

THE SPRINGFIELD-GREENE COUNTY BOTANICAL CENTER RENTAL HANDBOOK

*The Botanical Center operates Monday – Saturday 8:00 a.m. – 8:00 p.m. and Sunday 11:00 a.m. – 6:00 p.m. April – October.
Winter hours are Monday – Saturday 8:00 a.m. – 5:00 p.m. and Sunday 11:00 a.m. – 5:00 p.m. November – March.
After hour rentals are available, but the event must be completed and clean by 10:30 p.m.*

Rental Area Features

Many areas of the Botanical Center are available for rent during operating and non-operating hours. Rental areas can be utilized for parties, special events, business meetings, and other activities.

Facility Rates		
Area	Rental Fee	Description
West half of Meeting Room w/warming kitchen	\$30/hr	Seating capacity 45-54. The small kitchen area can be requested for your use and is included in the rental fee. Food should be prepared prior to rental with the kitchen being used to keep food warm and/or cold.
East half of Meeting Room w/ A/V	\$25/hr	Seating capacity of 20-40; MAC users must provide projector adapter. Mic, speaker, projection equipment request required prior.
Full Meeting Room 1790 sq ft	\$55/hr	Capacity: 84 banquet / 120 lecture/ 145 standing see additional details above for kitchen and A/V
Workshop Studio	\$25/hr	Private restroom/shower, a/v, art/garden work sinks and space. Capacity: 24
Conference room	\$25/hr	Seating capacity = 10 max; teleconferencing, A/V
Roof Plaza/Great Lawn	\$500/11a-3p OR 4p-8p	Capacity: 150 roof; 250 lawn; 11am-3pm or 4-8pm
Redbud Gazebo	\$100/hr	Capacity: 15-100; lawn adjacent; Peak blooms late March; annual flowers through Oct.
Daylily Gazebo	\$100/hr	Capacity:15-30; Peak blooms June10 – July 10
Peace Through People Pavilion	\$100/hr	Covered 20x30 pavilion with electric and fans. Lawn seating for 500+. Dogwood Garden
Drummond Deck/ Hosta Garden	\$500/11a-3p OR 4p-8p	Deck=30x35, 1050 sqft/ Hosta garden capacity=50 chairs -125standing only depending on set-up
Japanese Garden Pavilion	\$125/11a-3p OR 4p-8p	Capacity:64 Parking, small garden, does not include admission to the Stroll Garden; 11am-8pm
Japanese Moon Deck	\$500/11a-3p OR 4p-8p	
Gray-Campbell Farmstead	\$500/11a-3p OR 4p-8p	Prior approval from Farmstead call: 417-725-4921
Dwarf Conifer Garden	\$500/11a-3p OR 4p-8p	Capacity: 50-100; colorful year-round
Tram Service	\$75/hr	Capacity:20 Available to shuttle guests through gardens week days and weekend before 12pm or after 5pm.
Nathanael Greene Pavilion	\$40/half, \$80 full or \$250 special event permit	Capacity: 80 Generous lawn space, near playgrounds, grills, additional picnic tables near. 11am-3pm or 4-8pm
Botanical Center (after hours restroom access)	\$20/hr	
Botanical Center (after hours event)	\$125/hr	After hour rentals can be arranged between 5:30-7:30a OR 7:30-10:30p OR Sunday 8:00-10:30a or 5:30-10:30p
Cleaning Deposit	\$25	For Botanical Center Building venues

Make checks payable to: Springfield-Greene County Botanical Center. *Request Forms and Rental Agreement* can be submitted utilizing one of the following methods:

- **Walk-In:** Submitted at the BOTANICAL CENTER Botanical Boutique and Marketplace Gift Shop during normal business hours. Forms should be fully completed and submitted with the appropriate Deposit and FULL payment.
- **FAX and Call:** Your application can be FAXED to: 417-823-4818 and payment made by credit card over the phone: 417-891-1515.
- **Mail-in:** Completed *Rental Request Form and Rental Agreement* with a check/money order or credit card information for Rental Payment and Damage Deposit can be mailed to:

Springfield – Greene County Botanical Center
Attn: Botanical Center Rental
2400 S. Scenic
Springfield, MO 65807

MAKING A RESERVATION

Rental Request Forms

Anyone interested in renting an area within The Botanical Center can pick up a *Rental Handbook, Request Form and Rental Agreement* at the Botanical Boutique and Marketplace Gift shop or: www.BotanicalCenter.Org. All Forms and FULL Payment and Deposit for Facility Uses must be completed and submitted to the Gift Shop prior to rental being booked. Rentals are made on a first-come, first-serve basis.

