



*"The Mission of the Botanic Garden at Historic Barns Park is to design, build and manage a year-round botanical garden in Northwest Michigan for the purposes of botanical and environmental preservation, education and research, and the enjoyment and renewal of citizens and visitors"*

## **Rental and Use Agreement & Contract**

### **2024-25 Rate Schedules**

### **Reservation Request Form**

***The Botanic Garden at Historic Barns Park*** is located on the grounds of the Grand Traverse Commons, Traverse City, Michigan. Indoor and outdoor spaces offer a variety of resources for a successful event. All reservations are subject to the requirements of ***The Botanic Garden at Historic Barns Park*** as set forth in this document. Please review this agreement prior to completing a [Reservation Request Form](#).

Please follow up to verify that the garden has received, signed and approved your request form.

# Venue Rental and Use Agreement

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## Terminology:

**Garden** Refers to The Botanic Garden at Historic Barns Park organization

**Patron** Refers to the renting individual, business or organization

**Center** Refers to both indoor and outdoor spaces; the space being rented

## Section I: Patron Requirements

**Agreement** A Reservation Request Form must be completed, signed and approved by both parties, before a reservation will be considered accepted. Authorization to use the Center includes customary use of furniture, restrooms, kitchen serving space, and such other items as requested on Patron's reservation request. All other items, including kitchen supplies, serving utensils, etc. must be provided by the Patron. By signing and returning the Reservation Request Form, the Patron agrees to these policies. Patron is encouraged to inquire about available dates at the Center by calling 231-935-4077 or by email to [karen@thebotanicgarden.org](mailto:karen@thebotanicgarden.org). The Reservation Request Form and 50% deposit can be mailed to The Botanic Garden at Historic Barns Park, 1490 Red Drive, Traverse City, MI 49684. A scan or photo of the form may be sent to [karen@thebotanicgarden.org](mailto:karen@thebotanicgarden.org). Please follow up to verify that the garden has signed and approved your request form.

**Reservation Request** When not needed for Garden use, the Center will be available to individuals, businesses and organizations as a rentable space. Requests to use the Center may be made by submitting a Reservation Request Form with an accompanying 50% deposit. Requests shall be considered on a first come-first serve basis as of the date filed and verified as complete by the Garden. A reservation will not be considered confirmed until the Reservation Request Form and deposit have been received by the Garden. A reservation will be subject to cancellation if the required insurance documentation is not received by the Garden within six weeks prior to the event. The Patron will be responsible for use and care of the Center.

**Deposit** A reservation request must be accompanied by a 50% deposit. Once a reservation is booked the deposit is non-refundable unless the Garden becomes unable to accommodate the reservation.

**Food & Beverages** The Garden does not offer food or beverage service. Onsite food preparation cannot be accommodated; however, kitchen counter space is available for limited food assembly and/or presentation. Food and beverages are to be consumed within the rented space. Patrons may serve light refreshments and prepared foods or employ a caterer to provide delivery of commercially prepared food. Alcohol may be served. However, the Patron is required to use a server with a current Michigan Certified Server Card to satisfy state laws governing such service. Provider(s) must comply with the Certificate of Liability Insurance provisions that follow. A cash bar is not permitted. Removal of caterer-related trash is the responsibility of the caterer.

When an event is catered, the caterer(s) must show evidence of a current Michigan catering license. Caterer(s) must also be completely mobile and responsible for all aspects of food service to be provided at the event.

**Insurance** Patron is required to indemnify the Garden, its Board and staff against all claims of any nature and kind and costs that may arise by reason of the granting of Center usage. For events larger than 70 attendees, Patron's proof of a current comprehensive general liability insurance policy in the form of a certificate of insurance showing coverage of not less than \$1M naming *The Botanic Garden at Historic Barns Park* and *The City of Traverse City and Charter Township of Garfield Recreational Authority* and *Traverse Bay Area Intermediate School District* as additional insured must be provided at least 6 weeks prior to Patron's use of the Center. If alcoholic beverages will be served, a certified server is required. For individuals renting the Visitor Center for personal use, where attendance is limited to 70 people or less, a copy of the patron's homeowner's insurance policy is required. If alcoholic beverages will be served, a certified server is required. In all cases, duration of the insurance coverage must encompass the total length of the event. Proof of insurance is due at least 6 weeks prior to the event.

All Patrons shall provide insurance as follows:

(We recommend sharing this section with your insurance provider)

For individuals renting the Visitor Center for personal use, where attendance is limited to 70 people or less and no alcohol is being served, a copy of the patron's homeowner's insurance policy is required, and a certified server must be provided. If alcoholic beverages (limited to beer and/or wine) will be served, a certified server must be provided.

