

Event Rental Agreement



Contact Information

Name			
Address			
Phone		Email	
Day of Event Coordinator		<input type="checkbox"/> No <input type="checkbox"/> Yes	Info
Caterer		<input type="checkbox"/> No <input type="checkbox"/> Yes	Info
Alcohol		<input type="checkbox"/> No <input type="checkbox"/> Yes	Security Required <input type="checkbox"/> No <input type="checkbox"/> Yes

Type of Event

Event Details

Date of Event		Approx # of Guests	
Reserved Time		After hours req'd	<input type="checkbox"/> No <input type="checkbox"/> Yes
Event Location			

Facility Fees

SITE WIDE - ALL ACCESS - \$2,500	\$
Woman's Building - \$750 Full Day /\$400 Half-Day <input type="checkbox"/> 9am - 12pm <input type="checkbox"/> 1pm - 4pm	\$
Grand Pavilion - \$600	\$
Children's Pavillion - \$150 for 2 hour rental - 25 guest max	\$
Little Red School House - \$200 for 2 hour rental - 25 guest max	\$
Lower Classroom - \$100	\$
After-Hours Fee - \$100 per hour	\$
Security - \$55/hr.	\$
Grand Piano - \$75	\$

Wedding Rental Agreement

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Chairs - \$1 each

Location		_____ Black	_____ White	\$
Location		_____ Black	_____ White	\$

Tables - \$8 each

Location		_____ Rectangle	_____ Round	\$
Location		_____ Rectangle	_____ Round	\$

TOTAL FOR RENTAL	\$
LESS 50% NON-REFUNDABLE DEPOSIT	-
BALANCE DUE	\$

ACKNOWLEDGEMENT:

As the Lessee, I acknowledge I have been given a copy of the East Texas Arboretum and Botanical Society Rental Agreement, Event Rules, Regulations, and Arboretum Garden Etiquette, Photo Release form, and Release of Liability Agreement, and I agree to all rental fees, rules, and regulations as outlined. I further assume all responsibility for any and all actions, losses, misconduct, damages, claims, or liability caused by failure to adhere to the regulations as outlined in this Rental Agreement and will hold the Arboretum harmless. By signing this Rental Agreement, I understand that failure to pay fees owed or failure to comply with the rules and regulations will result in cancellation of the event and forfeiture of any and all deposits and/or fees paid.

Signature of Lessee
Date

Authorized Staff Signature
Date

Event Rules, Regulation, and Arboretum Garden Etiquette



- Rental times are scheduled for Arboretum hours, 9am-5pm. After hours (5pm-11pm) are available for an extra fee of \$100 per hour. **NO EVENTS PAST 11PM.** Rental times include set-up and take down. If you go over your scheduled time, you will be charged \$150 per hour.
- Arboretum staff will be on-site for grounds supervision only.
- Rental fee is for location only.
- Rental of tables and/or chairs is available. Set-up **NOT** included in rental price.
- Smoking, vaping, or tobacco use of any kind are not permitted on the grounds or in parking lot. No illicit drug use.
- **ALL OUTDOOR FLAMES ARE PROHIBITED** including candles, cooking grills, and fireworks.
- Do not take, feed, or harm any of the wildlife.
- No hunting or weapons are allowed on Arboretum property.
- No swimming or wading in the pond or water features.
- No rice, birdseed, confetti, glitter, powder or balloons.
- Use existing pathways and sidewalks - garden areas are for viewing only.
- No altering of landscaping before, during, or after events.
- No use of nails, tape, glue, pins, or tacks for decorations.
- Parking in designated areas only.
- Security required for events serving alcohol.
- Leave the Arboretum grounds how you found them.

At the conclusion of your event, **ALL TRASH MUST BE REMOVED.** A dumpster is provided in the lower-level parking lot for your convenience.

I have read, understand, and agree that all guests, members of the party, and I will abide by the Event Rules, Regulations, and Arboretum Garden Etiquette stipulated in this document.

Signature of Lessee

Date



Photo Release Form

The East Texas Arboretum & Botanical Society has my permission to use my photograph publicly to promote the Arboretum.

I understand that the images may be used in print publications, online publications, presentations, websites, and social media.

I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Signature of Lessee
Date



Release of Liability

I, _____, representing _____, do hereby release and forever discharge the East Texas Arboretum & Botanical Society (“Arboretum”), its agents, employees, and representatives from any and all claims, demands, damages, actions, or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, sustained by me, or to any property belonging to me, and also any and all injuries and damages that may develop in the future, as a result of participation in an event on the Arboretum grounds or in its facilities.

I further hereby agree to indemnify and hold harmless the Arboretum from any loss, liability, injury, damage, or costs, including court costs and attorney’s fees, that may arise from or relate to my participation in any activity or event and is caused in whole or in part by my negligence or intentional act and/or omission while on the Arboretum grounds or in its facilities. This release shall be subject to and governed by the laws of the State of Texas.

It is my express intent that this release shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns, and personal representative (hereafter referred to as “releasee”), if I am not alive, and shall be deemed as a release, waiver, discharge, and covenant not to sue the above named releasee.

I UNDERSTAND THAT THE ARBORETUM WILL NOT BE RESPONSIBLE FOR ANY MEDICAL OR OTHER COSTS ASSOCIATED WITH AN INJURY I MAY SUSTAIN DURING PARTICIPATION AT ANY EVENT AND/OR ACTIVITY ON THE ARBORETUM GROUNDS OR IN ITS FACILITIES.

This release has been read and fully understood by the undersigned and has been explained to me.

EXECUTED this _____ day of _____, 20____.

Signature of Lessee
Printed Name