

RENTAL POLICY

The State Botanical Garden of Georgia is first and foremost an educational institution and living museum. Many events are enhanced by its unique facilities, natural beauty, and integrity of the Garden. The Garden reserves the right, on an individual basis, to refuse rental events deemed inappropriate to a specific building or the Garden in general.

Beginning July 1, 2009, the rental office at The State Botanical Garden of Georgia will institute changes regarding its event booking policy. The window for reserving facilities will be extended from the current 12 months to 18 months. Thus the office will begin accepting phone calls at 9:00 EST, July 1, 2009, for bookings through December 31, 2010. All facilities not reserved for Botanical Garden events will be available on a first-call, first-serve basis excepting UGA holidays when the Garden is closed. This new system will replace the present "lottery" system which requires clients be physically present the day of the lottery..

Bookings may be placed on tentative hold for a week. Tentative bookings are automatically released after 5 days unless confirmed. **A \$500.00 security/damage deposit is required to confirm all non-University rental events.** This deposit is separate from the rental fee and is refundable if the building is left clean and undamaged. All events cancelled at least 90 days prior to the event date will be charged a \$250.00 cancellation fee. Deposits will not be refunded if the event is cancelled less than 90 days prior to an event date.

The total rental fee is due 60 days prior to the event. University rates apply to official UGA events (events sponsored or cosponsored by UGA units) and non-profit organizations. The Garden reserves the right to require proof of UGA sponsorship and non-profit status.

The rental client is responsible for the setup and cleanup as specified in the rental contract. The Garden provides only limited custodial services. Clean-up must take place immediately after the event and must be completed within the reservation time frame. No early setups or overnight storage is permitted. Clients must independently arrange for catering, music, and other special services if required. A licensed caterer must be used. **A 10%-15% catering surcharge is required. Please contact the office for a list of approved caterers.**

The Garden is not responsible for loss, theft, or damage to personal property. No smoking is permitted inside the buildings. Cigarette receptacles are located outside each building. Rental clients must abide by UGA Alcohol Beverage Policy. Additional policies and restrictions may apply. Detailed information about further restrictions will be included with the rental contract. Please note that additional restrictions apply in some buildings. **Security is required and is included in the rental fees of the Chapel, Visitor Center, and Terrace Room.**

For additional information or to book an event, please email (sbgrent@uga.edu) or call Shené Stroud at 706-542-6467 Tuesday-Saturday 9:00 AM - 4:30 PM. **An appointment is required to view the Chapel, Callaway Building, or Terrace Room** (The Visitor Center is open during regular business hours: Tuesday-Saturday 9:00AM - 4:30 PM and Sunday 11:30 AM - 4:30 PM). To schedule an appointment please contact Bill Kirch at 706-542-6154.