



KANAPAHA BOTANICAL GARDENS

RENTAL GUIDELINES AND REGULATIONS

Thank you for selecting Kanapaha Botanical Gardens (KBG) to host your event. We have hosted hundreds of weddings, receptions, meetings, retreats and other social functions and are pleased to have the opportunity to serve you as well. These Guidelines aim to ensure that you and your guests have a memorable experience. They are also designed to ensure that Kanapaha's important plant collection and grounds are well-respected and always protected.

Kanapaha Botanical Gardens is a 68 acre non-profit facility comprised of many major collections, including the state's largest public display of bamboos and the largest herb garden in the Southeast. We welcome you and anticipate that you and your guests will comply with all stated guidelines and policies, while understanding that we are first and foremost a botanical garden.

***** Please note** that when you book your event at Kanapaha Botanical Gardens, you agree to comply with all stated policies and guidelines.

Kanapaha Botanical Gardens reserves the right to refuse service to anyone.

Kanapaha Botanical Gardens reserves the right to cancel or terminate, without notice, any scheduled or in-process event that is deemed to be non-compliant with guidelines and policies.

General Information

Our venue can accommodate up to a max of 100 guests.

Please remember that Kanapaha Botanical Gardens will remain open to the public during some or all of most events. We will endeavor to see that our visitors do not interfere with your activities and ask you to reciprocate. When you make a reservation, you are guaranteed exclusive use of **only** the reserved space and **only** during the block of rental time. Common areas, such as lobbies inside the Summer House, bathrooms, porches and sidewalks outside are not part of our rental spaces and should remain free of congestion, decorations and other set-up materials. No tables or chairs may be removed from the Summer House building for use at outdoor rental sites and no outdoor chairs may be moved indoors.

Vendor Information

A vendor list must be submitted to the Rental Coordinator 14 days prior to the event date. Vendors must deliver and unload in the designated areas. Vendor vehicles must be removed from the gardens once delivery and set up has been completed.

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Date of Event: _____



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Reservation, Deposit and Payment

1. Rental is for Kanapaha Botanical Gardens facility and does not include any catering, decorations or services other than those specifically included in these guidelines.
2. Your **Facilities Reservation Form** is based on the package that you selected. If you wish to rent additional areas for other purposes it must be included in this form.
3. Reservation deposits are due at the time of booking and are applied towards the event balance. The remaining balance is due 30 days before the event. Personal checks will not be accepted past the 30 day period. Failure to pay the balance in full by the 30 day deadline will result in Kanapaha canceling your event and the non-refundable reservation deposit is forfeited.
4. A signed **rental guidelines & regulations contract** must first be submitted to the Rental Coordinator before a reservation deposit can be accepted.
*****Please Note:** Your reservation date is not confirmed until a reservation deposit has been processed.
5. Acceptable methods of payment can be made by cash, credit card or check/money order made payable to *Kanapaha Botanical Gardens*. The amount of your reservation deposit is based on the rental package you have selected.

****** PLEASE NOTE:**

A RESERVATION DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE.

ONCE A DEPOSIT HAS BEEN RECEIVED THE RESERVATION DATE CAN NOT BE CHANGED TO A DIFFERENT DATE. NO EXCEPTIONS!

Kanapaha Facilities Staff

A minimum of one Kanapaha facility staff member will be available during the duration of your scheduled rental block. She/He will be your main Kanapaha liason to manage your event needs. She/He will remain on premise through vendor clean-up and departure and be responsible for janitorial services and supervising vendors during and at the completion of your event.

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Security

A minimum of one Security Officer is required for all evening events with the rental extending after 5:00 PM on a Monday, Tuesday, Wednesday or Friday. Officers will be secured by Kanapaha Botanical Gardens at \$100.00 per hour, plus tax (three hour minimum required). The security fees will be included in the renter's **Facilities Reservation Form**. If Kanapaha is unable to schedule an officer for the date of the event then the renter will receive a full reimbursement of the security fee.

