



## Klehm Arboretum & Botanic Garden (KABG) Rental Guidelines

### Facility Usage General Guidelines – All rentals

- ⊗ Klehm Arboretum & Botanic Garden is a public garden. The grounds will remain open to the general public during regularly scheduled hours.
- ⊗ To maintain the quality of our grounds and plant collections, we do not permit tents to be set up on the grounds for private functions.
- ⊗ The use of birdseed, rice, paper flower petals and paper or metallic confetti are prohibited from use at outdoor venues.
- ⊗ All facility or garden rental activities including set-up and clean-up must take place within the reserved time period. Additional fees will be assessed for late departure.
- ⊗ Rental clients are responsible for general clean-up of the rental area. A complete clean-up checklist is available from the rental office.
- ⊗ All rentals at KABG include:
  - Admission and access to Klehm grounds to all attendees
  - Use of grounds for photography
  - Set-up and take-down of tables and chairs
  - Klehm staff on site throughout event
  - On-site parking

### Payment and Cancellation Policy – All rentals

- ⊗ A down payment of the security deposit + 50% of the rental fee and return of the signed Rental Contract is required to reserve a date. For wedding rentals, the final balance is due 6 months prior to the event. For non-wedding rentals, the final balance is due 90 days prior to the event.
- ⊗ Events reserved less than 6-months prior to the event date for weddings or 90 days prior to the event date for non-wedding events must be paid in full at the time of reservation.
- ⊗ In the event of cancellation:
  - Security deposits are non-refundable under any circumstances.
  - Wedding events – Cancellation within 6 months of the event date forfeit all payments made to Klehm.
  - Non-wedding events – Cancellation within 90 days of the event date forfeit all payments made to Klehm.
- ⊗ Rental payments made using a credit or debit card (Visa, MasterCard or Discover accepted) will be charged a \$5 processing fee for each payment.
- ⊗ Security deposits will be returned within 30 days after the event provided there is no damage assessment or contract violations.

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## Wedding Rentals

- ⊗ KABG retains no liability for any condition beyond its control that prevent clients from using the gardens, such as inclement weather, and no refunds will be issued if the client fails to use the rented space for such reasons. It is highly recommended that clients have a rain site plan. Wedding parties will not be allowed to move indoors under any circumstances without prior rental arrangements.
- ⊗ For wedding events, the following amenities are available at additional charge. Additional amenities MUST be reserved no later than 72 hours prior to the event date.
  - Blossom Buggy and driver (5-passenger golf cart) – \$60/hour – 2- hour minimum
  - Extended reception hours (10:00PM – Midnight) – \$200/hour
  - Day before set-up for reception
    - Full day (9:00am – 4:00pm) - \$700
    - Half-day (Noon – 4:00pm) - \$400
- ⊗ Rental clients must provide sound systems, drop cords, unity or sand ceremony set-ups and other decorations.
- ⊗ To maintain the quality of our grounds and plant collections, KABG does not permit tents to be set up on the grounds for private functions.
- ⊗ The use of birdseed, rice, paper flower petals and paper or metallic confetti are prohibited from use at outdoor venues. Bubbles and real flower petals may be used.

## Catering – Food & Beverage Service – All rentals

- ⊗ Food & beverage service at KABG is provided through Klehm Caterers. A list of approved KABG caterers is available through the rental office.
- ⊗ Cakes (including wedding cakes), non-alcoholic punch, bottled or canned soda and water, nuts and mints may be brought in by the rental client, exempt from using a Klehm Caterer.

Contact Dawn Pfluger, Rental Director at 815-965-8146 ext 11 or email [dpfluger@klehm.org](mailto:dpfluger@klehm.org) for date availability, rates, additional rental specifics and rental contract details.