

NORTH CAROLINA BOTANICAL GARDEN

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL



2012 FACILITY USE POLICIES & PROCEDURES

Our Mission is “to inspire understanding, appreciation and conservation of plants in gardens and natural areas, and to advance a sustainable relationship between people and nature”.

Decisions regarding the use of our facilities are made with these principles in mind. Our policy requires “green” practices to reduce the environmental impact of your event.

APPLICATION PROCEDURE

Inquiries for rental use and space availability of the North Carolina Botanical Garden’s (NCBG) Education Center and other surrounding grounds and facilities can be made in person, by phone or by email. Confirmation of the rental space will be made by the Facility Use Coordinator upon the approval of date and space and the return of the signed agreement and deposit.

Please contact the NCBG Facility Use Coordinator to inquire about availability and to request a reservation. Phone: (919) 962-0522, Email: laurende@email.unc.edu

HOURS OF AVAILABILITY

Event scheduling is dependent upon availability of space and NCBG staff coverage. Events that require excessive parking (ex – receptions) and outdoor events (ex – wedding ceremonies) are restricted to closed hours. Upon approval, events may occur during:

“Open Weekday Hours”	Monday – Friday	8:30am – 5:00pm
“Closed Weekday Hours”	Monday – Friday	5:00pm – 10:00pm
“Open Weekend Hours”	Saturday – Sunday	8:00am – 6:00pm
“Closed Weekend Hours”	Saturday – Sunday	6:00pm – 12:00am

PAYMENT

A non-refundable 25% deposit is required to confirm rental use and hold the event date and space. Full payment plus a refundable \$500.00 Damage Deposit is due no later than 30 days prior to the scheduled events. Some events may be exempt from the refundable Damage Deposit. If full payment is not received 30 days prior to scheduled event, your reservation will be cancelled with no refund of the deposit. Acceptable methods of payment include: check, cash, MasterCard, and Visa. Checks should be made payable to the *North Carolina Botanical Garden*. In the event of a returned check, the customer must redeem the check value plus a returned check fee of \$30 within 48 hours of notification in order to hold the scheduled date.

CANCELLATION POLICY

No cancellations will be accepted from anyone other than the person identified as the *Representative of User Group*. Cancellations must be in writing. Phone conversations and/or other messages will not constitute cancellation. The rental fee, less the 25% deposit, will be refunded if the event is properly cancelled at least 30 days preceding the scheduled event. If a cancellation is made less than 30 days of scheduled event, the full rental fee will be forfeited. Full refunds will be made in the event the NCBG cancels a function and an alternative date cannot be scheduled.

FACILITY OPTIONS

Rental spaces include classrooms, a conference room, an auditorium/reception hall, a catering prep area and outdoor spaces. The Facility Use Coordinator will help you determine which space(s) will best suit your event. There are no formally designated dressing room facilities for wedding parties.

PHOTOGRAPHY

Photography for private, non-commercial uses is allowed. A separate reservation and application must be made in advance for all professional or commercial photography/video taken in the NCBG. Clients need to arrive camera-ready as there are no dressing room facilities. Photographers/videographers and their equipment are restricted from garden beds and may not block or interfere with normal pedestrian or vehicular traffic. Application forms are available upon request.

ADDITIONAL RENTALS

The NCBG will provide the appropriate tables and chairs for all **indoor** rental spaces at no additional cost. The Facility User is responsible for any rental delivery, pickup and setup from an outside vendor. **Rentals from outside vendors must be delivered after 3 p.m. on the day of the event, and picked up no later than 24 hours after the event ends.**

PARKING

NCBG has 100 parking spaces, including 7 accessible spaces and 2 bus spaces. With prior approval, afterhours parking reservations can be made for large events. Public transportation and carpooling are encouraged for all events. If we cannot accommodate your parking needs, we will work with you in identifying alternative parking strategies and arrangements.

ACCESSIBILITY

The Education Center is designed for accessibility and universal use. A limited number of wheelchairs are available upon request. We have 7 designated accessible parking spaces that are located 150-200 feet from the Education Center facilities. Please call ahead for assistance.

FOOD, BEVERAGE AND OTHER DISPOSABLES

We request that all groups to adhere to our *Green Events at the Garden* policy. We encourage the use of "green" products and sustainable practices. We will provide a list of green strategies and vendors for these products upon request. *All disposable products must be recyclable or compostable.* The Facility User must sign the *Green Events at the Garden* policy and return to the Facility Use Coordinator if any food and/or beverage will be severed at an event.

CATERERS

Catering is the responsibility of the Facility User. All caterers must clean and leave the space(s) used as it was found. An approved caterer's list will be provided. These caterers are familiar with our facilities and green event best practices and have agreed to provide food and beverage service in accordance with the *Memorandum of Agreement* between the caterer and the NCBG. **Every effort must be made by the Facility User and caterer to reduce, reuse, recycle and/or compost waste.**

ALCOHOLIC BEVERAGES

Beer and wine are permitted. Mixed drinks (liquor or fortified wine) are not permitted. A signed *Alcohol Guidelines and Agreement* must be given to the Facility Use Coordinator prior to your event if you plan to serve alcohol. A qualified licensed bartender over the age of 21 must serve the alcohol. Cash bars or self-serve bars are not allowed. Alcohol can only be served after 5 p.m. on weekdays. No alcohol may be served on Sundays.

