



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

Inquiries for facility rentals of Forest Theatre can be made to Aislinn Spain, Event Manager, at 919.537.3819 or 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

Wedding reservations for Forest Theatre are only scheduled from May to the end of July. 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. Note: The Forest Theatre venue may be affected by athletic events on UNC campus. See (www.goheels.com) See Rental Rates sheet for specific timing.

FACILITY

A facility use reservation covers the exterior portion of Forest Theatre and does not include reservation of the parking lot. There are neither restroom facilities nor storage amenities on site. There are no rain shelters. An off-campus backup plan is recommended.

PAYMENT

A non-refundable facility use fee of \$500 is required to confirm rental use and hold the event date and space. A separate refundable \$200 damage deposit is also required. The \$200 damage deposit is due 30 days prior to your reservation date, mailed to the Event Manager at NCBG. The \$200 damage deposit may be returned or shredded, depending if all reservation policy guidelines are followed and post reservation inspection finds no damage, nor requires staff time for clean up. 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, MasterCard, and Visa. 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 is non-refundable. Full refunds will be made in the event that NCBG cancels a function and an alternative date cannot be scheduled.

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.

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. 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 Forest Theatre manager. 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 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 \$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 50% refund will be provided, as Forest Theatre cannot be held responsible for inclement weather.

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.

RATES

The Event Manager can provide the most current list of rates upon request.

MATTERS NOT HEREIN PROVIDED

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



Wedding 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 _____

REPRESENTATIVE OF USER GROUP _____

NAME OF BRIDE/GROOM _____

NAME OF BRIDE/GROOM _____

ADDRESS _____

PHONE _____

EMAIL _____

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

REQUESTED DATE + TIME

WEDDING DATE _____

*CEREMONY TIMING: SETUP _____ to _____ CEREMONY _____ to _____ CLEANUP _____ to _____

* you have a total of 4 hours access to the space for setup, ceremony and cleanup

* the ceremony can only be held during daylight hours - Forest Theatre closes at dusk

Wedding Rental Rates

Rates for facility rentals at Forest Theatre are listed below.
These rates apply to weddings that are booked
July 1, 2016 - June 30, 2017.

CEREMONY ONLY

- 4 hours access on your wedding day, with ceremony held during daylight hours
- Note: space comes as-is and does NOT include dressing facilities, chairs, AV, or other decorations

Rental Fee = \$500

Damage Deposit = \$200

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 _____