination.

OUTSIDE VENDORS AND CATERERS

Vendors may enter at the start of your reservation time and must conclude at the end of your time. Site visit is recommended with the Rental Company, DJ (can do over the phone), and caterer prior to the event. CSRG has a list of preferred caterers and vendors. CSRG requires that you use one of the CSRG caterers on the list. You may choose your own dessert vendors. CSRG does not have any onsite garbage or recycling. All garbage and recycling will need to be removed by you or your vendors after the event.

TENTS

You may choose to rent a canopy or tent from an outside vendor for protection from the sun or rain, though most renters opt not to rent a tent. The square footage is approximately 100' x 100' for The Meadow and 20' x 50' at The Woodland Garden. No Stakes in the grass for tents, or any other equipment. Tents to be erected and dismantled within your rental time.

PATHWAY AND LAWN LIGHTING

There is no lighting on the garden paths or in any of the event sites. If your group will be in the garden after 9:00, please place luminaries in the paths up to the exit. You may want to illuminate your event area too. No flames, including sparklers, just LED lights please. Strobe lights are not permitted.

MUSIC AND DANCING

Music is "a must" for most events. Please do not exceed a level of 70 decibels. No noise after 10:00 PM. City Ordinance. Your DJ and vendors, who need electricity, will have to bring extension cords. CSRG has (2) 10 amp circuits with 4 outlets on each at the Meadow site. Please consider using a DJ from CSRG's Vendor List. There is no electricity or water at the Woodland site. Please face the speakers towards the water. Dance floors can be rented through your rental company. Although it is an option, most renters do not rent dance floors.

TABLES/CHAIRS

CSRG employees are only responsible for the equipment rented from CSRG. When renting CSRG tables and chairs, CSRG will set up and break down within the timeframe of your rental.

Included in the rental for the Meadow site are:

- (15) 6' banquet tables
- (19) 60" round tables that seat 8
- (6) 30" cocktail tables: height of either table height (30") or bar height (42")

- 150 white bistro chairs

The Woodland Garden has:

- 100 plastic chairs that rent for \$2 each

The Jane Martin has:

- 10 plastic chairs that rent for \$2 each

GOOSE DROPPINGS

CSRG takes this very seriously! CSRG does a “rake of the lawn” one hour prior to your event. The raking is done for about 60 minutes. If this is a big concern of yours, please let us know. CSRG will do everything possible to remove all goose droppings.

RESTROOMS

The restrooms are adjacent to The Meadow. They were renovated in 2010. It is a 5-minute walk to these restrooms from The Woodland. You may want to add a soap dispenser to each of the (3) bathrooms. Keep in mind that the park is open to the public and the bathrooms are shared. CSRG also has a portable restroom(s) in the parking lot.

PAYMENT

CSRG calculates your fee on space, time, guests, and chairs/tables that you rent from us. 50% is due to secure your date and space. The remaining 50% is due 60 days prior to your event. All payments made to CSRG are non-refundable, aside from the refundable deposit, available following your event. Send checks made payable to

Crystal Springs Rhododendron Garden. Attention: CSRG Events, PO Box 82787, Portland, Oregon 97282-0787.

REFUNDABLE DEPOSIT

This deposit is included in your proposal and is due to secure your date. This is returned to you if it is not used for additional services. A minimum \$500.00 charge will incur if vendors or event guests are on park grounds after 10:15 PM. Also, any additional rentals for tables or chairs will come out of the refundable deposit. Vendor or guest damage will also be charged to you. This deposit is also used if additional clean up is needed. For Woodland Site only, your guest count needs to be within 10% of your reserved count or additional fees will be deducted. Any balance in your refundable fee will be returned to you by the 15th of the following month.

CANCELLATION POLICY

If you cancel your event, no refund will be made on payments already submitted. CSRG will do everything possible to find a comparable replacement event for your cancelled date and venue. If CSRG is successful, your refund will be adjusted.

FORCE MAJEURE

In the event that CSRG is unable, for reasons beyond its control, to make the Rented Site available to Renter on the Event Date for the purposes as set forth in this Agreement, Renter shall have the option of choosing an alternate date to hold the Event (the “Alternate Event Date”), at no extra charge to Renter. If Renter selects an Alternate Event Date that is reasonably acceptable to CSRG, then the Alternate Event Date shall replace the Event Date for the purposes of this Agreement, and all obligations, rights, duties and privileges as set forth in this Agreement shall remain binding on the Parties. Renter and CSRG will have 30 days to agree on an Alternate Event Date. If no agreement is reached at that time, then CSRG shall refund to Renter the amount of the Rental Fee minus 20% administrative fees (the entire refundable fee will be refunded). In neither case shall CSRG be liable for any additional costs or damages suffered by Renter (over and above the Rental Fee) arising out of a rescheduling or cancellation of the Event.