

Special Events Policy

Steering Committee approval is required for gatherings of 10 or more people, class visits, film or photo shoots, and similar events. The garden does not close for events, and participants should expect that daily garden activity will take place. Donations, which are tax deductible, are welcomed. 1

A completed Special Events Application must be submitted to the steering committee well in advance of the proposed event. Four to eight events will be approved each year on a first-come, first-served basis. The event applicant may be requested to attend a committee meeting and provide a deposit of \$50. The garden may not be rented. Each applicant must:

- 1) Provide Security
- 2) All guests must read and abide by the garden rules.
- 3) The event applicant is responsible for guests and damages to the garden, including but not limited to plants, trees, benches.
- 4) Clean up: After the event, guests are expected to return the garden to its original state. Garbage and recyclables from the event must be properly bagged and placed at the curb. Failure to do so may result in forfeit of the event deposit and of garden privileges.

Additional guidelines:

Private Events

- No more than 20 people
- No alcohol
- No amplified music
- No cooking
- Props and other items brought into the garden must be kept to a minimum.
- Wedding ceremonies of up to one hour in length are permitted.
- Wedding receptions are not permitted.

Public Events (music / dance / theater performances donated by performers)

- Performers may submit proposals along with the application.
- Performers may be invited to a committee meeting to discuss their proposals and answer questions
- All such events are free to the community, no admission may be charged
- Film and Photography sessions - minimum amount of equipment and smallest crews are advised and tripods or other equipment must stay on the brick path
- The steering committee reserves the right to refuse proposals for commercial projects.

Visits and Tours (by schools, organizations, groups, not limited in number per year)

- Class visits must be limited to one class at a time
- Two adults plus a garden representative must be present with a school group
- Teachers must prepare children for visits by going over garden rules ahead of time.

Special Events Application

Name of Organization _____

Type of Organization (school, church, etc.) _____

Date Requested: _____ Hours: _____

Event Description: _____

Number of People in Attendance: _____

Will food be served? Explain _____

Additional information

Submitted by: _____ Date _____

Contact Information:

Name: _____ Title _____

Address: _____ City _____ State _____

Phone _____ E-Mail _____