

McKee Botanical Garden

Wedding Reception 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 allow wedding receptions at the Hall of Giants/Spanish Kitchen and the Richardson Educational Building/Outdoor Patio area. Wedding receptions 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).

McKee Botanical Garden also has the right to limit the number of wedding receptions at the administration's discretion.

Renters should be aware of the nature of the facilities that they are using. The Garden is fragile and irreplaceable.

This agreement made on the _____ day _____ 2017, is by and between McKee Botanical Garden, a 501(c)3 non-profit organization located at 350 US Highway 1, Vero Beach, Florida 32962 and _____ (known from here on as Lessee).

We have reserved the _____ on the _____ day _____ 2017 between the hours of 5:00 p.m. and 9:00 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 3:00pm and 5:00pm on the day of your wedding reception. **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 Wedding Receptions*.

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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 our exclusive caterer be utilized for your affair. All rentals must be ordered through TentLogix (772-562-7449) and *must be approved no later than 24 hours prior to the event. **TentLogix cannot deliver any earlier than the day of your event and must be picked the day after (including weekends).*** For example, if your wedding or reception is scheduled for a Saturday evening, rental company must deliver the rentals on Saturday and pick up on Sunday. Photographers must be from the pre-approved photographers list provided by McKee.
 - ♦ Caterer must supply everything necessary for setup and cleanup (i.e. garbage cans, liners, cleaning materials, mop, extension cords, etc.) All trash must also be removed by the caterer at the end of the event. It is the responsibility of the lessee to leave the site in the same condition in which it was found. If the caterer or the lessee leaves the site in unsatisfactory condition, we reserve the right to use all or part of the damage fee deposit to rectify the situation.
 - ♦ The caterer must carry adequate property damage and liability insurance. This paperwork must be filed with the office at least 14 (fourteen) days prior to the event.
 - ♦ Caterer must provide Garden with copy Workman's Compensation insurance certificate at least 14 (fourteen) days prior to the event. No employees or outside labor allowed without Workman's Compensation coverage.
 - ♦ If alcoholic beverages are served, the lessee must obtain a Host Liquor Liability policy. **NO outside liquor is to be brought in.** It must come through an approved vendor, i.e. The Bottle Shop.
5. One hour (3:00-4:00 p.m.) is permitted for rehearsals the day before the wedding.
6. Chairs stacked on south side of the Education Building cannot be moved. Potted plants or screens may be rented to disguise the chairs.
7. McKee Botanical Garden will also provide Garden Representative that will be on-site during your event.
8. If requested, the lessee must provide a guest list to the Garden.
9. All events must end by 9:00 p.m. **NO EXCEPTIONS**

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10. Certification of insurance for general liability coverage in the amount of no less than \$1,000,000 for bodily injury and 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

Reservations must be made in advance. 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*
Hall of Giants/Spanish Kitchen	\$500	\$2,000
Education Building/Outdoor Patio	\$250	\$1,000

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*

7/2016

McKEE

BOTANICAL GARDEN

WEDDING RECEPTION 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-Friday, at (772)794-0601, Ext. 101 or russell@mckee garden.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	
Hall of Giants/Spanish Kitchen	90 seated	N/A	1,836
Education Building/ Outdoor Patio	80 seated	100	1,074
			1,462

Rates:

FACILITY	RENTAL RATES*
Hall of Giants/Spanish Kitchen	\$2,000
Education Building/Outdoor Patio	\$1,000

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
Hall of Giants/Spanish Kitchen	Monday-Sunday 5:00 p.m.-9:00 p.m.
Education Building/Outdoor Patio	Monday-Sunday 5:00 p.m.-9:00 p.m.

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

Initials

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

GUIDELINES FOR THE HALL OF GIANTS/SPANISH KITCHEN

Facility	Capacity		Sq. ft.	Rental Rates	Hours of Availability
	Tables	Standing			
Hall of Giants/Spanish Kitchen	100 seated	N/A	1836	\$2,000	Tuesday-Sunday 5pm-9pm

1. Rental of the Hall of Giants/Spanish Kitchen includes the facility only. McKee does not provide tables, chairs, linens etc. The Mahogany Table will not be part of the seating area.
2. Rental must be between the above mentioned hours of availability.
3. No **attached** arrangements or decorations are allowed in Hall of Giants/ Spanish Kitchen (no nails, tape or tacks permitted). No rice, bird seed, balloons, sparklers or petals are permitted. **ONLY SOY CANDLES** are permitted and must be in votives.
4. No more than a 4-piece musical ensemble is permitted.
5. No balcony or second floor access is permitted.
6. **The caterer and florist may have access to the Hall of Giants/Spanish Kitchen area at 3:00 p.m. for set up.**
7. All events must be catered by Sealantro, 772-713-7730.
8. The grill in Spanish Kitchen may not be used.
9. A changing room will not be provided.
10. **No smoking is allowed on Garden grounds including parking lots.**
11. The mahogany table is irreplaceable and is a historic artifact. **Absolutely no standing or sitting is permitted on the table.** No floral arrangements or candles are permitted on the table.
12. 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 RICHARDSON EDUCATION

BUILDING/OUTDOOR PATIO AREA

Facility	Capacity		Sq. ft.	Rental Rates	Hours of Availability
	Tables	Standing			
Education Building/Outdoor Patio Area	80 Seated	100	1,074	\$1,000	Monday-Sunday 5:00-9:00 p.m.

1. Rental of the Richardson Education Building includes the tables, and chairs **which must remain inside the building.**
2. Any additional tables and chairs must be rented from TentLogix Rentals.
3. Rental must be between the above mentioned hours of availability.
4. No **attached** arrangements or decorations are allowed in Richardson Education Building/Outdoor Patio area (no nails, tape or tack permitted).
5. Chairs stacked for storage at the south end of the Education Building cannot be moved. Potted plants or screens may be rented to disguise them.
6. No rice, bird seed, balloons, sparklers or petals are permitted. Votive candles are permitted.
7. No more than a 4-piece musical ensemble is permitted.
8. The caterer and florist may have access to the Richardson Education Building at 3:00 p.m. for set up.
9. All events must be catered by Sealantro, 772-713-7730.
10. A changing room will not be provided.
11. **No smoking is allowed on Garden grounds or parking lots.**
12. All guidelines in McKee Botanical Garden's Wedding Reception Policy must be adhered to in addition to these specific guidelines.

Initials _____

Date _____