For businesses, organizations and individuals renting the Garden's facilities (i.e. tent lawn, pavilion, gardens, etc.) for larger groups, comprehensive liability insurance - \$1,000,000 per occurrence and such additional insurance and coverage as may be required for special activities. The one-day certificate rider must include the following as additional insured: *The Botanic Garden at Historic Barns Park* and *The City of Traverse City and Charter Township of Garfield Recreational Authority* and *the Traverse Bay Area Intermediate School District*. If alcoholic beverages will be served, a certified server must be provided.

The duration of the insurance shall encompass the total length of time of the event, including setup and cleanup, or the length of time any equipment is placed on the Historic Barns Park property, whichever is longer.

The insurance certificate or documentation must be received by The Botanic Garden at least 6 weeks prior to your event.

If there is difficulty getting the liability rider, the following have proven to be easy and inexpensive:

[www.theeventhelper.com](http://www.theeventhelper.com)

[www.specialeventinsurance.com](http://www.specialeventinsurance.com)

[www.eventinsurancenow.com](http://www.eventinsurancenow.com)

[www.wedsure.com/venues](http://www.wedsure.com/venues)

**Payment** A 50% deposit guarantees the reservation, with **final payment due 6 weeks before the event**.

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## Section II: Other Provisions

**Access** Early entry (**\$100/hour charge before 9:00 am**) to the Center for setup purposes should be built into the rental starting time requested on the Reservation Request Form. Because the Botanic Garden must have staff on-site during an event, and because other events may be scheduled for that day, requested **start and end times on the Reservation Request Form must include the time needed for the Patron's pre-event setup and post-event cleanup**. Doors will open to attendees only at such time as requested on the form. The event must end no later than 11:30pm, and **cleanup and removal of all personal items must be completed no later than midnight**.

**Audio/Visual/Media** The Patron may elect to bring audiovisual equipment; however, the Garden staff is not responsible for loading or setup of Patron's equipment. The Center does provide access to Wi-Fi and has a large wall-mounted monitor and sound bar. It is recommended that the Patron check ahead of time for compatibility between their source device(s) and the Center's equipment. For a presentation using the Center's monitor, for ease of use we recommend that you use a laptop you are familiar with that has an HDMI cable port. If not, be sure to contact us at 935-4077 ahead of time.

**Billing - Final payment is due six weeks before the event** unless prior arrangements have been made and approved.

**Cancellation or Change** If the Garden cancels a reservation, return of all monies paid is the sole and exclusive remedy of the Patron and Patron waives all consequential and other damages. If Patron cancels or desires to change an existing reservation the Garden may work with Patron to find an acceptable and available alternative date. Only one date change will be allowed and such change will be subject to rates currently in effect.

**Catering** (See **Food and Beverages in Section I**)

**Clean-Up** Use of the Center should conclude at the time specified on Patron's Reservation Request Form and be left in the same clean condition in which it was found. **Patron will remove event trash from the site**. We recommend separating recyclable items from trash and encourage no-waste practices, such as the use of compostable plates, utensils, etc. If food and/or beverages are brought into the facility, it will be the Patron's responsibility to ensure that food preparation surfaces and tables are cleaned. **Removal of caterer-related trash is the responsibility of the caterer**. All items brought in by Patron are the Patron's responsibility and must be removed at the end of the event. **If any physical damage occurs, the Patron will be charged for repairs or replacement based on the damage**.

**Damages/Security** Patron agrees to be responsible for and will be billed for any damages done to the premises or any other Garden property by the Patron, guests, employees or any other agents of the Patron. The Garden is not responsible for damages, theft, or loss of any merchandise, articles, or property left in the Center or on the Garden's property belonging to persons attending Patron's event. For larger events, a 10% refundable security deposit may be applied.

### Decorations

**The use of nails, pins, tacks, staples, glue, paint or tape on any surface is prohibited**. Any loose thrown material such as confetti, rice, birdseed, etc. is prohibited. To protect the garden site, decorations containing invasive plant material (for example, including **baby's-breath**) are prohibited. Decorations must be removed at the end of your event.

**Delivery of Documents** Proof of Insurance (see **Insurance** above) and, if alcohol is to be served, a pourer's certificate must be provided **six weeks prior to the event**. The mailing address is **The Botanic Garden at Historic Barns Park, 1490 Red Drive, Traverse City, MI 49684**.

