



Desert Botanical Garden
1201 North Galvin Parkway
Phoenix, Arizona 85008
www.dbg.org

Weddings/Social Events
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Mission Statement: *The Garden's commitment to the community is to advance excellence in education, research, exhibition and conservation of desert plants of the world with emphasis on the Southwestern United States. We will ensure that the Garden is always a compelling attraction that brings to life the many wonders of the desert.*

Thank you for your interest in using the facilities at the Desert Botanical Garden. The Desert Botanical Garden is pleased to make its facilities available for special events. However, because the Garden is a living museum, there are a number of restrictions placed upon its use. To help you make your decision regarding the use of the Garden, we ask that you study our guidelines carefully.

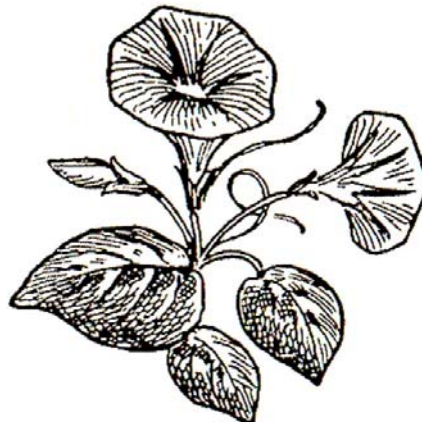
The Desert Botanical Garden, Inc. ("DBG") is a non-profit corporation devoted to the display, research and interpretation of desert plants from all over the world. DBG receives no operating funds from local taxes. The Garden is a living museum, one of only a few botanic gardens in the country accredited by the American Association of Museums.

The Garden's collection numbers over 20,000 cataloged plants and represents one of the most important documented collections of desert plants in the world. Many plants in the collection are rare, threatened, and endangered.

The main building at the Garden's Webster Center is listed on the National Register of Historic Places.

Because of the uniqueness of our collection and our facilities, DBG does not allow any activity or event which may result in damage or disturbance to the plant collection or Garden facilities or which may interfere with public use during Garden business hours. All activities or events at the Garden must be consistent with the purposes of the Garden and appropriate for the facilities. All activities and entertainment must be approved in advance by the Garden. All decisions regarding the use of the facilities are made with these principles in mind. DBG reserves the sole right to determine appropriate use and to interpret these guidelines.

As a condition of the use, rental users of the Desert Botanical Garden are required to indemnify the Garden and its trustees with respect to any liability arising out of or resulting from use of Garden facilities. Users are also responsible for any damage to Garden facilities or collections and all costs associated with necessary repairs.









Policies and Procedures



The Dorrance Hall, Weisz Learning Center Classrooms, Boppart Courtyard, Binns Wildflower Pavilion, Herb Garden, Amphitheater, Pratt Ramada, Whiteman Conference Room, Webster Center, including Webster Auditorium, Eliot Patio, and Ullman Terrace are available for use by groups, organizations, and businesses when the Garden is closed to the public and/or when there is no conflicting Garden activity. The facility rental fee returned with a signed contract will confirm the use of the facility.

Your cooperation is needed in complying with the following regulations to ensure the success of your event and the security of the facilities and to protect the Garden's valuable plant collection.










