



## Facility Rental 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.

### **APPLICATION PROCEDURE**

Application is for productions ONLY. Inquiries for facility rentals of Forest Theatre can be made to Aislinn Spain, Event Manager, at 919.537.3819 or [aspain@unc.edu](mailto:aspain@unc.edu). Confirmation of the rental space will be made by the Event Manager upon the approval of date and space and the return of the signed agreement and deposit.

### **HOURS OF AVAILABILITY**

Reservations for Forest Theatre scheduled year round. Event scheduling is dependent upon availability of space and Forest Theatre staff coverage. Reservations must be made at least 30 days prior to event. All dates must be pre-approved. Event may not interfere with any pre-scheduled activity at the Forest Theatre. For events scheduled to begin or end after dark, a lighting plan must be presented to the Forest Theatre Manager for review and approval of night time theatre use. Note: The Forest Theatre venue may be affected by athletic events on UNC campus. See ([www.goheels.com](http://www.goheels.com))

## **FACILITY**

A facility use reservation covers the exterior portion of Forest Theatre and does not include reservation of the parking lot. There are not public restroom facilities nor public storage amenities on site. There are no rain shelters. An off-campus backup plan is recommended.

If the storage room/restroom is requested for use during your reservation, you must provide a facility and a \$100 key deposit (per key), in cash. A time for key return and facility inspection should be scheduled with the Forest Theatre Manager. All directions and regulations must be followed by the on-site House Manager.

The following conditions apply:

- a) The restrooms and the adjoining dressing room should be left clean and free of trash and debris (remove all associated event props).
- b) Access to the restrooms and the Battle Park storage closet must be kept open.
- c) Do not remove any Forest Theatre or UNC property or equipment from within the Theatre.
- d) Maintain a secure place for all food items to prevent mice and insect infestation.

The Responsible party must attend a training session led by a member of the Forest Theatre/Battle Park staff on A.) Securing the facility and B.) Safe and Proper use of the exterior electrical panel boxes of the mobile cart, the Stage electrical access, and the Director's booth.

## **PAYMENT**

A non-refundable fee of \$100 per day is required to confirm rental use and hold the event dates and space. A separate refundable \$200 damage deposit is also required and should be submitted 30 days prior to the reservation date. If all policy information is followed, the area is left free of debris, and no damage has occurred, besides normal use, the facility deposit will be returned in full. If full payment is not received 30 days prior to scheduled event, your reservation may be cancelled with no refund of the deposit. Acceptable methods of payment include: check, cash, Visa, and MasterCard. Checks should be made payable to the North Carolina Botanical Garden. In the event of a returned check, the check value plus a returned check fee of \$30 must be redeemed within 48 hours of notification 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. The rental fee off \$100 per day is non-refundable. The \$200 damage deposit will be refunded.

## **ADDITIONAL RENTALS**

The Facility User is responsible for any rental delivery, pickup and setup from an outside vendor. Rentals from outside vendors must be delivered on the day of the event, and picked up the same day. Alternate delivery/pickup times must be approved by the Event Manager.

## **FOOD, BEVERAGE AND ALCOHOL**

Receptions are not permitted at Forest Theatre. Alcoholic beverages are prohibited at Forest Theatre. Violations of these policies will result in the immediate termination of the event without refund and forfeiture of customer's entire security deposit.

## **SALE OF MATERIALS**

Only materials pre-approved by NCBG that are related to the event being conducted 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**

The Facility User is responsible for hiring a florist or providing flower arrangements, containers and/or decorations. All floral decorations must be removed from the facility at the end of the event. The NCBG encourages the use of southeastern native plants and live plants as arrangements. We do not allow 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](http://www.ncwildflower.org/invasives/list).

## **DECORATIVE MATERIALS**

If you need to hang or otherwise display materials, please discuss appropriate display methods with the Event Manager. No NCBG fixtures, including plants, containers or other equipment or adornments may be removed from outdoor spaces. If items must be moved, the Event Manager will approve and conduct the removal.

