Contact:
Cheryl Lockhart, Events Coordinator
505-471-9103 x8
events@santafebotanicalgarden.org
**General Information:**

The Santa Fe Botanical Garden at Museum Hill is a unique and inspiring venue for all occasions. Our Garden offers a stunning location on 20+ acres of cultivated and wild plants. The Garden’s backdrop of the mountains of the ski basin, aspens and the dramatic New Mexico sky enhance the experience of any special event.

The Botanical Garden at Museum Hill, a collection of native and climate-appropriate plants, was designed by landscape architect, W. Gary Smith and offers twelve spaces appropriate for special or corporate events. The largest gardens include the Orchard Garden, a fruit tree orchard surrounded by pathways and a rich tapestry of perennials, lavender and roses, and Ojos y Manos: Eyes and Hands Garden, an ethnobotanical garden exploring the shared history of humans and plants in Northern New Mexico. These spaces coupled with the iconic Kearney’s Gap Bridge and the outdoor Hendricksen Pavilion allow for flexible options for events with guests from 20 to 200.

*More images of the Garden can be seen at santafebotanicalgarden.org.*
## FACILITY RENTAL PRICING

**BASE VENUE FEE: $400.00**

\[ \text{BASE VENUE FEE} + \text{EVENT SPACE FEE} = \text{TOTAL RENTAL RATE} \]

<table>
<thead>
<tr>
<th>EVENT SPACE (seating capacity)</th>
<th>Sunday-Thursday</th>
<th>Friday &amp; Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent the Entire Garden (700)</td>
<td>$4,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Kalenian Welcome Ramada (30)</td>
<td>$450</td>
<td>$800</td>
</tr>
<tr>
<td>Goede Family Orchard Garden (65)</td>
<td>$2,000</td>
<td>$2,600</td>
</tr>
<tr>
<td>Dayton-Curless North Ramada (30)</td>
<td>$100</td>
<td>$300</td>
</tr>
<tr>
<td>Newman South Ramada (24)</td>
<td>$100</td>
<td>$300</td>
</tr>
<tr>
<td>Cacti &amp; Succulent Garden (20 standing)</td>
<td>INCLUDED</td>
<td>$100</td>
</tr>
<tr>
<td>Hendriksen Pavilion (60)</td>
<td>$1,050</td>
<td>$1,400</td>
</tr>
<tr>
<td>Kearny’s Gap Bridge (60)</td>
<td>$1,200</td>
<td>$1,600</td>
</tr>
<tr>
<td>Berlin Gathering Place (152)</td>
<td>$2,600</td>
<td>$3,400</td>
</tr>
<tr>
<td>Lopez Horno Plaza (20 standing)</td>
<td>INCLUDED</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Saurage Learning Ramada (20 standing)</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Hanlon Classroom Sunrise/Sunset (20 standing)</td>
<td>INCLUDED</td>
<td>$100</td>
</tr>
<tr>
<td>Gronquist Arroyo Overlook (20 standing)</td>
<td>INCLUDED</td>
<td>INCLUDED</td>
</tr>
</tbody>
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FACILITY RENTAL POLICIES

Booking

• A 50% booking deposit is required to book an event at Santa Fe Botanical Garden (SFBG). This fee is non-refundable and must be paid by credit card. The remainder of the fee is due 30 days prior to the event and will be charged to the credit card on file.

• Tentative reservations may be held for no more than three calendar days pending the signing of SFBG’s Facility Rental Agreement and payment of the required booking deposit. Fees are subject to change.

• Once the date, time and location for your event have been decided, a contract will be sent for you to sign and return with the booking deposit. In addition to the booking deposit you will be required to submit a $300 damage deposit. Should the site be found in an acceptable condition following the event, it will be returned in full within two weeks.

• The rental period is four (4) hours. Additional set up or take down time must be cleared with the facility rental staff.

• Portions or all of the deposit will be forfeited if damage, extra maintenance, or extraordinary cleanup occurs. For example, damage to the Garden’s plants, beds, structures and stonework; red wine stains, broken glass, damaged equipment, candle wax, and more will result in fees charged. The facility rental staff will determine these fees. Otherwise, the deposit is refunded.

• If for any reason the damage, maintenance or cleaning exceeds the damage deposit, the Host agrees to pay the Garden the additional amount.

• The Host is required to obtain special event insurance coverage with a certificate of liability naming SFBG as additional insured with coverage not less than one million dollars. If alcohol will be served, SFBG requires evidence that the caterer or server has liability insurance naming SFBG as additional insured on that policy as well.

Deposits and Requirements

<table>
<thead>
<tr>
<th>Type of Deposit/Requirement</th>
<th>Amount Due</th>
<th>Timing Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Deposit</td>
<td>50% of the cost of the rental</td>
<td>At signing of contract</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$300</td>
<td>At signing of contract</td>
</tr>
<tr>
<td>Caterer’s Deposit</td>
<td>$250</td>
<td>Two weeks before event</td>
</tr>
<tr>
<td>Balance (50% cost of rental)</td>
<td>Balance of the cost of the rental</td>
<td>Thirty days prior to event</td>
</tr>
</tbody>
</table>

Refunds

If the event must be cancelled by SFBG, a refund of the booking deposit will be made. All deposit refunds will be made within 90 days of the cancellation.
Cancellation Policy
Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the cost of the rental. If an event is cancelled following the final payment, which is due 30 days prior to the event, the entire cost of the rental is forfeited. There shall be no refunds due to inclement weather.