Garden Policies

-  Because the Garden is a private non-profit institution, we do not allow activities that involve raising funds to benefit any organization other than the Garden. Garden facilities may not be used for political events, religious functions (excluding wedding ceremonies), commercial promotions, and any other function that may conflict with the interests or mission of the Garden, or events which the Garden is unable to serve appropriately or adequately.
-  The User shall only be entitled to use those portions of the Garden designated in its agreement with Desert Botanical Garden. Because of the Garden's growth and collections, tenting is not permitted. No indoor back-up facilities are available for outdoor events unless specifically provided in the written agreement with DBG. Rental of one portion of the Garden's facilities does not confer any right to use any other portion of the Garden absent a prior written agreement with DBG. If Webster Auditorium is reserved or is designated as a back-up facility, the User is advised that Webster Auditorium is limited to groups of no more than 100 people.
-  Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of Garden guests, personnel, visitors, collections or facilities are expressly prohibited. DBG personnel may request that individuals engaging in such behavior leave the Garden premises. DBG personnel may terminate any event at any time, if, in their reasonable judgment, the event endangers the Garden, its guests, personnel, visitors, collections or facilities. Garden personnel shall strictly enforce the agreement and regulations. The User is responsible for the behavior of its guests, invitees and agents while they are at the Garden.
-  **Smoking is prohibited on Garden grounds**, beginning at posted entries from all paved parking lots with no exceptions. The Desert Botanical Garden is committed to providing a healthy, safe and comfortable environment for its visitors, staff and volunteers, as well as protecting its facilities and plant collection from the dangers of smoke and fire damage. Violation of this policy will result in loss of partial or all of the security deposit if smoking or evidence of smoking is discovered before, during or after the event and clean up by Garden staff is required. Smoking is only permitted in paved parking lots.
-  DBG does not have an area for the storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of time of delivery. All rental items, décor, trash etc. must be removed from public areas immediately following the event and be picked up from the service yard by 9:30 a.m. the following day. Charges for unusual clean-up required after the event will be billed to the User.
-  Garden facilities will be available to Users only during the hours indicated in the agreement with DBG. After a ½ hour grace period, and additional 50% surcharge per hour (based on the total facility rental charge) will be added to the fee for the use of the Garden facilities.

Insurance and Liability

-  A certificate of insurance from the User's insurance company naming the DBG as an additional insured party must be provided to the DBG at least 48 hours prior to the event. The User must demonstrate public liability coverage of at least \$1,000,000. Such a certificate must be issued at no additional cost to the DBG. The letter agreement executed by the User must contain a provision to indemnify the DBG. The User's insurance company shall state the DBG will be held harmless with respect to any liability arising out of or relating from use of Garden facilities.
-  The User agrees to take the utmost care not to damage any of the facilities. The User will be responsible for all damages to buildings, equipment, fixtures, and furniture arising out of the use of the Garden. In addition, DBG will not be liable to the User, its guests, agents, performers, or employees for any loss or damage to personal property.

Other Regulations

-  All printed materials (invitations, announcements, press releases, etc.) relating to the event must be submitted to DBG for approval before they are in their final printing stages.
-  The Garden is rented “as is”. Decoration must be approved in advance and shall be limited to table decorations or free standing decorative elements. Nothing may be placed or hung on walls, doors, or windows of the buildings. This includes the use of tapes or tacks in walls, floors, doors, door frames or furniture. In addition, nothing may be hung from plants or trees (i.e. Piñatas, lanterns, lights) nor may anything be placed in plant beds or planters. The fireplace in Webster Auditorium may not be used. Candles on the mantle are for decoration only and are not to be used or moved. Signage must be approved by DBG in advance. No doorway may be locked or public corridor blocked in any way. Electrical connections and special lighting must be approved in advance by DBG’s Director of Facilities. Smoking is not permitted in any Garden buildings. Dancing is not permitted inside Webster Auditorium.
-  Because of the Garden’s collection and wildlife; confetti, bird seed and rice are prohibited. Bubbles are acceptable.
-  Cut flowers are acceptable; live potted plants must be purchased through the DBG Plant and Gift Shops (480-481-8113) or through one of our preferred nursery vendors. Please see Events Department for contacts. Live potted plants cannot be placed on or near existing garden beds. No potted plants are allowed in the Amphitheater or Pratt Ramada. All plants and flowers must be delivered the day of the event and removed from the Garden after the event.
-  Table decorations which include candles must be enclosed in glass or ceramic holder. Candles are not allowed inside Webster Auditorium. Confetti may not be used for table décor.
-  All costs of food, floral, linens, rentals (round tables and fancy chairs, ect.), entertainment, and other features of the private event are the responsibility of the host.
-  Musical amplification systems and volume levels for entertainment at private events must be approved in advance by DBG. Other forms of entertainment and presentations must be reviewed by the Garden in advance of the event.
-  Photos are permitted throughout the Garden. However, courtesy to Garden visitors must be observed by all photographers and clients at all times. Obstruction of Garden paths and intrusion on exhibits is strictly prohibited. No photographers, clients, or equipment will be allowed in plant beds. All photographers and clients must remain on Garden paths at all times. There are no exceptions to this policy.
-  A walk-through with all involved parties (User, DBG representative, caterer, party planner, etc.) must be held no less than two weeks in advance of the event. DGB reserves the right to approve all set ups; there will be a set-up sheet agreed to by the User and the DBG. After the set-up has been completed the day of the event as per the set-up sheet, there will be no additional movement of furniture. The User will designate a representative who will be at the Garden during the event and who will be available to answer questions and to assist DBG personnel in enforcing these regulations.

