



EVENT/WEDDING RENTAL AGREEMENT

This contract outlines the terms and conditions for the rental of facilities at **Beech Creek Botanical Garden & Nature Preserve** (*hereinafter referred to as "BCG"*), located at 11929 Beech St., Alliance, Ohio 44601. "BCG" includes its directors, employees, agents, contractors, vendors, successors, and assigns.

_____ (*hereinafter referred to as "the Customer"*) agrees to rent BCG facilities for an event on _____ (*event date*). By signing this agreement, the Customer confirms that all application information is accurate and agrees to use the facilities and surrounding property with care.

The Customer agrees to follow all rules and regulations outlined in this contract and the BCG rental guidelines.

This contract constitutes the entire agreement between BCG and the Customer and becomes binding upon signature by both parties. Any changes must be made in writing and signed by both BCG and the Customer.

CUSTOMER INFORMATION

Customer Name(s): _____

Email: _____ Phone #: _____

Address: _____ City: _____ St: _____ Zip: _____

SECURITY DEPOSIT REFUND

The security deposit refund will be mailed to the indicated address following the event, dependent upon all guidelines and policies having been met:

Make Payable to: _____

Address: _____ City: _____ St: _____ Zip: _____

☐ I'd like to donate my security deposit to Beech Creek Gardens

EVENT DETAILS

Proposed Event (*Wedding, Wedding & Reception, Party, Shower, etc.*): _____

Event Date: _____ *Event Time: _____ to _____

*Standard rentals have the choice of a 4- or 6-hour time block. Pricing reflects time selections. Wedding rentals are booked for the entire day. A 1-hour Rehearsal is included with Wedding rentals. Rehearsal dates/times can be selected on a first come, first-served basis. Events can be held between the hours of 10am and 11pm. Time block includes set-up (decorating), event, clean up and tear-down. The Butterfly House is the exception, with rentals being limited to 3 hours.

Anticipated Set-Up Time: _____ to _____ Approximate Number of Guests: _____

Wedding Rehearsal Date & Time Request (if applicable): Date: _____ Time: _____ to _____

RENTAL LOCATION SELECTION

Rental Site(s)		Cost & Rental Length <i>(Non-Member)</i>	Cost & Rental Length <i>(Member)</i>
☐	SMALL WEDDING PACKAGE <i>(Max: 25 guests)</i> - Secret Garden - Wildlife Deck - Access to Grounds for Photos <i>(Bridal Party only!)</i> 1-Hour Rehearsal	☐ \$1,000.00 (Daily Rental)	☐ \$900.00 (Daily Rental)
☐	LARGE WEDDING PACKAGE <i>(Max: 96 guests)</i> - Secret Garden - Woodland Pavilion - Access to Grounds for Photos <i>(Bridal Party only!)</i> 1-Hour Rehearsal	☐ \$1,250.00 (Daily Rental)	☐ \$1,100.00 (Daily Rental)
☐	Wedding Officiant	☐ \$150.00	☐ \$150.00
☐	Secret Garden <i>(Max: 175 guests)</i>	☐ \$850.00 (Daily Rental)	☐ \$750.00 (Daily Rental)
☐	Woodland Pavilion <i>(Max: 96 guests)</i>	☐ \$320.00 (4-Hours) ☐ \$480.00 (6-Hours)	☐ \$280.00 (4-Hours) ☐ \$430.00 (6-Hours)
☐	Wildlife Deck <i>(Max: 25 guests)</i>	☐ \$160.00 (4-Hours) ☐ \$240.00 (6-Hours)	☐ \$140.00 (4-Hours) ☐ \$210.00 (6-Hours)
☐	Pavilion Fire Pit	☐ \$25.00	☐ \$20.00
☐	Butterfly House / Caterpillar Nursery <i>(Max: 30 guests)</i> <i>*Only available after hours</i> <i>*Seasonal availability</i>	☐ \$300.00 (3-Hours)	☐ \$270.00 (3-Hours)

RENTAL POLICIES

Cancellation Policy

If the Customer cancels the event, BCG must be notified immediately. If cancellation occurs **30 days or more prior to the event**, BCG will retain the **\$150 security deposit as a processing fee** and refund the remaining balance paid by the Customer. **No refunds will be issued for cancellations made within 30 days of the event date.**

Fees

To confirm a reservation, a **deposit equal to 25% of the total rental cost plus a \$150 security deposit** is required at the time of signing this agreement. The remaining balance, including any optional amenities, is due **30 days** prior to the event date. **Failure to comply with rental policies may result in the forfeiture of the security deposit.**

