



2145 Centre Avenue | Fort Collins, CO 80526  
970.416.2486 | fcgov.com/gardens

## 2023 RENTAL POLICY INFORMATION

The following document is intended to help address and clarify common client questions. Clients will be required to review our full Facility Rental and Event Guidelines and sign our contract prior to booking, which includes additional information and policies.

### Booking

- Spaces can be reserved up to one year in advance. A 50% non-refundable deposit is required to reserve a space.
- We are an outside venue with limited indoor options – weather is a risk that the client assumes when booking our venue. We are unable to refund or relocate an event due to severe weather.
- Outdoor spaces are available from mid-May to mid-October.
- All spaces are charged hourly with minimums. Your rental timeframe includes décor setup and cleanup. If your event runs over the contracted end timeframe, you will be charged for the additional time by the full hour. Prorated partial hours are not available.
- Certain spaces can accommodate daytime rentals while others can accommodate afterhours events only. Capacities are dependent on the desired layout. Our team will work with you to find the right space for your needs.
- Cancellations and rescheduling can be accommodated up to 7 days prior to the event; the 50% reservation deposit will be forfeited.
- A security deposit and liability insurance are required for events with more than 40 attendees or events with alcohol regardless of guest count. Liability insurance can be purchased through the City for \$100 or the City can be listed as an additional insured through your existing insurance.

### Décor

- Prohibited décor items include but are not limited to: glitter, confetti, candles/flames, real or artificial flower petals, rice, bird seed, sparklers, balloon releases, and fireworks.
- Décor, including signage, must be confined to the rented space. Clients cannot store, set up, or stage items outside of the rented space.
- Décor cannot be taped, nailed, stapled, or tacked to any part of Gardens property.
- Gardens will set up any tables, chairs or linens reserved. Other décor setup and breakdown is the responsibility of the client.
- Gardens exhibits, structures, and other property cannot be moved or covered for any reason unless specifically approved in advance.

### Food and Beverage

- All food served at rental events must be commercially prepared or packaged.

- On-site caterers must be approved. You can select from our preferred vendor list, or the caterer of your choice may apply to become an approved vendor for the facility. Food trucks are allowed.
- There are no kitchen facilities on-site. Due to Larimer County Health Guidelines, the outdoor grill cannot be used for catering.
- Alcohol can be served at afterhours events through our concessionaire, Sapphire Events LLC. Alcohol service must stop at 8 p.m.

### **Music**

- Due to our proximity to residences, all music must end by 8 p.m. and stay under designated decibel limits, which will be monitored by our staff.
- The following are allowed in any rental spaces: acoustic string instruments, acoustic woodwind instruments, and spoken word into a microphone (speaker equipment provided by us).
- The following are allowed ONLY at the Great Lawn, Everitt Pavilion and Children's Garden: amplified string instruments, amplified woodwind instruments, keyboards with built in speakers, amplified vocals, and pre-recorded music played from a small speaker.
- The following are NOT allowed in any location: DJs, accordions, bagpipes, brass instruments, drums, electric guitars, horns of any kind including trumpets, tuba, saxophone, etc.

### **Guest Behavior**

- Flowers, leaves, seeds, and other garden items cannot be picked or collected.
- Guests must stay on designated pathways and out of planted beds at all times, including for pictures.
- Outside alcohol, tobacco and marijuana products are not allowed in any form.
- Pets are not allowed.
- Skateboards, roller skates and bikes are not permitted within grounds.
- During afterhours events, guests are allowed only in the area that has been rented and cannot wander the Gardens in its entirety.
- All event waste and recycling must be completely contained within provided receptacles.

Violation of any rental policy outlined in this document or other documents provided by The Gardens is subject to the immediate termination of the rental and/or additional fees, which will be deducted from the security deposit or otherwise charged to the client.