



Jacksonville Arboretum & Botanical Gardens

1445 Millcoe Road

Jacksonville, Florida 32225

(904) 318-4342

Event Site Use Application

For the purposes of this application and the \$299 Mon.-Thurs. and \$349 Fri.-Sun. non-refundable rental fee, a "simple event" consists of

- the use of a single location for a total time of 2 hours and up to 50 guests. (Each additional guest is \$5 each. Each additional hour is \$99)

Application Date: _____

Name/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary phone: _____ Alternate phone: _____ Email: _____

Event Date: _____ Site Usage Time Frame: From: _____ To: _____

(Time Frame includes setup, event, breakdown, and departure from site and must be within the hours of 8 a.m. - 5 p.m. unless otherwise approved by JA&BG).

Type/Purpose of Event:

____ Wedding Ceremony Only ____ Reception Only ____ Wedding Ceremony & Reception

____ Family Event (Describe): _____

____ Business Function (Describe): _____

____ Other (Describe): _____

Approx. # of Guests: _____

Approx. # of Vehicles _____

Alcohol: ____ Yes ____ No (Alcohol at event will require security and appropriate licensed vendor)

Site Location:

____ The Pavilion and Pavilion Lawn

____ Other location (please specify) _____

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Site Rental Reservation Application

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Comments: _____

For information on site rental fees, event locations, guidelines, and reservation request forms, go to www.jacksonvillearboretum.org. To arrange a tour to view event locations, email the Rental Coordinator at info@jacksonvillearboretum.org. Tours are by appointment only. All reservation requests must be made in writing and submitted via mail (address below) or email at info@jacksonvillearboretum.org. A minimum of 90 days advance notice for site rentals is required; however, JA&BG may, at its sole discretion, make exceptions if the request can be accommodated within the timeframe. Please allow 3-5 business days for a response, which will include a copy of our Rental Agreement and Site Rental Rates. A provisional booking date may be held for 10 days. Event date is not guaranteed until a signed Rental Agreement and a 50% non-refundable deposit is received. Event may be cancelled if remaining amount due is not received by the due date.

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 may be other visitors enjoying the Arboretum 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 including parking lot
- 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 non-synthetic flower petals are permitted if petals are picked up after Event
- 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.

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.

- Each signatory agrees to defend, indemnify, and hold harmless the City and the Jacksonville Arboretum & Botanical Gardens, Inc., and their officers and its employees, and hereby release the same, from and against all liability, claims, demands, and expenses, including court costs and reasonable attorney's fees, on account of any property damage, bodily injury, sickness, damages, or other loss of any kind whatsoever, which arise out of an event at the Jacksonville Arboretum & Botanical Gardens, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the act, omission, or other fault of myself, or any other participating in an Arboretum event. From time to time, Jacksonville Arboretum and Botanical Gardens (JABG) staff and volunteers may photograph the grounds, visitors, staff, and/or volunteers to document activities and events that are taking place. These visuals may be used in promotional materials, on the website, or for other public relations purposes. By signing below, you 1) give consent to be photographed, 2) give consent for the images to be used at the discretion of the JABG staff and/or volunteers, and 3) understand that there is no monetary exchange for use of your image by JABG and its affiliates.

SITE USE GUIDELINES AND RENTAL AGREEMENT

Agreement and Signature page

I understand and agree with Jacksonville Arboretum & Botanical Gardens site use guidelines and rental agreement: on this form, on the web-site and at the actual location of 1445 Millcoe Rd, Jacksonville, FL 32225.

Date of Event _____

Today's Date _____

Printed name _____

Signature _____

FOR USE BY JACKSONVILLE ARBORETUM & GARDENS ONLY:

Date received signed _____

Comments

Approved:

By: _____

Date: _____

_____ Added to JA&BG calendar (10-day provisional booking pending signed agreement & deposit)

www.jacksonvillearboretum.org 1445 Millcoe Road, Jacksonville, Florida 32225 904 318 4342