## **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 entertainment. Equipment such as speakers, instruments, stereos, etc. is furnished by the Facility User or the entertainment. All entertainment and associated setup must be approved at least 30 days in advance. Amplification must be pre-approved and users should follow the Town's Noise Ordinance.

## **PROHIBITED EQUIPMENT**

The use of tents, tiki torches, luminaries, and other sources of combustion are not permitted. The use of fire (candles, sparklers, lanterns, etc.) is strictly prohibited. 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. 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 Event Manager. Party will be responsible for removing all trash and recycling from the event. Items/materials/decorations left at Forest Theatre for more than 30 days becomes the property of Forest Theatre. A pre and post inspection of the space will be performed. Party will be charged for any damage to the Forest Theatre property. Failure to leave the site as found will result in partial or full loss of damage deposit.

## **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 Forest Theatre facilities, equipment, gardens, and/or grounds that exceeds the \$200 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 \$200 damage deposit will not be refunded.

## **SMOKING**

As part of The University of North Carolina at Chapel Hill, Forest Theatre 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**

There are no rain shelters. An off-campus backup plan is recommended. If Facility User should decide to cancel and not re-book the event on another date, a full refund will be provided.

## **PARKING**

Parking on UNC campus is very limited and is not guaranteed per this document. Parking is not allowed on the landscape. Reservation of the Forest Theatre parking lot (~13 spaces), should be arranged separately through UNC Parking Services at (919) 962-3951. Call UNC Parking Services for additional campus parking information. Parking in non-approved areas will result in a loss of deposit.

## **PUBLICITY**

Include a Forest Theatre program blurb in any program publications (see Forest Theatre Manager for details).

## **MATTERS NOT HEREIN PROVIDED**

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

# Production Event Rental Application

Upon completion, please return this application along with the signed pages to the Event Manager. Upon approval, the Event Manager will confirm the reservation and will send an invoice for the rental fee via email.

DATE OF APPLICATION \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

REPRESENTATIVE OF USER GROUP \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EXPECTED HEADCOUNT (No more than 300 guests are allowed.) \_\_\_\_\_

## REQUESTED DATE + TIME

DATE(S) \_\_\_\_\_

SETUP/ARRIVAL TIME: \_\_\_\_\_ to \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ to \_\_\_\_\_ CLEANUP/DEPARTURE TIME: \_\_\_\_\_ to \_\_\_\_\_

Please complete this form and mail all pages to:  
North Carolina Botanical Garden  
ATTN: Event Manager  
CB# 3375, Education Center  
UNC Chapel Hill  
Chapel Hill, NC 27599-3375

# Release + Hold Harmless Agreement

I have read, and I understand and accept the terms of the NC Botanical Garden:

**FACILITY RENTAL POLICIES + PROCEDURES (page 1 - 3)**

As part of the consideration for holding my meeting/event at Forest Theatre/the North Carolina Botanical Garden (NCBG), I, on behalf of my user group, hereby release, hold harmless, and forever discharge The University of North Carolina at Chapel Hill, and its employees and agents acting within the course and scope and of their official responsibilities from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained while using/renting the facilities of the North Carolina Botanical Garden, except for damages caused by the negligence of the University, its agents and employees. I am fully aware of the risks and hazards associated with this event. I agree that this is binding on me, our heirs, assigns, and personal representatives. I hereby certify that I have the authority to enter into this agreement, including the release and hold harmless portions, on behalf of my user group. I further certify that I am 18 years of age or older.

\_\_\_\_\_  
Printed Name of Representative of User Group (Must be 18 years of age or older)

\_\_\_\_\_  
Signature of Representative of User Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted on Behalf of the North Carolina Botanical Garden

## NCBG Office Use Only:

Total Rental Fee \_\_\_\_\_ Invoice # \_\_\_\_\_

Date Full Payment Received \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Date Damage Deposit Received \_\_\_\_\_