1. Only adults (21 years or older) are permitted to request rental of facility.
2. Facilities can be rented for group-sponsored activities, programs with fees, but do require an additional 25% of sales or \$50/ vendor booth fee plus facility rental. Programs or items for sale should not be in conflict with Springfield-Greene Co. Parks, The Botanical Center or our Park Partners' programming and events.
3. Special Events requiring major set-up or unusual requests should be submitted at least one month prior. A detailed description of the special event, activity and/or set-up should be included on the *Rental Request Form*.
4. Organizations requesting a rental may be required to provide proof of liability insurance naming The Springfield-Greene County Park Board as "Additional Insured" for the event.

POLICIES AND PROCEDURES

Rental Options

The Botanical Center is available at an hourly rate year round. Pavilions and Gardens can be rented April 1 – October 31. Time blocks are 11:00a.m. – 3:00 p.m. OR 4:00 p.m. – 8:00 p.m. OR 11:00 a.m. - 8:00 p.m.

Security Requirements

Depending on the activity and size of the group, the Botanical Center will determine and may supply additional security staff at cost to the rental patron. Rental patrons are not permitted to bring in outside security staffing at no charge. Security presence on site shall be from at least ½ hour prior to expected participant arrival until the time all group members have exited the facility following the activity. The amount of security guards required will be dictated by the attendance and activity.

Cleaning Deposit

The Botanical Center requires full payment plus deposit at the time of the request. A \$25 cleaning deposit is required for each indoor facility rental and \$50 for Garden Rentals. The deposit will be refunded assuming no damages or misconduct. The renter is responsible for party participants. Deposit must be claimed at the end of the event after completing the facility inspection form. If the gift shop is closed at the end of the party, you have 5 days to claim your deposit refund. **Adult supervision required for children.**

Changes

Any changes to the *Rental Request Form* or *Rental Agreement* must be submitted **in writing**. **If** the change is approved, it must be signed and dated by both the renter and the Botanical Center Coordinator. BOTANICAL CENTER reserves the right to deny any change to the rental request. All weddings, and special events must indicate all vendors, caterers and special details ONE month prior to the event for our insurance purposes.

Cancellations

Any cancellations to the *Rental Agreement* must be made a minimum of 30 days prior to the event in order to receive a refund. All rental cancellations made will be charged a \$10 administrative processing fee. Less than 30 days notice will result in the loss of the full payment and deposit. Reservations made by credit card can be credited at the Botanical Boutique Gift Shop. Cash and check payments will be refunded by check within 3 weeks of the request.

Renter and Guest Policies and Procedures

Renters and guests must follow the established BOTANICAL CENTER rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must bring a copy of the **Rental Permit** and be present during the entire event, including set-up and tear down.
2. Renter must provide a specific floor plan and/or special requests on the Rental Request Form. If no information is provided, the renter is responsible for the safe and practical set-up of the rented space.
3. A guest list may be requested and available at the Front Desk and/or a representative of the group shall be available to assist with admittance.
4. Guests of rental parties may be admitted into the building no sooner than **15 minutes** prior to rental.
5. **It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. (For example: If you rent the meeting room you do not have access to the gift shop, library or any other part of the facility). The renter is held liable for their groups actions including any damages or losses caused during use of the BOTANICAL CENTER.**

