

**ALDRIDGE BOTANICAL GARDENS
FACILITY USEAGE RULES AND GUIDELINES**

GENERAL GUIDELINES:

- **These guidelines are subject to change without written notice.**
- **All arrangements must be cleared with the Facility Manager.**
- Caterers, florists, photographers, musicians or any other service hired by the User/Responsible Party are to follow the rules and guidelines of ABG.
- Aldridge Gardens provides a space for events. The staff of Aldridge Gardens does not coordinate or direct wedding rehearsals and ceremonies, receptions, business meetings, or any activities associated with those events.
- Aldridge Gardens is a public botanical garden and as such may not be closed to visitors during normal operating hours for rental events. However, rented areas will be closed to the public.
- Maximum capacity of Aldridge House is 100 (with patio 150). Maximum capacity of pavilion is 200. Do not ask the caterers to prepare food for more than space allows. Failure to adhere to the policy can cause an event to be shut down and/or a monetary fine invoked.
- Access to the gardens, house or pavilion is listed on the rental contract. However, cakes and flowers may be delivered earlier (“delivered” means delivery only).
- **Smoking is not permitted at any time on the grounds of Aldridge Botanical Gardens.**
- Guests must remain in the rented area only. Parents must supervise their children, especially around the lake area.
- Weather conditions are an “act of God”, therefore a “rain plan” must be considered for any outside event. Aldridge House and the Pavilion are available for use in case of extreme weather conditions if not already in use and if the Responsible Party pays any difference in rental fee.
- Tables and chairs may not be used in grassy or natural areas of the gardens nor set up more than two (2) hours before the actual wedding or event. Outdoor seating is allowed on sidewalks, patio, and concrete areas only.
- Tables and chairs belonging to Aldridge Botanical Gardens are for receptions in the pavilion or house only. ABG owns 150 tan metal folding chairs which are available for rent for wedding ceremonies. Chair rental/set up is \$1.35 per chair.
- **A security officer (4 hours minimum) is required when alcohol is served or for events occurring after the Garden closes. This cost is in addition to the rental fee, and will be added to the amount due and payable to ABG one month before the event.**

Initial_____

- All functions are to end by 11 p.m. Caterers must leave the gardens no later than one hour after the end time specified on the contract.
-
- The User and Responsible Person(s) are responsible for any damage incurred during their rental time.

CATERERS:

- **All food, beverage and bar service must be furnished** by an Aldridge Gardens approved caterer. Wedding cakes may be brought in if the caterer approves.
- No food or beverage may be brought into the Gardens by the User or any of the User's guests.
- Caterers are responsible for setting up and breaking down tables and chairs and cleaning the house and/or pavilion. If cleaning is required that is beyond normal and reasonable, a special cleaning fee is charged. Fee will be determined by ABG staff member and/or caterer.
- All alcoholic beverages must be served by an approved caterer. **All responsibility and liability is incurred by the User/Responsible Party.** All state and federal laws concerning the serving and consumption of alcohol must be strictly enforced.
- To encourage responsible drinking, all bar service is required to end thirty (30) minutes prior to the end of specified time of the contract.
- Aldridge Botanical Gardens reserves the right to change caterers. User/Responsible Party is required to change caterer should this occur and if given sixty (60) days notice.

MUSIC/ENTERTAINMENT:

- Musician(s), DJ's and other entertainment required for an event are the sole responsibility of the User/Responsible Party. ABG is not responsible for providing equipment or any setup of equipment. A sound technician is required when pavilion's sound system is used.
- The City of Hoover has a noise ordinance which must be adhered to, therefore, exceptionally loud music is not permitted. **Outdoor music will be required to cease at 9pm.** It is the responsibility of the User/Responsible Party to maintain a noise level that is respectful of other ABG visitors and its surrounding neighbors. ABG reserves the right to alter the sound level of music.
- Dancing on the hardwood floors is not allowed. However, dancing is permitted in the pavilion, sunroom and patio.
- Aldridge House's sound system is available to play CD's. The Event Coordinator is able to load the CD's for continuous play but is unable to stop and start the system or cue CD to specific song.

Initial _____

DECORATIONS:

- All decorations must be approved by the Facility Manager. Decorations of any kind are not to be affixed to any surface nor hung from any light fixture. No staples, nails, tacks or tape.
- Any use of candles, lanterns or torches must be approved by the Facility Manager. No open flame candles, sparklers or fireworks are allowed in the Gardens due to Fire Marshall Regulations.
- Bubbles or flower petals may be used if the User/Responsible Party agrees to clean the area. No bird seed, rice, confetti or glitter may be used.
- For outdoor events containers for decorations must be approved. No decorations or containers can be used which will damage the lawn, flowers, shrubs or trees.

DELIVERIES, SET-UP, CLEAN-UP:

- All arrangements for deliveries, set-up, breakdown and pick-up of equipment, and anything else associated with an event must be cleared in advance with the Facility Manager.
- Due to multiple events and limited space, rental equipment must be delivered and picked up on the day of the event (or before 10am the next day if the Facility Manager approves). After this time, a charge of \$150 will be assessed to the client. ABG will not be responsible for any decorations, equipment or items left after an event.
- The client is responsible for the removal of decorations and personal items at the close of the event.
- Golf carts are the property of Aldridge Botanical Gardens and may not be used by guests to deliver equipment/goods or for rides to and from the house or pavilion.

WEDDING REHEARSALS:

- A one hour rehearsal may be schedule before 5pm at no additional cost prior to the wedding date **if time and space are available.**
- The client does not have access to Aldridge House during the rehearsal.

I HAVE READ AND UNDERSTAND THE RULES AND GUIDELINES FOR USE OF THE ALDRIDGE GARDENS' PROPERTY SET OUT ABOVE AND AGREE TO ABIDE BY THEM.

Responsible Party

Name: _____ Signature: _____

Alternate Contact

Name: _____ Signature: _____