Inclement Weather

Customers are encouraged to have a Plan B alternate location in the event of inclement or extreme weather. If cancellation is necessary due to weather, BCG will work cooperatively with the Customer to make the best decision. **BCG will retain a \$150 processing fee and refund the remaining balance paid.** However, **BCG reserves the right to make the final determination regarding weather-related cancellations.**

Decorations

The following decorations are **NOT** permitted: confetti, rice, faux flower petals, silly string, glitter, water balloons, candles, sparklers, or any open flame, with the exception of birthday candles. The fire pit, **when reserved as an optional amenity** and approved by BCG, is the only other permitted fire source. **Stapling, drilling, or any actions that may damage the facility are not permitted. All other decoration requests must receive prior approval from BCG.**

Policies

- Rental does **NOT** include General Admission to the grounds. **If guests explore the grounds without purchasing admission, additional charges may apply and the security deposit may be forfeited.**
- Rental includes use of the site, tables, and chairs.
- The Customer is responsible for the behavior of all guests.
- Smoking and illegal substances are not permitted anywhere on the premises.
- Live musicians and music are permitted, but must be kept at a reasonable volume.
- BCG is a public facility, and other visitors or events may be present at the same time. Alcohol is permitted with prior approval and must remain within the designated rental area at all times. The Customer shall indemnify and hold BCG harmless from all liability for improper use of alcohol
- Caterers and food trucks are allowed during the allotted rental time.
- Wedding Photography: Only the Bridal Party is permitted on grounds for photos. Do not enter flowerbeds or mulched areas. Do not move or disturb any plants, containers, benches, etc. Please respect other guests on the grounds.

Clean Up

- All trash and litter resulting from the event must be placed in garbage bags provided by BCG and disposed of in the dumpster located along the southeast edge of the main parking area.
- All decorations, belongings, and trash must be removed within the allotted rental time. Items left behind will be considered donations to BCG and may be disposed of or used at BCG's discretion.
- Any damage to the facility, grounds, or equipment, or any loss of equipment, must be repaired or replaced at the Customer's expense. **Failure to do so will result in forfeiture of the security deposit.**

Grounds Admission

- There is no admission fee for guests to attend your event. However, as mentioned in our policies, **your rental does not include general admission to the grounds.**
- Guests who are BCG members receive free admission as usual. You may also purchase individual admission passes for your guests. Groups purchasing 25 or more passes receive a 20% discount. Wristbands will be provided to distribute to guests with purchased admission.
- General admission includes access to the gardens, playgrounds, hiking trails, Butterfly House, and Amazing Garden *(Some attractions have limited or seasonal hours; Please check the website for current hours).*
- **If admission passes are not purchased, the Customer is responsible for informing guests that they may not access the grounds. Guests found exploring the grounds without admission may result in additional charges and forfeiture of the security deposit.**

Members receive a 10% discount on rentals, free general admission, 10% off plants & gift shop purchases, discounts on special events, and workshops. Let our Visitor Center representative know if you're interested! **Membership discounts would immediately apply to this rental!**

The undersigned Customer agrees to release, waive, and discharge Beech Creek Botanical Garden & Nature Preserve (BCG) from any and all liability, claims, losses, or demands arising from any loss, damage, accident, illness, injury, or death sustained by the Customer or the Customer's guests while attending the event at BCG. The Customer further agrees to release BCG from any liability, claims, losses, or damages arising from the actions or services of vendors or service providers participating in the event.

The Customer agrees to defend, indemnify, and hold harmless BCG from any claims, losses, expenses (including attorney's fees), damages, or liabilities resulting from injury, death, property damage, loss of use, or theft arising directly or indirectly from the event, to the extent caused by the actions or negligence of the Customer or the Customer's guests. BCG reserves the right to approve or deny any rental application, group, or event at its discretion.

FOR OFFICE USE ONLY			
Rental Total	\$	DUE TODAY	
Membership <i>(if joining)</i>	\$	25% of Total	\$
Security Deposit	\$150.00	Security Deposit	\$150.00
GRAND TOTAL	\$	TOTAL DUE TODAY: <i>*4% Fee for Debit/Credit</i>	
		REMAINING BALANCE: Due On: _____ (30 Days Prior to Event)	

Printed

Signature

_____/_____/_____
Date

Printed

Signature

_____/_____/_____
Date

FOR OFFICE USE ONLY							
Date	Amount	Notes	Credit/Debit (+4% Fee)	Check #	Cash	Initials (BCG Rep)	Balance
Total Due / Beginning Balance							\$
		Initial Payment					

Record payments, calculate and write in new balance; Print and staple a receipt of payment to the Agreement