

McKee Botanical Garden

Wedding Policy

McKee Botanical Garden Administrative Office
350 U.S. Highway 1
Vero Beach, FL 32962

(772)794-0601
Fax (772)794-0602

General email address: info@mkeegarden.org

McKee Botanical Garden Wedding Policy

McKee Botanical Garden is a historic botanical garden, open to the public. The property, which is listed on the National Register of Historic Places, was established in 1932 by the Sexton-McKee Land Company and was formally known as McKee Jungle Gardens.

GENERAL POLICIES

It is the policy of McKee Botanical Garden to permit wedding ceremonies at the Bamboo Pavilion and in the Greeting Area. Weddings are allowed in designated areas only, no exceptions. McKee Botanical Garden reserves the right to book wedding receptions or a combination ceremony/reception **ONLY** during peak months (November-May).

Renters should be aware that they are not renting the entire garden; they are renting a site only. The Garden is fragile and irreplaceable and should be left in the exact condition.

This agreement made on the ____ day _____ 2016, is by and between McKee Botanical Garden, a 501(c)3 non-profit organization located at 350 US Highway 1, Vero Beach, Florida 32962 _____ (known from here on as Lessee).

We have reserved the _____ on the ____ day ____ 2016 between the hours of 4:00 p.m. and 5:00 p.m. McKee Botanical Garden and the lessee agree to the terms and conditions set forth in the following contract.

You may set up for your rental between the hours of 3:00 p.m. and 4:00 p.m. on the day of your wedding. No **exceptions will be made.**

1. Full information concerning the type and purpose of the event being planned has been disclosed along with the anticipated number of guests to the Garden at time of the rental request.
2. The reservation is considered confirmed when the Garden has received the required rental fee, security deposit and signed contract. Each page of the contract must be initialed as confirmation of receipt and acceptance of adhering to all *Guidelines for Weddings at McKee.*

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3. The lessee assumes all financial liability and responsibility for the facility and grounds (including, but not limited to, damage to or loss of plant material) during the rental period.
4. McKee Botanical Garden requires that your photographer be a member at our Professional Photographer Membership level (\$100). A list of pre-approved photographers can also be provided by McKee.
5. McKee Botanical Garden does not provide outdoor chairs for the Greeting Area or the Bamboo Pavilion – all rentals must go through Tentlogix, (772) 562-7449. Rentals may not be delivered earlier than Friday prior to your event and must be picked up between 12:00 noon and 5:00 p.m. on Sunday following your event. For Sunday rentals, Monday pick up between 9:00 a.m. and 4:00 p.m.
6. McKee Botanical Garden **does not** provide a changing area for the wedding party. Public restrooms may not be used during regular garden hours.
7. One hour (3:00-4:00 p.m.) is permitted for rehearsals the day before the wedding. **No exceptions will be made.**
8. McKee Botanical Garden will provide a Garden Representative that will be on-site during your event. One off-duty deputy for security is required.
9. If requested, the lessee must provide a guest list to the Garden.
10. Certification of insurance for general liability coverage in the amount of no less than \$1,000,000 for bodily injury and \$250,000 for property damage must be filed with the office at least 14 (fourteen) days prior to the event.
11. The lessee assumes full liability for the following: conduct of guests, payment of fees, coverage of any damage or loss of McKee Botanical Garden property occurring as a result of or during the event, and responsibility for any personal injury which may result during or as a result of such use. Children under the age of 14 must be under the supervision of an adult guest at all times when they are on McKee Botanical Garden property.
12. **Smoking and illegal substances are not permitted on site under any circumstances. McKee Botanical Garden is a non-smoking facility.**
13. The rental of these facilities does not include entrance/admission to the Garden; this fee only covers renting the facilities. After hours, because the entire garden does not have night time lighting and for liability reasons, **guests are not permitted to walk the grounds.**

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PAYMENT TERMS AND ADDITIONAL REGULATIONS

RESERVATIONS

Agreement and completion of this rental form with a 50% reservation deposit and security deposit as stated below is required in order to hold the reservation. The remainder of deposit is due within **14 days** of rental date. Confirmation of insurance is due within 14 (fourteen) days of rental date.

The requested date and facility will not be confirmed until the deposit is paid and the agreement signed.

FACILITY	DEPOSIT	RENTAL RATES
Greeting Area	\$250	\$1,000
Richardson Education Building	\$500	\$1,000
Bamboo Pavilion	\$150	\$750

The security deposit is fully refundable after the rental only if the condition of facility and grounds is in satisfactory condition. McKee Botanical Garden reserves the right to deduct the cost of any repairs or staff time needed to repair facility or grounds. **Any necessary clean-up will be charged at a rate of \$250 per hour.** Security deposit, if applicable, will be mailed to the Lessee within 30 business days after rental.

CANCELLATIONS

30 days prior to rental date: Fifty percent (50%) of rental fee will be refunded.