These regulations and any agreement between the User and DBG may not be waived or modified unless such waiver or modification is in writing and duly executed by the Executive Director of DBG. Other personnel of DBG have no authority to modify or waive any portions of these regulations or any agreement. In the event of unforeseen circumstances, DBG reserves the right to relocate the event to a comparable venue.

Failure to insist upon strict compliance with any term, covenant, or condition of these regulations or any agreement between User and DBG shall not be deemed a waiver of such term, covenant or condition.

In the event any breach of the agreement or in the event that any action is commenced to enforce any agreement between the User and DBG, the prevailing party shall be entitled to cover its costs and expenses, including reasonable attorney’s fees.

Event Information

Whether you are planning an intimate dinner or elegant reception, the Desert Botanical Garden is an ideal location for many occasions. We encourage you to tour the Garden and discover the many areas available for a cocktail reception, dinner party, or corporate event.

Dorrance Hall	A 4,600 square foot reception hall with adjacent patios on the north and south sides. Able to accommodate 300 people for a sit-down dinner, with a beautiful view of Boppart Courtyard.
Webster Auditorium	A 1,500 square foot room in our historic building. Able to accommodate up to 100 people for a sit-down dinner.
Eliot Patio	A desert patio, perfect as an extension to Webster Auditorium.
Ullman Terrace	A large tiered outdoor patio south of Webster Center. Able to accommodate up to 150 people for a sit-down dinner, with an area for dancing and entertainment.
Herb Garden	Made up of seven themed gardens, ideal for an outdoor ceremony or reception for up to 75 people.
Binns Wildflower Pavilion	An open air pavilion nestled next to the Harriet K. Maxwell Desert Wildflower Trail, able to accommodate up to 100 people.
Amphitheater	An outdoor tiered theater, perfect for wedding ceremonies for up to 100 people.
Pratt Ramada	A hillside clearing at the highest point in the Garden for wedding ceremonies for up to 20 people.
Conference Room	Whiteman Conference Room is located near Webster Auditorium and can accommodate up to 50 people for a retreat or small meeting.
Weisz Learning Center Classrooms	The Weisz Learning Center Classrooms are located near Dorrance Hall and can accommodate 30-50 people for break out sessions, meetings or retreats.

User has private use of the designated facilities only. The general public will have use of the Garden with the exception of these facilities during normal Garden business hours.

DBG assumes no liability or expense for inclement weather that affects the User's event or for any occurrence that may impact the event which is outside the DBG's control.

Audio Visual

Ultimate Audio Visual, Inc.

Ultimate provides audio visual needs for events at the Garden. Their expertise in audio and visual equipment, their ability to provide assistance with technical projects and their knowledge of compatibility with Garden equipment will help your event or meeting become a success. Please call 480-966-2000.

Rental Information

The following represent charges associated with rental of the facilities. All fees include admission to the Garden and all prices are subject to change:

Dorrance Hall/Boppart Courtyard Day or evening use (for a maximum of 5 hours)	\$3,500	300 sit down/400 lecture
Webster Auditorium*/Eliot Patio/ Ullman Terrace Evening use only 5 pm - 11 pm (for a maximum of 5 hours) * Please note maximum capacity of Webster Auditorium is 100 people.	\$3,000	150 max. capacity
Herb Garden Evening use only 4 pm-11p.m (for maximum of 5 hours)	\$2,000	75 max. capacity
Binns Wildflower Pavilion Day or evening use (for maximum of 5 hours) (ceremony or reception only)	\$1,700	100 max. capacity
Pratt Ramada Evening use only 4:30pm - 8:00pm (wedding ceremony only)	\$600	20 max. capacity
Amphitheater Evening use only 4:30pm - 8:00pm (wedding ceremony only)	\$800	100 max. capacity
Webster Auditorium Day use (meetings) only	up to 4 hours 4-8 hours	\$500 \$,1000
Whiteman or Farrington Conference Room Day or evening use	up to 4 hours 4-8 hours	\$400 \$800
Weisz Learning Center Classrooms Day or evening use	up to 4 hours 4-8 hours	\$400 \$800
		100 max. capacity 20-30 max. capacity 30-50 max. capacity

Additional Hour

To extend your event for an additional hour (until 11 pm), a pro-rated fee will apply.