**Denied Uses** Permission to use the Center will be denied when the stated purpose is illegal or conduct may interfere with the proper functioning of the Garden. Usage featuring activities that, by their nature, are disruptive to the Garden's routine or to its neighbors is not permitted.

**Endorsement** Use of the Center does not imply the Garden's endorsement of the views, opinions, policies, or activities of the Patron's group. Any announcement implying such endorsement is prohibited.

**Failure to Comply** The Garden has the authority to deny use of the Center to any Patron that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety or welfare of persons in the area. Violations will result in the immediate removal of Patron and his/her guests from the Center. Patron will be responsible for any costs that arise by virtue of the Center having to remove Patron and his/her guests. Any fees paid will not be refunded.

**Indemnification** This provision transfers risk and responsibility to the Patron except when the loss is entirely the fault of The Botanic Garden. The Patron assumes exclusive risk for use of the rented premises and to the fullest extent permitted by law, shall indemnify, defend (at Patron's sole expense) and hold harmless The Botanic Garden, the City of Traverse City and Charter Township of Garfield Recreational Authority, affiliated companies of The Botanic Garden, their partners, joint ventures, representatives, members, volunteers, designees, officers, directors, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) ("Claims") which arise or are in any way connected with the rented premises, materials furnished, or services provided under this Agreement by Patron or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of Patron, its employees or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the Indemnified Parties, whether active or passive. Patron shall not be obligated to indemnify and defend The Botanic Garden or the City of Traverse City and Charter Township of Garfield Recreational Authority for claims found to be due to the sole negligence or willful misconduct of Indemnified Parties. Patron's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

**Liability** Groups, organizations and individuals using the facilities do so at their own risk and are responsible for their actions. The Patron or his/her designee must be in attendance to conduct and/or monitor activities in the Center. The Patron agrees to be personally responsible, guarantee orderly behavior, and underwrite any damage to Garden facilities or property. Patron also assumes responsibility for any damage arising out of the activities of guests. Acceptance of this policy constitutes agreement for such liability.

**Maximum Occupancy** In keeping with Fire Marshal regulations, the Garden restricts Visitor Center's maximum occupancy load to 74 people. Patrons are responsible for ensuring that the total number of people in attendance does not exceed this limit. This number is the total number of people using the Center including guest speakers, instructors, and others. The Garden will enforce the maximum occupancy rules. **With table and chair seating, the room will only accommodate at most 55-60 people.**

**Movies, Music & Special Equipment** Movies shown at the Garden must have the appropriate public performance rights for screening. Obtaining the license and payments of all applicable fees are the responsibility of the Patron. Proof of public performance rights shall be provided to the Garden prior to the event date. If special equipment is required it must be provided by the Patron and approved by the Garden. Sound from music, entertainment, public address and similar systems must comply with all local ordinances.

**Parking** Because there is very limited parking available at the Park, **shuttle service to and from designated off-site parking areas is required for events that include more than 50 people (cost covered in wedding package).** There are some handicapped parking spaces available. Parking for catering staff, bartender, musician(s) or DJ, photographer, etc. will be against the east side of the Walled Garden. **All parking must be in designated parking lot spaces.** No parking in front of the Garages across from the Walled Garden. Parking is not allowed in the roadways and vehicles cannot be left in the Park overnight. Carpooling is encouraged in order to reduce the number of vehicles at the park and gardens.

**Pavilion** There are picnic tables on the pavilion. You may move them out to the lawn or fold and store them in the alcove, but must return them to the pavilion after your event. We have some fold-flat 6' and 8' tables stored in the Visitor Center that can be used on the Pavilion, but you are responsible for folding and returning them to their storage space after your event.

**Portable Restroom Rental** For large outdoor events, Patron must provide **one portable restroom for every fifty (50) guests over 100.** At least one portable restroom must be ADA compliant/handicap accessible. Please contact the Garden for more specific information.

**Public Space** The Botanic Garden is located within a public park and is therefore limited in influencing public access and activities around its perimeter. The Visitor Center lower level is open to the public during regular business hours. By renting the Center and any outdoor spaces the Patron indicates an understanding and acceptance of this format.

**Publicity** Use of the Center shall not be publicized prior to approved booking or in such a way as to imply Garden sponsorship of Patron's activities.

**Reservations** A reservation for the Center may be for one-time occasions or recurring occasions, such as regular on-going monthly meetings. A reservation is not confirmed until the completed Reservation Request Form, signed by both Patron and the Garden, and deposit are received and approved. A reservation may not be transferred to another entity.

