

## EVENT Reservation Form

# Montrose Botanical Society



Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated # of guests: \_\_\_\_\_ Time frame of Event: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Reserving the Gardens. \$150 minimum 3 hours; \$50 per additional hour  
\$200 refundable deposit

\_\_\_\_\_ Reserving Shavano Shelter  
\$25 for 3 hours, no deposit required

\_\_\_\_\_ Reserving the Entry Garden area \$50 for 1 hour, no deposit required

Contact Person(s): \_\_\_\_\_  
Phone # \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address : \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The Gardens rental fees and deposit is due to confirm the reservation.
- The deposit is refundable for cancellation up to 30 days before the event. If cancellation occurs less than 30 days before the event there will be no refund for the fees, including for bad weather. In the event of bad weather, rescheduling the event for another available time is recommended.
- The refundable \$200 deposit will be returned to the responsible party within two (2) weeks after the event depending upon any damage to the Montrose Botanic Gardens.

To reserve the Gardens, Shavano Shelter area or Entry Gardens area, send this completed form with check payable to: Montrose Botanical Society

P.O. Box 323

Montrose, CO. 81402

Any questions please contact us at [montrosebotanical@gmail.com](mailto:montrosebotanical@gmail.com)

We are look forward to hosting your event in the Gardens. To reserve the "Commons" lawn area between the Gardens and the Montrose Pavilion Event Center, please contact the Pavilion 970-249-7015.

Please READ, agree to and SIGN the TERMS FOR USE OF THE GARDENS – EVENT GUIDELINES

The Montrose Botanical Society is a Colorado 501(c)3 non-profit organization. Additional DONATIONS to the Gardens are welcome and are non-refundable and tax deductible.

ID # EIN 84-1331789

All donations support the Montrose Botanic Gardens education programs for youth and adults, construction and maintenance. We appreciate your support!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_