For Saturday and Sunday rentals a security officer is required at \$100.00 per hour, plus tax (minimum of three hours) for any rental extending past the following times, depending on the time of year as follows:

DATE	TIME	DATE	TIME
10-Jan	5:30	10-Jul	7:00
20-Jan	5:45	20-Jul	7:00
30-Jan	5:45	30-Jul	7:00
10-Feb	6:00	10-Aug	7:00
20-Feb	6:00	20-Aug	7:00
28-Feb	6:15	30-Aug	7:00
10-Mar	6:15	10-Sep	7:00
20-Mar	7:00	20-Sep	7:00
30-Mar	7:00	30-Sep	7:00
10-Apr	7:00	10-Oct	6:45
20-Apr	7:00	20-Oct	6:30
30-Apr	7:00	30-Oct	6:30
10-May	7:00	10-Nov	5:15
20-May	7:00	20-Nov	5:15
30-May	7:00	30-Nov	5:15
10-Jun	7:00	10-Dec	5:15
20-Jun	7:00	20-Dec	5:15
30-Jun	7:00	30-Dec	5:30

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Damage & Overtime Deposit

A \$400.00 Damage Deposit is required for all rental packages. The deposit is due one month before the event date. Pending no damage or violations, a refund check for the deposit will be mailed out the following calendar month.

<u>Payable to (Please Print Name):</u>		
<hr/>		
<u>Mailing Address (Please Print):</u>		
<hr/>		
<hr/>	<hr/>	<hr/>
City	State	Zip Code

*****Please Note:** A \$35.00 processing fee will be deducted from the deposit if Kanapaha must reissue a check for the following reasons:

- Check has not been received at the mailing address (specified above) at which point a “stop payment” must be placed before a new one can be issued.
 - *It is recommended that the second check be picked up at the garden’s front desk during normal business hours.*
- Failure to notify the Rental Coordinator of Change of Address
- Failure to notify the Rental Coordinator of Name Change

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Facility Access & Vacated Times

Kanapaha will provide an event-ready space for your special occasion. Renter guarantees that following the event, the various areas will be returned to their pre-event condition. Should any areas not be deemed in pre-event condition, Renter forfeits the damage/overtime deposit.

Activities related to the rental (including those of caterers, decoration arrival, etc.) begin during your scheduled rental time. Coming in early will incur a \$250/hour charge that will be deducted from the damage/overtime deposit.

Activities related to the rental that continue beyond Renter's scheduled end time will incur a \$250/hour charge that will be deducted from the damage/overtime deposit. The parking lot must be vacated within 15 minutes of the termination of an evening event so our staff may lock the main gates on Archer Road.

No one involved with a rental, including decorators, may be outside in the gardens after dark. The one exception is if the outdoor **Pavilion stage** has been rented (which includes outdoor lighting). Guests must stay in that immediate area. Failure to comply will result in termination of in-process event.

Please refer to chart below for a listing of times after dark.

DATE	DARK		DATE	DARK
10-Jan	5:30		10-Jul	8:15
20-Jan	5:45		20-Jul	8:15
30-Jan	5:45		30-Jul	8:00
10-Feb	6:00		10-Aug	8:00
20-Feb	6:00		20-Aug	7:45
28-Feb	6:15		30-Aug	7:30
10-Mar	6:15		10-Sep	7:30
20-Mar	7:30		20-Sep	7:15
30-Mar	7:30		30-Sep	7:00
10-Apr	7:45		10-Oct	6:45
20-Apr	7:45		20-Oct	6:30
30-Apr	7:45		30-Oct	6:30
10-May	8:00		10-Nov	5:15
20-May	8:00		20-Nov	5:15
30-May	8:00		30-Nov	5:15
10-Jun	8:15		10-Dec	5:15
20-Jun	8:15		20-Dec	5:15
30-Jun	8:15		30-Dec	5:30

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Decorations, Set-up and Break-down

All decorations must be placed and removed within the rental time block. Decorations that are attached to gazebos, posts, railings, etc., must be attached with string or another method that does not leave a mark. Nothing should be attached to walls. All rented rooms and outside facilities should be left as you found them. Trash and recyclables should be left for disposal by KBG staff. This does not include large cardboard boxes and food preparation materials, which must be removed by the rental party or caterer. Soiled surfaces should be wiped and cleaned.

The following items are not permitted:

- Tape
- Command Strips
- Staples
- Tacks or Nails
- Glue or any similar products
- Glitter, confetti, rice, birdseed and/or fake flower petals

Indoor Rentals

Knapaha offers two indoor rental options: *Reception Hall* or *Conference Room*. The western and northern portions of the porch are included with the rental of the Conference Room, however, we do need to leave some space for our rocking chairs. The main exits on the North, East and West of the Summer House building (denoted by concrete flooring) is not a part of the porch and may not be blocked off.