**Room Setup & Decorations** **The Visitor Center's tables and chairs are available for Patron's use but must remain inside the building.** All other items (linens, tableware, silverware, additional equipment including tables and chairs for tents or outside use) are to be provided by the Patron. Any decorations should be attached in a manner that will not damage or mark the walls, paint, ceiling, trim work, etc. (see **Decorations** section). All items brought in by Patron are the Patron's responsibility and must be removed at the end of the event. **When reserving the Visitor Center, include a one-hour setup time and at least 30 minutes for cleanup.** The room is set up with tables and chairs. You may rearrange the furniture for your event, but you must return them to the original arrangement. There is limited storage space behind the curtains to the right of the kitchenette area for our chairs and/or tables that are not needed for your event.

**Safety** Patrons accept that all activities, programs or meetings conducted in the Center are subject to the general requirements of the Garden as set forth in this Rental and Use Agreement and the Patron Safety Code which is part of the Agreement. **CLIMBING ON WALLS OR FOUNTAINS OR WADING IN THE FOUNTAINS AND POOLS, OR PICKING OR DAMAGING PLANTS IS PROHIBITED.**

**Staff Assistance and Supervision of Minors** A staff representative will be available on-site during Patron's occupancy period. Children are welcome. However, staff presence is not for the supervision of minors. **PATRON IS RESPONSIBLE FOR PROVIDING ALL APPROPRIATE SUPERVISION. CLIMBING ON WALLS OR FOUNTAINS OR WADING IN THE FOUNTAINS AND POOLS OR PICKING OR DAMAGING PLANTS IS PROHIBITED. PLEASE SEE THAT CHILDREN STAY OUT OF FLOWER BEDS.**

**Smoking** Smoking is not permitted in any indoor space.

**Special Needs** For the safety and comfort of all your guests, please let us know ahead of time of anyone that may have special needs, as we will do all that we can to accommodate them.

**Special Permit** Garfield Township requires patrons who are renting tents to get a permit if the event is for over 300 guests.

**Special Restrictions** We love our guests and our gardens and want to keep them safe. Please do not climb on the Stable Garden walls. Please do not climb on or wade in the Fountains. Please do not pick or damage any plants. Please do not walk in the flower beds.

**Weather** When planning an outdoor event, **it is always good to have a backup plan in case of inclement weather.** It is your responsibility to rent the necessary shelter (tent, canopy, etc.) in case of rain, hot sun, etc. or make alternative arrangements. The Pavilion weather curtains can only be used if the wind is less than 12 mph. Normal charges will apply to use the Center in case of rain during an outdoor ceremony. As a reminder, use of the Center is restricted to a **Maximum Occupancy** as defined in these provisions.

**Wedding Rehearsals** Rehearsal requirements should be scheduled for either the day before or the day of your event. Scheduling demands dictate that rehearsal times be carefully planned and scheduled to avoid conflicts with other garden events. Patron is permitted 2 hours for a rehearsal.

**Patron Safety Code** *Everyone is welcome at the Center. This Safety Code is to ensure safety, prevent disruptions to on-site activity, and to maintain the security of property. Garden staff will make every effort to apply these rules in a fair and dignified manner for the benefit of all. The Garden will not tolerate the following:*

Excessive noise -- Vandalism or theft -- Alcohol or substance abuse-- Harassment (sexual, verbal or physical)

*The garden's use is intended for enjoyment. Disruptive behaviors are considered unacceptable and the following directives exist for the safe use of all:* Shirts and shoes required in the Visitor Center -- Canvassing or soliciting not permitted -- Criminal activity forbidden -- Only service animals trained to assist disabled individuals are permitted in the Visitor Center—No climbing on, wading, or throwing things in the fountains and pools—No picking or damaging garden plants and flowers. — Please stay out of flower beds.

**Venue Rental Rate Schedules**  
Effective January 1, 2024

Current garden members qualify for a 10% discount on all rates.

**Additional \$100/hour early entry charge (before 9:00 AM)**

**2024 & 2025 Rate Schedule: #1 – Large Events (weddings, conferences, etc.)**  
(Visitor Center, Tent Lawn, Pavilion, Prep area & Garden of choice)

Full Day Rate (setup at 10:00 am – 11:00 pm, cleanup complete by midnight)

Monday – Thursday <b>2024</b>	<b>\$4,000</b>		Monday – Thursday <b>2025</b>	<b>\$4,000</b>
Friday – Sunday <b>2024</b>	<b>\$5,000</b>		Friday – Sunday <b>2025</b>	<b>\$5,500</b>

Rental does not include tent(s), outdoor chairs, tables, etc.

