

NORTH CAROLINA BOTANICAL GARDEN

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

COKER ARBORETUM RESERVATION POLICY

1. Reservations must be made 30 days prior to event. All dates must be pre-approved. **Note: The Arboretum venue may be affected by athletic events on the UNC campus.** Check the UNC athletic calendar at: <http://tarheelblue.cstv.com/#00>
2. A non-refundable facility use fee of \$500, plus a separate refundable \$100 damage deposit, is required to confirm a reservation. Make **both** checks payable to: North Carolina Botanical Garden and mail to Education Dept., North Carolina Botanical Garden, Campus Box 3375, Chapel Hill, NC 27599-3375.
- 3. Reservation guarantees the space for four hours, unless otherwise arranged.**
4. Set-up and break down activities should occur within the 4-hour reservation time period. Any changes or additional use (i.e. rehearsals) must be pre-approved and coordinated through the Education Department at the North Carolina Botanical Garden.
5. A pre- and post-inspection of the rented space will be performed. Party will be charged for any damage to Arboretum property.
6. Event may be scheduled anytime during daylight hours. The Arboretum closes at dusk.
7. Event can be held at any suitable location in the Arboretum (see map).
8. No more than 200 guests are allowed. Receptions are **not** permitted.
9. Alcoholic beverages are prohibited in the Coker Arboretum.
10. All equipment should be delivered by outside vendors and placed on dry solid ground. **Tents are not permitted.**
11. Amplification must be pre-approved. Electricity is not available.
- 12. The use of fire (candles, sparklers) is prohibited.**
13. The Coker Arboretum has no rain shelters or restroom facilities.
14. Party will be responsible for removing all trash & recycling from the event. There are no garbage receptacles available, however recycling bins and dumpsters can be found along the service drive of the Arboretum.
- 15. Parking** on the UNC campus is limited and is not guaranteed per this document. Call UNC Parking Services, (919) 962-3951, for campus parking information.
- 16. It is strongly recommended that the user visit the site and review with NCBG staff the accessibility to parking, trash, and recycling facilities.**
- 17. Party agrees to release and hold harmless The University of North Carolina and must sign an agreement as such.**