Cancellation Policy

In the event of a cancellation more than 120 days in advance of the event, 50% of the initial deposit will be refunded to client. If a cancellation occurs fewer than 120 days in advance of the event, all deposits are non-refundable. Deposits for events that are transferred (from one date to another) are non-refundable.

Security Deposit

A \$500 security deposit is due with final balance payment at least two weeks prior to the event. The Garden may retain all or a portion of the security deposit if physical damage is done to any part of the Garden, if significant cleaning above and beyond normal use is required, if the Garden deems any action by the client and or guests inappropriate or if any other default occurs hereunder. The Garden will determine the amount to be refunded to client. Any refund due will be mailed to the client within 30 days after event date. The Garden shall not be required to keep the security deposit separate from its general funds and the client shall not be entitled to interest on the security deposit. The Garden's rights with respect to the security deposit shall be in addition to all other rights or remedies available in the event of a breach.

Garden Art and Exhibits

The Desert Botanical Garden has many seasonal displays and exhibits. These exhibits and temporary art are here to enhance the beauty of the Garden and cannot be removed or relocated. Some of the Garden's exhibits may require additional restrictions to the Garden's policies. If User has questions regarding their contracted space, and these exhibits, please speak with the Facility Rental Coordinator. In addition, the potted plants may not be removed for any reason.

Enhance Your Event

Listed below are some ideas and the corresponding costs to make your evening at the Garden special and memorable for you and your guests.

For a traditional southwestern look we can set out luminaries at \$2.00 per bag.

The most enjoyable part of the evening for many guests is a tour of the Garden. We can arrange a private guided tour of the Desert Discovery Trail. Or, guests may choose to explore the Garden at their own pace with a trail guide booklet.

Tour guide for evening events:	1 guide per 20 people at \$75.00 per guide
Desert Discovery Trail Guide Booklet:	\$3.00 per booklet

Other tours, such as the Spring Wildflower Tour and Bird Watching Tour, are available during select seasons. Please ask the Facility Rental Coordinator for details.

To combine a tour with an activity, choose the “Cactus Dish Garden” activity, where your group can construct their own dish garden with a knowledgeable instructor. Also included is a plant care sheet and a box to take their dish garden home. Cost: \$34.00 per person or \$36.00 per person with a guided tour. For additional tour package activities, please speak with the Facility Rental Coordinator.

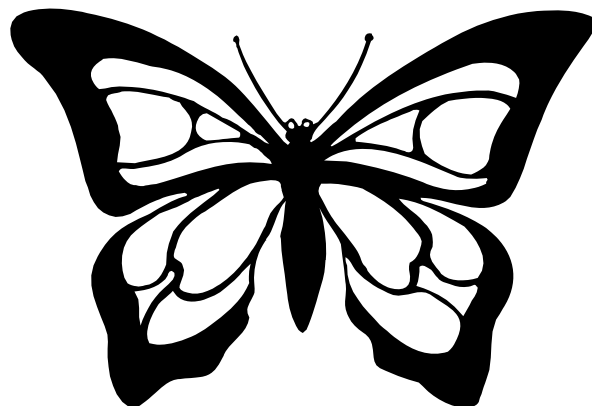
Touch Carts are a great addition to any event or meeting. These rustic carts feature a specific plant (saguaro, prickly pear, mesquite, ect.) that your guests can see and touch. A docent will be there to explain the plant and how the Native people used it to survive, as well as answer any questions about that particular plant or the Garden in genera. Cost: \$75 per touch cart.

Tickets to our Butterfly Pavilion and concert series are available as an addition to your private event. Please ask the Facility Rental Coordinator for prices and availability.

The Desert Botanical Garden Gift Shop has many unique Southwestern gift ideas and décor available for your event. Cactus gardens can be used as centerpieces for tables, and then given as gifts or planted in your yard when the event is over! Prices range from \$2.25 to \$35 each. T-shirts, coffee mugs, or pottery inspired by the Sonoran Desert are other unique gift items available.

Plants from our Plant Shop can be selected and potted into hand-thrown, one of a kind clay pots. Prices determined by selection.

