



Hourly Rental Application

Hourly Rates: 3 Hour Maximum, 1 Hour Minimum - Friday through Sunday \$ 300.00 plus .07% tax Per Hour

Rental time is from 5pm-8pm. Set-up may begin by 4pm & tear down must be completed by 9pm. Before and/or after this time will incur a **\$150.00 an Hour Fee** and is intended for set-up or tear-down only.

Our seating capacity is 100 people max. Guests 1-50 are included in rental, guests 50+ are \$10/ea and \$5/ea for children.

We will require a Credit Card to be held on file for incidentals and additional charges for going over your time.

Number of Guests Expected: _____

Deposit 50% (non-refundable/non-transferable): _____ (Date will not be reserved until deposit is made)

Type of Event: _____

If Wedding: Ceremony _____ **Reception (MUST be held at Tent)** _____ **Both** _____

Date of Event: _____

Scheduled Start Time of Event: _____ **Scheduled End Time of Event:** _____

Location(s) of Event within Gardens: _____

Renter Name: _____

Phone Number: _____

Address: _____

Email Contact: _____

Name of Contact Day Of: _____ **Phone Number:** _____

Please List Vendors (ie. Photographer, Caterer, Entertainment, etc. If more room is needed, please attach a sheet):

Name: _____ **Phone Number:** _____

Name: _____ **Phone Number:** _____

Name: _____ **Phone Number:** _____

Signature of Cedar Lakes Woods and Gardens Representative

Date

Signature of Renter/Responsible Party

Date



Renter's Rules

- ❖ **Proof of renters' liability insurance is required and can be found on www.theeventhelper.com**
- ❖ Please be advised that the rental space is for the renter's sole use during the rented times agreed upon.
- ❖ Renter provides all catering and setup. NO GLASS PLEASE.
- ❖ Setup is one hour prior to the rental time, and breakdown is to be completed one hour after the rental time is concluded. (Before and/or after this time a \$150.00 HOURLY FEE will be imposed for each hour thereafter and is intended for set-up and tear-down ONLY). Setup cannot start before 4pm.
- ❖ If rental is for a wedding, rehearsal must be predetermined.
- ❖ Entering or wading into water, even for photos, is strictly prohibited.
- ❖ Do not move benches, potted plants or flowers from their permanent locations.
- ❖ Rental includes the botanical gardens as they are. Park staff will clean the rented area prior to the rental time and will strive to accommodate any practical and reasonable request.
- ❖ Décor can only be attached with string. (NO tacks, staples, or tape).
- ❖ GLITTER, CONFETTI, and BIRDSEED are NOT permitted, please use BUBBLES and REAL FLOWER PETALS instead.
- ❖ Please leave rented space in the same condition as found prior to the rental of the space.
- ❖ Children of minor age are to be accompanied by an adult at all times while on CLWG premises.
- ❖ Water is non-potable.
- ❖ There is a non-refundable deposit of 50% of your total rental cost.
- ❖ Payment: Full payment must be made by 7 business days prior to the day of your event, or event will be **canceled with no refund**.
- ❖ Maximum seating capacity is 100 people.
- ❖ Reception must be held at the tent area by the office.
- ❖ Please see our website for a full list of the Gardens regulations.

Tent Rental

- ❖ Includes utilization of the Wedding Chapel (10' x 10').
- ❖ Convenient vehicle access for loading and unloading.
- ❖ Located next to the children's garden for the children in the group.
- ❖ Space to the East of the main tent can also be utilized for additional tenting for larger weddings. (Additional tents will need to be rented from a party supply establishment).
- ❖ The tent coverage is 23' x 40'. The concrete floor is 22' x 50'.
- ❖ The tent contains 5 custom made picnic tables measuring 5'x 8' and 6 picnic tables measuring 5' x 6'. Tabletops are 2.5' wide.
- ❖ The tent also features a 7' x 10' covered greeting station and two other concrete slabs measuring 7' x 8' and 8'x 10' that would allow places for a band/DJ area and a meal/food station.
- ❖ Rental guests may utilize the ceiling fans, lights, large charcoal grille, and electrical outlets.
- ❖ Your guests also have full access to tour the gardens during daylight hours only.
- ❖ Dolly or wheelbarrow available upon request.