



# rental guidelines

The Garden is an educational institution, a repository of rare and endangered species, and a living museum. Protection of its treasures is primary and we respectfully request that you keep these rental guidelines in mind.

**CONTRACTING DETAILS:** Venue pricing includes use of space for a specified time-frame; catering, décor, beverage services, etc. are priced additionally. A rental reservation is considered confirmed and binding after the date, time, guest count and location are agreed upon and the following have been received by the special events department:

- **Signed rental agreement**
- **Non-refundable rental deposit**
- **Refundable security/damage deposit**
- **Certificate of Insurance**

**CATERING:** The Garden maintains an (exclusive) list of Atlanta caterers. Event food may only be provided by one of them. This allows us to assure the quality of the event's food service and keeps delivery traffic from unfamiliar vehicles to a minimum on environmentally sensitive Garden property. Catering equipment including all dishes, barware, linens and service needs for the event is to be provided by the caterer. Caterers are responsible for the materials and personnel they bring into the Garden. **NO OUTSIDE FOOD OR BEVERAGES MAY BE BROUGHT INTO THE GARDEN.**

**BEVERAGES:** The Atlanta Botanical Garden holds a Georgia Liquor License and provides top-quality beverage selections, a choice of beverage plans, and complete coordination of bar staff. For events planning to serve alcohol, all the products and services must be provided by the Atlanta Botanical Garden in accordance with Georgia law. There is no minimum alcohol purchase required. Alcohol can only be legally served in Fulton County on Sundays after 12:30 p.m. Under no circumstances can alcoholic beverages be brought on Garden property. The Garden requires a deposit for all events serving beverages, under/over payments will be adjusted on the final invoice.

**EVENT STAFF:** The Garden will provide event staff to supervise set-up and tear down, direct maintenance and security needs, manage bar and staff, and oversee outside vendors to insure a smoothly executed event. Maintenance and security staff will be scheduled based on the event's needs.

**PHOTOGRAPHY:** Lessee may employ the photographer of their choice with the understanding that the Garden may contact the photographer for copies of the event photos for use in all manners. Lessee waives all rights to compensation for use of the photographs. All photography sessions must reserve a date and time. There is a fee of \$200 (up to 10 guests) for 2 hours of photo sessions that are not a part of an event taking place at the Garden. For groups larger than 10, there is an additional charge of \$20 per person. To schedule a commercial photo shoot, contact the Marketing Department at 404-591-1550.

**PARKING:** Parking is available on site in the SAGE Parking Facility. The first 30 min. is free, the second 30 min. is \$2, each additional 30 min. is \$1, and the maximum daily fee is \$15.

**VENUE RESTRICTION/EXCLUSIVITY:** Contracts are written for a set amount of time and exclusive use of specific spaces within the Garden. The Garden reserves the right to book multiple events simultaneously. Exclusive events are only held after regular Garden hours and have access to the entire Garden.

**GARDEN ADMISSION:** For events booked during the Garden's daytime hours, admission fees are waived for attendees. Additional charges may apply during special ticketed exhibitions or events. Should attendees wish to visit the Garden outside of event rental time, the Garden reserves the right to charge admissions.

*The Garden is a non-smoking and no firearms facility.*

Visit [www.gardenevents.org](http://www.gardenevents.org) for complete information on rental spaces, beverage services and more.