1. All chairs and tables used inside the building will be provided by Knapaha. A max total of 100 indoor chairs are included with your rental package. If Renter would like to rent a different style of tables and chairs from a third-party vendor, which is expressly discouraged, you must first contact the KBG Rental Coordinator for approval. Vendors must adhere padding on the bottom of all chair & table legs prior to entering the Summer House building.

*****Please Note:** Any unauthorized rentals will not be permitted in the building or in the exterior of the gardens.

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Indoor Rental Policy (continued)...

2. Only one set up of Kanapaha's tables and chairs will be provided and should remain intact through the rental period.
3. A final layout of tables and chairs must be submitted to the KBG Rental Coordinator 14 days prior to the event date. Failure to comply will result in a standard set up deemed suitable by Kanapaha.
4. No tables, easels, sound equipment or other structures may be set up in the public areas. If these or other items are needed in your rented area(s), they must be supplied by the rental party.
5. No decorations, linens, glasses, dishes, stages, or other rental equipment may be stored at Kanapaha and must be dropped off and removed during the rental period.

It is the responsibility of the renting party to see that the event coordinator, caterer, DJ, or the rental company abide by these guidelines.

Outdoor Rentals

Kanapaha offers four outdoor rental options: *Pavilion Stage*, *Balenoff Gazebo*, *Wedding Oak* and *Bamboo Garden*. Outdoor rentals are "fair weather" affairs and it is the responsibility of the renting party to make alternative arrangements in the event of inclement weather.

Alternative arrangements include reserving indoor locations inside the Summer House. If alternative arrangements are not made during the initial reservation we cannot guarantee that they can be added on at a later date. In the conditions described in this paragraph, the rental party will have no right to postpone the event.

1. A max total of 100 outdoor chairs are included with your rental package. Kanapaha will provide a one-time set up of the garden's outdoor **Grey Resin Folding Chair with Slatted Seat** and must remain intact throughout the rental period. Outdoor tables are not included.
2. Total number of outdoor chairs and desired layout must be submitted to the Rental Coordinator 14 days prior to the event. Failure to comply will result in a standard set up deemed suitable by Kanapaha.
3. Canopies, tents and other temporary structures are not permitted.

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Outdoor Rental Policy (continued)...

4. All outdoor affairs are subject to weather conditions. A rain contingency plan must be arranged with the Rental Coordinator no later than **two days** prior to your event date. We will work to accommodate your rain plan as best as possible but we cannot guarantee last minute changes.
5. Tables are not included for outdoor rentals; however, they may be rented from an outside vendor (but is ***expressly discouraged***). Please notify the Rental Coordinator at time of booking if you opt to rent tables and/or chairs from a third-party vendor. Renter will be responsible for delivery, set-up, break-down and pick-up, which must be scheduled within the rental block.
6. Ceremony music is limited to no more than two quiet and portable acoustic instruments, such as flutes, guitars or harps or a small wireless speaker system. All music must remain in the rented areas (except the kitchen). We reserve the right to ask Renter to lower the noise level at any point if too loud.
7. Take advantage of the beautiful natural setting you have selected for your ceremony. Decorations are discouraged. Any requests must be discussed and approved by the Rental Coordinator.

Catering and Alcoholic Beverages

Food **cannot** be cooked on site (such as barbeque, food trucks, etc.) but may be brought in by a caterer or the rental party. Items may be kept warm using chaffing dishes (provided by the caterer). No part of the kitchen may be used unless it is part of the rental agreement.

Alcoholic beverages are permitted with one restriction, kegs of beer, coolers or any items that will condensate must always be placed on a table top. Placing these items on the floor is not permitted, even if an item is placed underneath it, such as a rug. Condensation will ruin the bamboo floors. If needed, please request additional tables from a KBG staff member.

It is the responsibility of the renting party to see that the caterers abide by these guidelines.

Photography/Videography

Photography guidelines and photo I.D. must be signed by your photographer prior to entry. Garden admission will not be granted to the individual(s) if they do not comply.

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Kanapaha does not permit use of personal and professional drones in the Garden.

Parking

Your guests may self-park in the designated parking areas free of charge. Vehicles may **not** be left overnight. In the event that a guest is unable to safely drive his/her vehicle home it is the rental party's responsibility to notify our staff of the make/model/color and license plate number of the vehicle left behind, as well as the name and phone number of the vehicle owner. Failure to comply will result in a \$50.00 fee deducted from the damage/overtime deposit.