Unauthorized alcohol use is not permitted at any time at the Garden. Violations of the *Alcohol Guidelines and Agreement* can result in the immediate termination of the event without refund and forfeiture of customer's entire security deposit. The Facility User must sign the *Alcohol Guidelines and Agreement* and return to the Facility Use Coordinator if any alcohol will be served at an event.

SALE OF MATERIALS

Only materials pre-approved by NCBG that are related to the event being conducted (such as audio recordings, proceedings, or books) may be sold. NCBG will not provide sellers.

EXHIBITORS

Exhibitors who are part of an event are subject to approval by the University of North Carolina at Chapel Hill and NCBG. NCBG retains the right to enforce guidelines regarding factors such as exhibit size and function.

FLORAL ARRANGEMENTS

You are responsible for hiring a florist or providing your flower arrangements. You or the florist must bring your/their own containers for flowers and decorations. Flowers and plants must have a liner tray to prevent water damage to furniture or floors. *All floral decoration must be removed from the building at the end of the event.* The NCBG encourages the use of southeastern native plants and live plants as arrangements. We discourage the use of the exotic invasive plants in arrangements, as the discarding of them can harm the environment. For a list of invasive plants, please see: www.ncwildflower.org/invasives/list

DECORATIVE MATERIALS

If you need to hang or otherwise display materials, please discuss appropriate display methods with the Facility Use Coordinator. No NCBG fixtures, including plants, containers or other equipment or adornments may be removed from outdoor spaces. If items must be moved, the Facility Use Coordinator will approve and conduct the removal. Use of special event decorations and other related materials shall be discussed and approved by the Facility Use Coordinator.

AUDIOVISUAL

The facility use fee includes projector and screen equipment set up and instructions, only. Audiovisual is available in all indoor spaces except for the Growing Classroom (C110). Audiovisual technical support is the responsibility of the Facility User.

MUSIC AND ENTERTAINMENT

The Facility User is responsible for hiring musical entertainment if needed. A designated place will be determined for the location of the band. Equipment such as speakers, instruments, stereos, etc. is furnished by the Facility User or the band. All entertainment and associated setup must be approved at least 30 days in advance.

PROHIBITED EQUIPMENT

The use of tents, open flame candles, tiki torches, luminaries, and other sources of combustion are not permitted. We suggest using solar powered lights. Carpet or aisle runners may be used on hard surfaces only — not on grass. The throwing of rice, birdseed, confetti, or party string is not permitted.

SET-UP AND CLEAN-UP

All groups must arrive fully prepared to conduct their business. The NCBG staff cannot provide office supplies, access to photocopying or fax machines, computer access, or similar equipment to any group or individual, including University-based departments.

The NCBG will clean the floors and restrooms, but groups are otherwise responsible for leaving spaces as they found them. If food is served, please refer to the NCBG's *Green Events at the Garden* and *Caterer Memorandum of Agreement*. Groups must make arrangements to properly dispose of all food, recyclables and trash, and clean all NCBG areas used by the group. The NCBG will provide compost, recycling and trash bins. **All event equipment, supplies, and materials must be removed from the facility within the scheduled time of your event, unless previous arrangements have been made with the Facility Use Coordinator.** The \$500 Damage Deposit will **not** be refunded if the space is not left as it was originally found within the scheduled timeframe.

LIABILITY

NCBG disclaims any responsibility for any personal property or equipment of user group that is lost or damaged during the event. Any damage to the NCBG facilities, equipment, gardens, and/or grounds that exceeds the \$500 damage deposit must be reimbursed by the Facility User. Charges for damage or loss to any building or grounds may include the replacement cost if the item is damaged beyond repair or is lost, the cost of labor to repair the item, cleaning costs and a damaged item service fee to be determined. In addition, the \$500 damage deposit will not be refunded.

SMOKING

As part of The University of North Carolina at Chapel Hill, the NCBG is a non-smoking facility. Smoking is therefore not permitted in anywhere on the property, including indoor rooms and outdoor spaces.

OUTDOOR RENTALS AND INCLEMENT WEATHER

Reservations for outdoor spaces do not include back-up space for inclement weather. If you wish to rent additional space as a back-up, this must be done at least 48 hours in advance and is dependent on availability of space. This rental fee is non-refundable.

In the event of inclement weather, outdoor facilities at the NCBG are closed as a matter of policy. In the event that outdoor facilities are closed due to weather, the Facility Use Coordinator will work with you to come up with an alternative space at the NCBG or find another available date. If customer should decide to cancel and not re-book the event on another date, a 50% refund will be provided, as the NCBG cannot be held responsible for inclement weather or inconveniences.

RATES

Rates are listed under the "Spaces & Rental Fees" section of the *Facility Use Application* and are subject to change.

MATTERS NOT HEREIN PROVIDED

All matters not expressly herein provided for shall be in the discretion of NCBG.