Less than 30 days: NO REFUND - However, you may reschedule a facility rental for another date as long as we are given 2 days notice of cancellation. THE SECURITY DEPOSIT WILL BE FULLY REFUNDED if Lessee cancels contract.

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McKEE

BOTANICAL GARDEN

By the signing of this contract, the Lessee agrees that he/she reads, understands and will abide by the guidelines set forth by McKee Botanical Garden.

It is also agreed that any modifications of the contract must be done in writing and executed by both the Lessee and McKee Botanical Garden.

RESPONSIBLE PARTY

ADDRESS	CITY	STATE	ZIP
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PHONE NUMBER	E-MAIL ADDRESS
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DEPOSIT ENCLOSED	SECURITY DEPOSIT ENCLOSED
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LESSEE SIGNATURE	DATE	MCKEE SIGNATURE	DATE
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*Please make check payable to the McKee Botanical Garden, Inc.
& mail to 350 U.S. Highway 1
Vero Beach, FL 32962
772-794-0601*

6/2016

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WEDDING RATES AND GUIDELINES

Thank you for your interest in having your wedding and/or reception at McKee Botanical Garden. The following are rates and hours of availability. Bookings for weddings must be made **by appointment only**. Please contact Kim Russell, Monday through Friday at (772)794-6010, or russell@mckeedgarden.org.

Smoking and illegal substances are not permitted on site under any circumstances. McKee Botanical Garden is a non-smoking facility.

The following facilities are available for weddings:

FACILITY	CAPACITY		SQUARE FEET
	Tables	Standing or Theatre Seating	
Greeting Area	N/A	100	1,500
Richardson Education Bldg	80	100	1,000
Bamboo Pavilion	N/A	40	529

Rates:

FACILITY	RENTAL RATES*
Greeting Area	\$1,000
Richardson Education Building	\$1,000
Bamboo Pavilion	\$750

McKee Botanical Garden reserves the right to book wedding receptions or a combination ceremony/reception **ONLY during peak months (November-May)*

Hours of availability:

FACILITY	HOURS OF AVAILABILITY
Greeting Area	Tuesday-Sunday – no earlier than 4:00 p.m. or depending on daylight savings
Bamboo Pavilion / Richardson Education Building	Tuesday-Sunday – no earlier than 4:00 p.m. or depending on daylight savings

NOTE: Membership fee discounts do not apply to weddings or receptions. All fees are subject to Indian River County 7% sales tax

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350 U. S. Highway 1 • Vero Beach, FL 32962 • 772.794.0601
www.mckeedgarden.org

GUIDELINES FOR THE BAMBOO PAVILION

Facility	Capacity		Sq. ft.	Rental Fee	Hours of Availability
	Tables	Standing			
Bamboo Pavilion	n/a	40	529	Nov-April \$750.00	Tuesday-Sunday – no earlier than 4:00 p.m. or depending on daylight savings

1. Rental is for a two hour time period. Rental must be between the above mentioned hours of availability.
2. No **attached** arrangements or decorations are permitted (no nails, tape, tacks permitted).
3. A small portable CD player or a solo instrumentalist is permitted, but no amplifiers.
4. No isle runners, archways, pedestals for flowers, or additional flowers other than bouquets for bridal party are allowed. No candles/unity candle, sparklers, bubbles, balloons, bird seed or rice are permitted; a sand ceremony will be allowed.
5. No food or drink is allowed.
6. A changing room will not be provided.
7. **No smoking is allowed on Garden grounds.**
8. All guidelines in McKee Botanical Garden’s Wedding Policy must be adhered to in addition to these specific guidelines.

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GUIDELINES FOR THE GREETING AREA

Facility	Capacity		Sq. ft.	Rental Rates	Hours of Availability
	Tables	Seating			
Greeting Area	N/A	100	1,500	\$1,000	Tuesday-Sunday – no earlier than 4:00 p.m. or depending on daylight savings

1. Rental of the Greeting Area **does not** include chairs. All rentals should go through Tentlogix. Rentals will be delivered no earlier than the Friday prior to your event and should be picked up Sunday between noon and 5:00 p.m. For Sunday rentals, Monday 9:00 a.m.-4:00 p.m.
2. Rental must be between the above mentioned hours of availability.
3. No **tables** are allowed on the Greeting Area.
4. No **tenting** of the Greeting Area is allowed.
5. No isle runners, archways, pedestals for flowers, or additional flowers other than bouquets for bridal party are allowed. No candles/unity candle, sparklers, bubbles, balloons, bird seed or rice are permitted; a sand ceremony will be allowed.
6. No more than a 4-piece musical ensemble is permitted.
7. The florist may have access to the Greeting Area at 3:00 p.m. for set up.
8. A changing room will not be provided.
9. McKee Botanical Garden is not responsible and cannot control weather – you **MUST** make alternative arrangements in case of inclement weather. There will be no refunds.
10. **No smoking is allowed on Garden grounds.**
11. All guidelines in McKee Botanical Garden’s Wedding Policy must be adhered to in addition to these specific guidelines.

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