The vehicle should be removed by 11:00 AM the following business day or it will be towed.

Golf Cart Rental

Kanapaha offers a golf cart available to rent for the day of your event. No outside golf carts are allowed. The golf cart must be operated by a responsible adult and may be used solely to transport elderly or handicapped guests between the Summer House building and outdoor rental sites. They are not to be used for sightseeing and must not be driven on the sidewalks except as necessary to reach rental sites. The golf cart keys must be turned in to the front desk at dusk as driving is not permitted on the grounds after dark. No vehicles (including limousines, horse-drawn carriages, rickshaws, etc.,) besides golf carts may proceed beyond the front parking area. In order to utilize a golf cart here at Kanapaha you must first read driving instructions and sign a waiver, releasing us of any responsibility for any injuries that might occur.

Wedding Rehearsals & Walkthrough

There is no additional charge for rehearsals or entering Kanapaha for other planning purposes. Prior to coming, please schedule a walk-through in advance with the Rental Coordinator to ensure the space(s) are not occupied on that day.

A Rehearsal can be requested no earlier than one month before the rental date. The rehearsal date and time must be approved by the Rental Coordinator. Rehearsals must occur during Garden hours and will be scheduled so as not to conflict with any other rehearsal or private event. **Please remember that Kanapaha Botanical Gardens closes at 5:00 PM on Friday. We are closed on Thursdays. Rehearsals are not permitted on Special Event days.**

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Additional Policies

1. All restrictions that apply to garden visitors also apply to individuals utilizing rental space.
2. A dressing, hair and make-up room is not provided for the bride(s), groom(s), or wedding party.
3. Garden objects may NOT be moved or altered in any way (i.e. works of art, signage, benches, etc.).
4. Plants, flowers, trees and structures may NOT be cut, altered or moved in any way.
5. Seasonal art exhibition may be installed in the Garden at the time of your event. Art pieces may NOT be removed or altered in any way.
6. Please note that, since our venue is a Botanical Garden and home to local wildlife, releasing balloons or lanterns, fake petals, confetti, glitter, birdseed and rice are expressly prohibited from being used.
7. Candles are NOT permitted. LED candles are OK.
8. Very minimal candles may be used as part of a ceremony but cannot be placed along walkways, porches, in and around the building or common areas.
9. Smoking is NOT permitted inside the Summer House building.
10. Music (and other noise sources) must be kept to a level that does not disturb visitors or staff.
11. Running or shouting in the building are prohibited.
12. Children must always be under adult supervision with at least one adult accompanying every five children.
13. No motorized/personal vehicles, except for vendor delivery & pick-up, are allowed in the Garden.

Cancellation Policy

Cancellation requests must be made in writing, at which time your event will be removed from Kanapaha's calendar and the non-refundable reservation deposit is forfeited. Renter understands and accepts that refunds for monies already paid towards the remainder of the event balance are subject to a 3% processing fee.

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Event Interruption (Acts of God, War Time, Pandemic, Etc.)

Kanapaha Gardens is not responsible for rental activities that cannot proceed during the scheduled time by an "Act of God" or act, rule, or order of a governing authority; including, but not limited to: inclement weather, hurricanes, fallen trees, floods, fire, epidemics, quarantines, shelter in place orders, employee restrictions, or other extreme weather or environmental conditions. According to the conditions described in this paragraph, the rental party may apply their full reservation deposit, and any other monies paid, to a later date on the condition that the rescheduled event occur within one year of the original event date (based on availability).

Monies previously paid will be applied to the same package originally selected by the rental party, but the rental party will have the option to change their package on the condition that they agree to pay any additional charges or fees associated with the new rental package, with the balance due one month prior to the event.

Kanapaha will make every possible attempt to reschedule the event as quickly as possible if it's interrupted by such acts, but makes no guarantee at restitution. Renter understands and accepts that their non-refundable reservation deposit is forfeited and refunds for payments made towards the remainder event balance already paid are subject to a 3% processing fee if Kanapaha and Renter are unable to reschedule the event within one calendar year from the original rental date.

I UNDERSTAND AND AGREE TO THE RULES AND REGULATIONS STATED IN THESE EVENING FACILITIES RENTAL GUIDELINES AND ACCEPT THE FEES LISTED ABOVE.

Signature of Renter

Today's Date

Please Print Name

Date of Event

For further information, please contact our Rental Coordinator at (352) 372-4981 ext. 103 or email at kanapahagardens@gmail.com

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