**2024-25 Rate Schedule: #2 - Visitor Center Upper Level<sup>1</sup>, Pavilion<sup>2</sup> or individual garden or tent lawn (see Schedule #1 for weddings)**

(<sup>1</sup>maximum occupancy = 74, <sup>2</sup>with rolldown curtains if wind is not over 12 mph)

Half Day (any 4 hours)	Full Day (any 8 hours)
<b>\$400</b>	<b>\$800</b>

**Additional \$40.00/hour after 5:00pm, April through October, to cover off-hour staff.**

Non-profit organizations qualify for a 10% discount on all Schedule #2 rates.

If renting the Visitor Center Upper Level under Schedule #2 on Monday through Thursday, the Pavilion may be rented for the same time for an additional \$200 for half-day, \$300 for all-day.

From May 1<sup>st</sup> to September 30<sup>th</sup>, Friday - Sunday Schedule #2 reservations accepted no earlier than 6 weeks prior to event.

Additional Requirements (to be provided to the Botanic Garden)

- If this event will be catered, a copy of a current **Michigan Catering License** must be provided.
- If alcoholic beverages will be served, a copy of a current **Michigan Certified Server/Seller Card** must be provided.
- If the Patron is renting as an individual and total attendance is expected to be 70 people or less, a copy of a homeowner's insurance liability rider for the days of rental must be provided. Otherwise, the insurance provision as stated in the **Venue Rental and Use Agreement** applies.

**The Botanic Garden at Historic Barns Park**  
1490 Red Drive • Traverse City, MI • 49684 • (231) 935-4077  
For more information, visit [www.TheBotanicGarden.org](http://www.TheBotanicGarden.org)  
**Reservation Request [Please print legibly]**

**Date Requested:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_  
(Date not guaranteed until 50% deposit has been received. The remaining balance is due 6 weeks prior to the event.)

**Purpose of Rental:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Reservation on behalf of:

☐ Individual    ☐ Business    ☐ Garden Club    ☐ Other

Current Member of the Botanic Garden    ☐ Yes    ☐ No

Will the event be catered?    ☐ Yes    ☐ No    Caterer: \_\_\_\_\_

Will alcohol be served?    ☐ Yes    ☐ No    Certified Pourer: \_\_\_\_\_

Wedding planner?    ☐ Yes    ☐ No    Planner: \_\_\_\_\_

Are you also renting the Cathedral Barn?    ☐ Yes    ☐ No

**Expected Attendance:** \_\_\_\_\_

**Set-Up Starting Time:** \_\_\_\_\_ ☐ a.m.    ☐ p.m.    Rental fee \_\_\_\_\_

**Clean-Up End Time:** \_\_\_\_\_ ☐ a.m.    ☐ p.m. (midnight at latest)    Additional hour fee \_\_\_\_\_

Doors open for guests at: \_\_\_\_\_ ☐ a.m.    ☐ p.m.    Security Deposit 10% \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_    Discount (if any) \_\_\_\_\_

(Include setup & takedown time, because we have to have staff on site.)    Subtotal \_\_\_\_\_

Deposit 50% \_\_\_\_\_

**BALANCE DUE** \_\_\_\_\_

I am requesting use of the:

☐ Visitor Center (max 74 people)

☐ Pavilion

☐ Visitor Center + Pavilion + Tent Lawn + Garden

I will need the following equipment:

☐ Wall-mounted Monitor/Sound Bar

*I have read the "Rental and Use Agreement & Contract" and I accept responsibility for compliance. As applicant I assume responsibility for space rental and any damage caused by me or my guests while using the furnishings, equipment and facilities of The Botanic Garden associated with this rental, and will honor the timelines specified.*

BG Signature \_\_\_\_\_ Date \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

☐ Deposit received    Amount \_\_\_\_\_    Check No. \_\_\_\_\_    Credit Card \_\_\_\_\_

☐ Insurance certificate received (6 weeks prior)

☐ Balance due notice sent

☐ Final Payment received    Amount \_\_\_\_\_    Check No. \_\_\_\_\_    Credit Card \_\_\_\_\_

☐ Patron notified of confirmation

☐ Caterers license    ☐ Server Certificate (6 weeks prior)    ☐ Porta-jon    ☐ Shuttle    ☐ \_\_\_\_\_ Parking passes

☐ Event timeline with locations