For those who may have trouble getting through the Garden, we have wheelchairs available on a first come first served basis. Please notify the Facility Rental Coordinator to arrange for any special needs or requirements.



Required Caterers

The Desert Botanical Garden is happy to recommend our preferred caterers for your next event. **Due to liability, all food must be supplied and prepared through one of these caterers.** The User may not bring in any food or beverage at any time. The catering company that you select will need to be on site for the hours contracted by the Garden or the duration of the event, which ever is applicable. To make catering arrangements for your event, you may contact any or all of the catering companies on our list. Please note: all tables, chairs and linens are rented through the caterer or outside vendor. In addition, a licensed food purveyor must supply items such as wedding cakes.

Arizona Taste

The diverse sources and styles to create the perfect atmosphere for any occasion. From a western round-up to a black tie extravaganza, please call 480.947.8844 or info@arizonataste.com.

Atlasta Catering Services

By providing the most comprehensive catering and event planning services, Atlasta surpasses all industry standards of service, salesmanship, creativity and ingenuity. Our menus, our presentation, and our highly motivated and trained staff will ensure that your event is not only a success, but that your event will also leave your guests in awe. Let us help create your next event. 602.242.8185. For more information, log onto www.atlastacatering.com

Bruce Brown and Company Catering and Events

The superb food and first-class service delivered by BB& CO undoubtedly make Bruce Brown a name synonymous with premier dining. Our Mission is to provide Arizona residents succulent food coupled with incomparable service in a perfect setting-their very own. Let your mouth water and visit www.bbandco.com. Contact Bruce personally at 602.222.6667 or sales@bbandco.com.

Creations in Cuisine Catering

Our name speaks for itself. Choose from many of our pre-designed menu selections or allow us to create a menu tailored to your specifications. We offer full service event Planning and rentals, large or small, casual or elegant. Whether it be your wedding day, private party or corporate event, we provide impeccable service and cuisine prepared with the highest quality ingredients and presentation. Imagine the possibilities. Contact 602.485.9924 or at www.creationsincuisine.com

Fabulous Food Fine Catering and Events

Fabulous Food specializes in custom gourmet catering. Our attentive staff and remarkable presentations are matched only by our cuisine. Each menu will personalize your gathering to reflect your tastes and those of your guests. Please call 602.267.1818. For more information about Fabulous Food, log on to www.fabulousfood.net

Heidi's Events and Catering

Heidi's Events and Catering "Making the good time easy since 1992." Whatever the occasion...Social, Corporate or Weddings. Whatever the taste...We have a plethora of menus for any theme or budget. One stop shop...We have our own rental equipment, china and linens and have a creative design team to pull everything together. Visit our website at www.heidisevents.com or contact Heidi personally to schedule a consultation. Heidi Vail: 480.491.5254. Email: Heidi@heidisevents.com

M Catering by Michael's

Master Chef of the Southwest, Michael DeMaria, brings his artistic creations to the Desert Botanical Garden. With our Chef-Driven concept, your guests will be treated to an unsurpassed fine dining experience. Michael's Catering offers a full range of services and experienced staff to handle every detail. M Catering by Michael's can be reached at: 602.200.5757. For more information, log on to www.michaelsrestaurant.com.

Santa Barbara Catering

Santa Barbara Catering Company brings their creative cuisine, innovative presentation, and contemporary design to the Desert Botanical Garden. Our talented and energetic team will coordinate everything you need to create an experience for your guests while you relax and enjoy the tranquility of the Garden. Please call 480.921.3150 or e-mail info@santabarbaracatering.com. For more information, please access www.santabarbaracatering.com.

Beverage Service

The Desert Botanical Garden offers a complete selection of beverages for your event. The Arizona State Liquor Commission regulates the sale and service of alcoholic beverages. The Garden, as a licensee, is responsible for the administration of these regulations. Subsequently, **no liquor or wine can be brought into the Garden from an outside source.** Open alcoholic containers may not be removed from the areas rented by the User. Desert Botanical Garden reserves the right (without obligation) to refuse to serve alcohol to anyone who Desert Botanical Garden deems to be intoxicated or out of control. No alcohol may be served to minors. For additional information and pricing please contact our Beverage Manager, Marianne Donnan, at 480.481.8184 (office) or mdonnan@dbg.org.