

## EVENT GUIDELINES FOR USE OF THE MONTROSE BOTANIC GARDENS

We are pleased you are interested in reserving the Montrose Botanic Gardens (MBG) for your event. The combination of beautiful flowers and the beauty of the San Juan Mountains as a backdrop make this a special location for your event. Events such as baby showers, weddings and memorial services are permitted; music concerts are generally not approved.

Your fee supports the care and maintenance of the gardens and provides for educational programs for adults and their families. Please read the following for information and regulations regarding the use of the Gardens.

- We are limited to two events per day in the Gardens and all agreements are made on a first-come, first-serve basis. Reservations are confirmed only by signed guideline and reservation forms, and acknowledgment of receipt of payment.
- Please be aware your event reservation does not grant you exclusive use of the Gardens. The Gardens are open to the public during daylight hours.
- Events must be finished by sunset, as there is no lighting system in the gardens
- Please note: There is one portable toilet facility in the Gardens. For events with 30 or more people lasting 3 hours or longer, a cleaning fee of \$ 50 will be added. If your event size exceeds 70, we recommend you rent a second porta-john to place in the parking lot adjacent to the northwest corner of the Gardens. Please notify the event coordinator two weeks in advance if you plan to rent a porta-john. Scheduling an event at the gardens does not grant access to restroom facilities at the Pavilion.

### Reservable Site Descriptions:

- **Shavano Shelter** - covered 20'x20' picnic shelter plus uncovered adjacent area. Includes 4 hexagonal picnic tables (umbrellas available) and 2 rectangular tables. Suitable for 15-30 people. Electrical outlet at shelter. Note: in summer months there is very little shade in the afternoon.
- **Valley Garden** - grass lawn surrounded by Rose and Sensory gardens and Waves of Grass and Stage (elevated 10'x15' covered area) is suitable for larger groups. Chairs and tables may be rented for lawn area; no tents allowed on the lawn, however, tents/shelters may be erected south of the lawn area. Electrical outlets are located at the two retaining wall plazas and at the stage.
- If you would like to use any areas of the Gardens for photo shoots of your wedding party, please complete the forms and once approved, the fee is \$50.
- **Montrose Pavilion Event Center & Commons** (grass area outside the Gardens) - Contact the City of Montrose @ 970-249-7015.

**Alcohol:** If you wish to serve alcohol you will need to obtain a Special Event Liquor license from the Montrose City Clerk. The application process for a liquor license takes a minimum of 30 days to process. You can find the application on the city's website. Please submit the license to the Event Coordinator at least one week in advance.

**Chairs/Tables/Equipment:** Lessees wishing to have chairs, tables, podiums, sound systems or other equipment will need to contract with a rental service or make other

arrangements as these items are not provided by the MBG. Chairs and other equipment must be set up and taken down within the time slot reserved unless prior arrangements have been made.

**Electricity:** A limited number of electrical outlets [15 amp] are available for your use. Please contact the Event Coordinator for details.

**Music:** Music of any kind [amplified or live] must be approved prior to the event.

**Trash:** All trash generated by the event must be deposited in the two containers provided. If the event requires additional trash receptacles, additional ones may be provided for an additional fee.

**GENERAL RULES FOR THE MONTROSE BOTANIC GARDENS:**

- All visitors are expected to treat the gardens and facilities with respect. Please stay on the paths and off the planted gardens and boulders. All activities will be conducted to minimize impact to plants and garden infrastructure.
- Smoking and alcoholic beverages [without a liquor license from the city] are prohibited within the entire fenced area of the Gardens.
- Glass containers are not permitted in the Gardens
- Throwing rice, birdseed, or confetti, is prohibited. Bubbles are acceptable.
- The use of fireworks is prohibited.
- Sorry - we do not allow pets or animals of any kind in the Gardens.

Event tenant shall be responsible for any property loss or damage, personal injury including death, arising from, or in connection with, the event or tenant's use of the premises. Tenant shall indemnify and hold harmless Montrose Botanical Society and its Board of Directors, employees and volunteers from any such loss, damage or injury, any claims thereof and any related cost including reasonable attorney's fees. Tenant must have current personal liability insurance coverage in place under a personal homeowner's or renter's insurance policy, and by signing this document, acknowledges same.

We hope that this provides you with the information you need. Contact us at [montrosebotanical@gmail.com](mailto:montrosebotanical@gmail.com) to connect with our Event Coordinator.

By signing below, I acknowledge that I have read and agree to the terms for use of the Montrose Botanic Gardens as noted on Reservation and Event Guideline Form.

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

Printed Name: \_\_\_\_\_

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

Accepted by: \_\_\_\_\_  
*Authorized MBS representative*

**PRIVATE EVENT RESERVATION FORM**  
**Montrose Botanical Society**

Type of event: \_\_\_\_\_ Estimated number attending: \_\_\_\_\_

Requested date: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Requested time frame: \_\_\_\_\_ to \_\_\_\_\_

These areas of the garden may be reserved:

\_\_\_ **Valley Garden and Stage**

\$200/3 hours. \$50 per additional hour. \$200 refundable damage deposit

\_\_\_ **Shavano Shelter**

\$50/3hours, no deposit required

\_\_\_ Use of any area of the garden for **wedding photo shoots** - \$50

\_\_\_ Would you like to serve alcohol? If yes, provide a copy of liquor license issued by the city, at least one week in advance.

Primary contact:

Alternate Contact:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address \_\_\_\_\_

**Approval process for your event:** Read and sign the guidelines form. Complete the reservation form. Email the forms to [montrosebotanical@gmail.com](mailto:montrosebotanical@gmail.com), or mail to: Montrose Botanical Society, P.O. Box 323, Montrose, CO 81402

Once the Event Coordinator has verified the time and date and reviewed your reservation form, you will be contacted by email.

At that time, please send a check for the reservation, and a separate check for the refundable damage deposit, made payable to Montrose Botanical Society. The check for the damage deposit will be returned to you one week after the event, pending assessment of damages to the gardens. Cancellation policy: The rental fee is refundable for events cancelled up to 2 weeks prior to the event. If cancellation occurs less than 2 weeks before the event, there will be no refund of the event fees, including for inclement weather. The damage deposit is fully refundable should the event be cancelled.

*We look forward to hosting your event in the Gardens!*

The Montrose Botanical Society is a Colorado 501(c)3 non-profit organization. Additional DONATIONS to the Gardens are welcome and are tax deductible. All donations support programs and upkeep of the gardens.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

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

