



Jacksonville Arboretum & Botanical Gardens
1445 Millcoe Road
Jacksonville, Florida 32225
(904) 318-4342
Info@jacksonvillearboretum.org

SITE USE RENTAL GUIDELINES

Dates & Times

- Offered year-round.
- Daytime hours when the Jacksonville Arboretum & Botanical Gardens (JA&BG) is open to the public.
- Evening hours (5 -7 PM) during Daylight Savings Time months, will incur additional fee due to staff requirements
- Rental period - minimum 2 hours

Capacity

- 100 maximum

Restrooms

- For events over 60, a portable restroom unit will be required, and this can be provided by the approved Event Vendor, PRI Productions.

Parking

- Guests can park in main lot or JEA easement lot
- If using JEA lot (approx. 30 spaces), guests would have to walk on trail (or along Millcoe Road) to venue or Event Vendor can provide a shuttle or valet service
- Other remote options may be available, accessible by foot, shuttle or valet service. Client to be responsible for additional parking arrangements.

Included

- Rental Coordinator, Trash Pickup and Custodial Fees
- Selection of 1-2 site locations (Client may select one site for ceremony and the same or another location for the reception or activity)
- 1 hour rehearsal one day before (during normal JA&BG hours only)
- Use of JA&BG parking lot and JEA easement

Site Rental add-ons (non-typical)

- Security is required for all after-hours events and those serving alcohol and it is the Client's responsibility to hire security personnel from an approved private security company or off-duty security personnel from the Jacksonville Sheriff's Office (JSO).
- Portable restroom and/or hand-wash station (for events with over 60 people)
- Generator due to limited on-site electricity

TERMS AND CONDITIONS

(See additional details in Rental Agreement)

General

- Event party must abide by all rules and regulations posted at the Arboretum & on its website
- Since JA&BG is open to the public 7 days a week, there will be other visitors enjoying the during an event. JA&BG will provide event signs to steer visitors away from event activities but cannot prevent visitors from observing or approaching the event area.
- No smoking on the premises
- No dressing rooms are available
- No rice, birdseed or confetti may be thrown
- No balloon, dove or butterfly releases
- No flammable candles, torches or other such flames may be used including sparklers
- Soap bubbles and flower petals allowed if leftovers removed
- Client event signs and banners must be approved by JA&BG and contained within rental area. JA&BG will provide private event signage to inform public.
- No tacking, pinning, nailing or taping to any trees, shrubs or built surfaces & no plants may be covered or disturbed.
- No refunds for inclement weather; Client responsible for making alternate arrangements
- Alcohol may only be served by a caterer or other person who is properly licensed by the State of Florida to dispense alcoholic beverages and shall be confined to the Rental Site.

Reservations & Deposit

- Site Rental Reservation Application must be submitted to secure a 10-day provisional booking date.
- Event location(s) and event date are not guaranteed until a signed *Site Use Rental Agreement* and a non-refundable deposit equal to 50% of total rental charge due are received with balance due 30 days prior to event. Failure to pay within 30 days prior will result in forfeiture of deposit and cancellation of reservation.
- Rental period includes all set-up, event, and breakdown including removal of all event items from site and area returned to its original condition.
- \$250 damage deposit, payable 30 days prior to event and refundable 10 days after event if no damage.

Cancellations/refunds

- Cancellations and refunds must be requested in writing (email or regular mail)
- The 50% deposit is non-refundable in its entirety.
- The balance of any other remaining payments received will be refunded, less the appropriate percentage of the total rental charges representing liquidated damages based on time of written cancellation notice. See Site Use Rental Agreement for details.

Insurance & Licenses

- Client must obtain insurance, which is short-term special event coverage for those hosting/organizing an event at a specific venue (The Arboretum). Client shall be required to purchase or show proof of required coverage and the City of Jacksonville and the Jacksonville Arboretum & Botanical Gardens will be named in the policy as Additional-Insureds.

www.jacksonvillearboretum.com
1445 Millcoe Road, Jacksonville, FL 32225

- Event Vendor and any other contractors hired by the Client must meet all local and State requirements, including required licenses and proof of insurance.

Event Vendor

- All vendors are subject to approval by JA&BG. If the special event requires products, equipment and related services that will be set up on the rental site, the Client will be required to hire our professional Event Vendor, PRI Productions. At its sole discretion, JA&BG may approve a Client's request to hire its own specialty vendors; however, all vendors must coordinate their activities through an the approved Event Vendor, PRI Productions. Other vendors/contractors not requiring site set up, such as officiate or photographer, may be hired separately by the Client.

Security

- If the rental period extends beyond JA&BG's normal operating hours and/or alcohol will be served at the event, Client will be required to hire, at Client's expense, security personnel from an approved private security firm or the Jacksonville Sheriff's Office and provide copy of agreement with such security thirty (30) days prior to date of event. Securitas is our preferred security company.

Rental Coordinator

- For larger parties requiring arches, tents, lighting and other items - PRI Productions, an independent event company, will be used as rental preferred vendor, whose fee will be paid by the Client as part of the Site Use Rental Agreement. PRI Production, the Event Vendor will monitor site activities related to the rental agreement. Rental Coordinator's fee is included in the total site rental charges.
- A *simple vow exchange* will be the exception

Music

- Type of music must first be approved by JA&BG and any music with amplification must be kept at a reasonable decibel level as solely determined by JA&BG to assure that the Arboretum's other visitors and neighbors are not disturbed.

Other Conditions

- JA&BG reserves the right to approve or reject at its sole discretion, for any reason, any and all requests to schedule events on the property.