Facility Usage Guidelines
- City, State and Federal safety and fire regulations will be enforced by the Garden’s staff and security. Rental parties in violation of the fire code will be required to reduce the number of guests or otherwise be subjected to closure. (See fee structure and capacity for rental spaces on page 2)
- During regular hours, the entire Garden will not be closed to the public for a private function. Rental of the entire Botanical Garden can only occur from 5:00pm to 9:00pm. Specific rented areas of the Garden may be closed off during the day for an event.
- There may be certain times facility rental is limited due to special Garden activities or exhibitions.
- Hosts and their guests assume all responsibility for their automobiles and for any personal property either checked or left in the Garden. The Garden cannot be responsible for goods left before, during or after an event.
- Arrangements for deliveries, setup and breakdown for florists, caterers, rented equipment or photographers must be cleared in advance with the Garden’s facility rental staff no less than 72 hours prior to the event. All deliveries must be made through access point(s) designated by the Garden staff contact person.
- Any changes to the event setup, time or location within the Garden must be approved by the facility rental staff no less than 72 hours prior to the event.
- Musical groups and the location thereof must be approved by the Garden. The Garden reserves the right to intervene during an event if the sound level is too loud.
- Smoking or use of tobacco products is not allowed.
- Rice, bird seed, potpourri, sparklers, fireworks, confetti or fresh flower petals are not allowed on the Garden premises.
- If a coat check is being used during an event, items left are the sole responsibility of the Hosts or guests.
- The Board of Directors retains the right to deny use of the Botanical Garden if the nature of the event is inconsistent with the Garden’s purposes or mission.
- This agreement is not transferable to another individual or organization without the expressed written consent of the Santa Fe Botanical Garden.
- The Host is responsible for the conduct and actions of invited guests while they are on the Garden premises.
- Only certified service animals are allowed within the Botanical Garden.

Security, Alcohol & Permits
- If Host is planning a “public” event in the Garden, and alcohol will be served to the public or sold to the public, Host will be required to obtain a Special Dispenser Permit (aka SDP or ‘picnic license’)
issued by The State of New Mexico. This SDP is issued for special events, such as weddings, receptions, gallery openings and parties.

- Security requirement is determined by SDP.
- An SDP creates a temporary licensed location from which the licensee may sell or serve alcoholic beverages by the drink for a special event for a limited number of hours.
- This license can only be obtained by those who own or lease a dispenser liquor license located in Santa Fe, such as a liquor store.
- It is suggested Host locate a liquor store and apply for permit at least one month in advance.
- SFBG requires Host to submit proof of license.
- Only the liquor license holder and his or her employees, who have valid server permits, may serve alcoholic beverages under the SDP.
- The Facility rental staff will determine with the Host the amount of security required for daytime or nighttime events. Afterhours events, after 5:00pm will require bonded security during the entire event to safeguard the Garden and its collections, the parking lot, to guard belongings and if alcohol is being served.

Event Catering
- Caterers will be charged a $250 refundable deposit due two weeks before the event date.
- Caterers must provide to the Garden a “Certificate of Insurance” with liability coverage in the amount of at least $500,000, a copy of their Privilege License and Food Permit. If the Caterer is to serve liquor for the Host, proof of additional liquor liability coverage in the amount of $1,000,000 must be included on the “Certificate of Insurance”.
- Food preparation, handling and cleanup must comply with Health Department standards.
- Caterers must remove all trash and recycling and rentals (tables, chairs, tents, dishes, glassware, etc.) from the Garden premises at the end of the event. If all the above requirements are not met, the Caterer’s $250 deposit will be forfeited.
- Location of catering vehicle parking must be approved by facility rental staff.
- Location of all tents, canopies, tables and seating must be approved by facility rental staff.
- Open flame cooking must be approved by facility rental staff.

Decorations/Florists
- Decorations must be approved by the Garden’s facility rental staff.
- Decorations may not be nailed or glued to the metal posts, rocks or benches within the Garden. Other methods of securing decorations, such as wire, tape or pins, must be approved by facility rental staff contact.
- Candles are allowed only in rental areas and must be contained in votives or glass hurricanes. The facility rental staff must approve all candle usage.
- No fireworks of any kind are allowed in the Santa Fe Botanical Garden.
- Set up and dismantling of equipment or decorations must not disrupt public use of the Garden.
- Only air balloons (no helium) are permitted, provided they are secured and weighted. They should be approved by the facility rental staff, and they should be removed immediately following the event.

Parking
- Event parking is available in the lot adjacent to the Botanical Garden’s entrance on the north side of Camino Lejo. Additional parking may be available across the street at Milner Plaza, however, facility rental staff must advise and approve based upon competing events on Museum Hill.

Clean-Up Requirements
- The Botanical Garden staff is not responsible for setting up or breaking down any rental equipment, such as tables, chairs and trash containers, etc.
- The Host is responsible for all rental areas within the Garden being left in a clean and orderly condition. All equipment must be removed immediately following the event or no more than 24 hours following the event, without incurring the $300 damage deposit penalty.

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