6. Certain groups may require certain entry/exit from a designated set of doors other than those at the main entrance. In these cases, the renter would be responsible for instructing group members to the appropriate doors. He/she would also monitor access through these doors to ensure there are no illegal entries.
7. Use will be restricted to terms of Rental Agreement including area reserved, time of entry and departure, intended activity, etc.
8. Rentals shall not infringe on or restrict the use of other parties or areas in the BOTANICAL CENTER and surrounding Gardens.
9. **No alcohol is permitted at the BOTANICAL CENTER or on park property.**
10. Smoking, use of tobacco products and open flames, including candles is prohibited inside and within 50 feet of the facility.
11. No electrical appliances are allowed without prior approval.
12. Appropriate participant dress is required while using the BOTANICAL CENTER facilities. Shirt and shoes required.
13. Charging admission, program fee or selling merchandise/food requires prior approval from Parks Administration.
14. All furniture, equipment, decorations and other needs shall be detailed in request and approved in advance.
15. Decorations shall not be attached to walls, floors, ceilings or sprinkler systems. Decorations shall not be taped or alter or damage any surface. Tying decorations or props to trees is prohibited.
16. No candles, rice, seed, confetti, glitter or straw shall be used in or around the BOTANICAL CENTER property. LED lights and bubbles are OK.
17. Renters are asked to keep noise at responsible level. City Code allows 75 decibels.
18. Only music suitable for a public facility will be permitted (judgments made by the Manager on Duty). The volume is subject to control by the Manager on Duty. All music must be preapproved on the request form.
19. Any material (pamphlets, etc.) containing advertising must be approved before distribution.

ESPECIALLY FOR INDOOR EVENTS!!! Set-up and Clean-up time will be part of the scheduled rental time. The BOTANICAL CENTER staff will set-up and tear down tables and chairs for all rental requests. If the set-up or tear down requires additional Parks staff to be called in, the patron will be responsible for the cost. If the job requires more “manpower” than what the BOTANICAL CENTER can supply, the patron will be responsible for providing the extra help needed. If chairs/plants/ other items need to be moved, please ask BOTANICAL CENTER staff for help. Damage to floor from moving tables and chairs will result in renter being charged for damage. If additional equipment is needed for rental (chairs, tables, etc.), the patron is responsible for making arrangements for rental of these items once the BOTANICAL CENTER has approved them.

1. Clean up cannot go past scheduled rental block time. Any additional set-up and/or clean up must be done during rental period.
2. BOTANICAL CENTER will provide cleaning supplies such as: cleaning solution, vacuum, broom, mops, garbage bags and towels.
3. Set up shall include:
 - BOTANICAL CENTER staff will set up tables and chairs indoors per renters instructions on rental reservation sheet
 - Decorations cannot be nailed, stapled, tacked, glued or taped to walls. No confetti, glitter, or candles allowed.
 - Room is not available until 15 minutes prior to booked rental time.
4. Clean-up shall include, but not limited to:
 - Removing all food, beverages, decorations, displays, equipment and all materials brought in by the renter.
 - Wiping tables, chairs, countertops, and appliances
 - Sweeping floors and spot mopping as needed.
 - Depositing trash in proper receptacles. The renter should take trash to outside dumpster on the northeast side of the building. Fresh liners should be placed in all trash cans.
 - Any other clean-up as necessary
 - Clean-up must be completed no later than the end of the rental block time.
4. Designated BOTANICAL CENTER staff will complete the *Facility Inspection Form* at the end of the rental. The rental patron is financially responsible for damage fees accessed on the Facility Inspection Form.

Food and Catering Policy

1. There will be no outside food/drink admitted into the facility without prior approval. Caterers should be licensed.
2. Bar-B-Que grills or smokers are not allowed on patios or within 50 feet of the building.
3. Accidental spills and stains should be reported immediately to staff to arrange for clean up.
4. Groups choosing to bring in their own food are welcome to utilize the kitchen area if requested on the Rental Request Form. The kitchen is for keeping food warm and/or cold , **not** for complete food preparation. Serving utensils, pots, pans or coffee pots are not included in the rental. The renter shall completely clean all surfaces, appliances and equipment in the kitchen area after use.
5. Alcohol is not allowed in park facilities or grounds per city code.