



PRIVATE EVENT GUIDELINES
Montrose Botanic Gardens
www.montrosegardens.org

We are pleased you are interested in using the Montrose Botanic Gardens (hereafter, the Gardens) for your event or photographic shoot. The combination of beautiful flowers and the beauty of the San Juan Mountains as a backdrop make this a special location. As a 501(c)3, non-profit organization, these public gardens are lovingly cared for by our volunteers. As such, when we review applications for use of the Gardens, we will determine if the space is suitable or if the event exceeds our capacity. Events such as baby showers, weddings and memorial services are permitted; music concerts are generally not approved.

GENERAL RULES FOR THE MONTROSE BOTANIC GARDENS

All visitors are expected to treat the Gardens and its facilities with respect. Please stay on the paths and off the planted gardens, trees and boulders. All activities shall be conducted to minimize impact to plants and garden infrastructure. Please do not cut, pick or step on plant material.

While within the fenced area of the Gardens, please respect our prohibition of:

- Smoking
- Alcoholic beverages (unless you have a special event liquor license)
- Glass containers
- Throwing rice, birdseed, or confetti (Bubbles are acceptable.)
- The use of fireworks
- Pets. Service animals that are trained to perform tasks for the benefit of an individual with a disability are welcome at the Montrose Botanic Gardens. All other animals, trained or untrained, whose function is to provide emotional support, therapy, comfort or companionship do not qualify as service animals and are not permitted.

ADDITIONAL PRIVATE EVENT GUIDELINES

- 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 before sunset, as there is no lighting system and the gate locks at sunset.
- For Shavano Shelter or Valley Garden reservations, the MBS Event Coordinator will post a "Reserved" sign and provide a trash receptacle at least 24 hours prior of the event.
- There is one ADA-accessible, portable toilet facility in the Gardens. For events with 30 or more people, or lasting three (3) hours or longer, a cleaning fee of \$50 will be added.
- Based on the event description (number of attendees, length of time, garden area requested), the Board will determine if the garden is a suitable location or if it exceeds our capacity.

RESERVABLE SITE DESCRIPTIONS

- **Shavano Shelter** – covered 20'x20' picnic shelter plus uncovered adjacent area. Includes four (4) hexagonal picnic tables [Umbrellas available if requested at least 2 days prior to the event and for an additional fee] and one rectangular table. Suitable for 15-30 people. Electrical outlet at shelter. *Note: In summer months, there is very little afternoon shade.*
- **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 use in the 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.
- **Montrose Pavilion Event Center & Commons** [grass area outside the Gardens] – Contact the City of Montrose at 970-249-7015.

Photography: Clients/models must be fully and appropriately clothed. Nudity, lingerie, etc are not permitted. While we do not require a permit or additional fees for professional photographers, in appreciation of using the Botanic Gardens as a backdrop for your work, please consider making a donation to support the Gardens' continued maintenance. Also, where possible please indicate that your images were taken at Montrose Botanic Gardens.

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: If you need chairs, tables, podiums, sound systems or other equipment you will need to contract with a rental service or make other arrangements as these items are not provided by the Gardens. 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, and must be at a low volume out of respect to the neighborhood.

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.

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. Questions? Contact the Montrose Botanical Society at info@montrosegardens.org to connect with our Event Coordinator.

By signing below, I acknowledge that I have read and agree to the terms of use for the Montrose Botanic Gardens as described in these *Private Event Guidelines*.

Signature: _____ Date: _____

Printed Name: _____

Email: _____ Phone: _____

Accepted by: _____ Date: _____

Authorized MBS representative



PRIVATE EVENT RESERVATION FORM Montrose Botanical Society

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

Type of Event: _____ Estimated Attendance: _____

Requested Date & Time: _____ 2nd Choice Date (if any): _____

Check the areas and details that apply to your event:

- Valley Garden and Stage: \$200 for first three (3) hours, plus a \$200 refundable damage deposit
 - \$50 per additional hour (Specify number of additional hours: _____)
- Shavano Shelter: \$50 for first three (3) hours, no damage deposit required.
 - If shade umbrellas for tables are needed, \$25 additional charge.
- Montrose Botanical Society member: MBS members may request a 10% discount on reservation prices. See our website at montrosegardens.org to join today!
- Check this box if you will be servicing alcohol. If so, please provide a copy of your liquor license issued by the City of Montrose, at least one week in advance of the event.

Private Event Approval Process

Submit this completed form and the signed *Private Event Guidelines* to:

Montrose Botanical Society

PO Box 323

Montrose, CO 81402

OR email to: info@montrosegardens.org

Our Event Coordinator will then verify that your requested time and date are available, and contact you with payment information. 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 any damages to the gardens.

Cancellation policy: The rental fee is refundable for cancellations up to 2 weeks prior to the event. If cancellation occurs less than 2 weeks before the event, including for reasons of inclement weather, there will be no refund of the event fees. The damage deposit is fully refundable for cancellations.

The Montrose Botanical Society (MBS) is a Colorado 501(c)3 non-profit organization. Additional donations to MBS are welcome and tax deductible to the extent allowed by law.