



2145 Centre Avenue | Fort Collins, CO 80526  
970.416.2486 | fcgov.com/gardens

## 2024 RENTAL POLICY INFORMATION

*The following document is intended as a policy summary to address and clarify common questions. Clients will be required to review our full policies as outlined within the Contract prior to booking.*

### Booking Policies

- Bookings must be completed at least 30 days prior to the event date.
- 50% non-refundable booking deposit and a signed contract are required to reserve a space
- Venue rental must include all time the client(s) and vendor(s) need access for set-up and clean-up
- Security deposit and liability insurance will be required for events serving alcohol or with over 40 guests
- There are no refunds for cancellations made within 14 days of the rental date, including in the event of unfavorable weather. Cancellations made with more than 14 days' notice will forfeit the booking deposit and any hard expenses but the balance can be refunded.
- Spaces may be reserved up to one year in advance.
- The Gardens can be rented for invitation-only private events. We are unable to accommodate external events, free or ticketed, that are open to or marketed to the general public. Additionally, we cannot host any rental that is similar in scope or nature to our own events and programs, including concerts and performances.

### Décor

- No glitter, confetti, flame candles, loose real or artificial flower petals, rice, bird seed, sparklers, balloon releases, or fireworks are allowed.
- Décor, including signage, must be confined to the rented space. Clients cannot store, set up, or stage items outside of the rented space and contracted timeframe.
- Décor cannot be taped, nailed, stapled, or tacked to any part of Gardens property.
- Gardens exhibits, structures, and other property cannot be moved or covered unless specifically approved in advance.
- Gardens staff will set up and break down all tables, chairs and linens rented through The Gardens. Other décor setup and breakdown is the responsibility of the client.

### Food and Beverage

- All food served at rental events must be commercially prepared.
- Full-service caterers must undergo an approval process. Clients can select from a pre-approved list or the caterer of choice may apply to become an approved vendor for the facility.
- Food trucks are permitted for events at Everitt Pavilion, Great Lawn, Café Grove, or Children's Garden.
- There are no kitchen facilities or food prep spaces available on-site. The outdoor grill is available for licensed caterer use in a limited capacity.
- Glass and other breakable server ware is not allowed unless specifically approved in advance.
- Alcohol must be served through our concessionaire, Sapphire Events LLC.
- Alcohol service is permitted for daytime events in certain locations only.
- Alcohol service must end at 8 p.m.

## Music

- Daytime Music
  - Soft acoustic or speaker music is allowed on the Everitt Pavilion, in the Community Room, and in the Classroom during Gardens' operating hours
- Afterhours Music
  - Acoustic string and woodwind instruments and amplified spoken word is allowed everywhere
  - Amplified string, woodwind, and keyboard instruments is allowed in the Children's Garden and on the Everitt Pavilion
  - Amplified music is not permitted in the Garden of Eatin', Timber Frame, Café Grove, North Patio, Rock Garden, or Undaunted Garden unless the music is part of a ceremony. Soft music from speakers is allowed during ceremonies.
  - All music must end at 8 p.m.
- Dance floors and hired DJs playing dance party music is not allowed in any spaces.
- Accordions, bagpipes, brass instruments, drums, electric guitars, horns of any kind are not allowed in any spaces.

## Guest and Venue Expectations

- During afterhours events, guests are allowed only in the area that has been rented and cannot wander the Gardens in its entirety.
- Flowers, leaves, seeds, and other garden items cannot be picked or collected.
- Guests must always stay on designated pathways and out of planted beds, including for pictures.
- Outside alcohol, tobacco and marijuana products are not allowed in any form.
- Pets are not allowed.
- Skateboards, roller skates and bikes are not permitted within grounds.
- All event waste and recycling must be completely contained within provided receptacles.