

Dear Valued Customer:

We are pleased that you are interested in using the Greensboro Botanical Gardens for your event! Our gardens include the Greensboro Arboretum, Tanger Family Bicentennial Garden, Bog Garden, and Gateway Garden. These scenic locations are popular for photo shoots, weddings, and special events. In this packet, you will find the application, cancellation and restrictions policy, and other helpful information.

To make reservations at one of the gardens, please complete the application and the cancellation and restrictions policy and return both along with your payment to our garden reservation office. Payment options and other reservation instructions can be found on the Policies and Restrictions page of this packet.

Please note that scheduling and availability of the gardens are subject to change and all applications must be authorized for approval. No reservation can be made without the submission of the appropriate paperwork and full payment.

For additional questions or concerns about any of the gardens, please contact the garden reservation office at 336-373-7690.

Thank you for inquiring about our gardens!

Sincerely,

Reservation Staff
Parks and Recreation Department
1502 Barber Park Dr.
Greensboro, NC 27401
336-373-7690
www.greensboro-nc.gov

APPLICATION FOR USE OF THE GREENSBORO BOTANICAL GARDENS

Name: _____ Home Phone: _____

Street Address: _____ Work Phone: _____

City/State/Zip: _____ Email: _____

Additional Contact: _____ Phone: _____

LOCATION:

Gateway Garden: Reception Patio Covered Porch Hillsdale Book Stage Heritage Plaza Great Lawn

Note: The interior of the Visitor's Center is unavailable for reservations at this time.

Greensboro Arboretum: WG-Gazebo Butterfly Garden Landmark Arbor Chimes Overlook

Tanger Family Bicentennial Garden: Chandler Gazebo David Caldwell Lawn Wooded Picnic Area

Sensory Garden Adelman Picnic Area Serenity Falls (The Bog) Caldwell Old Mill

Purpose of event: Wedding Other: _____

Event date: _____ Time: _____ to _____ (am / pm)

Note: Time reserved must be a minimum of one hour and may be reserved on the 1/2 hour (i.e. 12pm-1 pm or 12:30-1:30pm).

Wedding Rehearsal date: _____ Time: _____ to _____ (am / pm)

Number of Guests: _____ Electricity: Yes No; Vendors: Yes No (i.e. chairs, tables, limo, etc.)

Number of Out of Town Guests expected: _____ Caterers: Yes No (if yes, must be approved)

It is understood and agreed by the Applicant(s) hereunto and the Organization represented, that by the issuance of this permit the Applicant reserves only the area designated and does not hold reservation to the entire garden. The applicant also agrees to adhere to all the Rules and Regulations set forth by the Greensboro Parks & Recreation Department.

Applicant's Signature: _____ Date: _____

Application Received By: _____ Date: _____

For Office Use Only

PERMIT

Pursuant to the rules and regulations governing the use of the City gardens, the application for use of the city-owned garden described herein is approved for the stated activity subject to the conditions set forth in the application.

Application Approved By: _____ Date: _____

Rental Fee: \$ _____ Form of Payment: CASH CHECK# _____ Money Order # _____

Visa/Auth Code: _____ MasterCard/Auth Code: _____ Discover/Auth Code: _____

RecTrac Receipt # _____ HH# _____ RV# _____

**PARKS & RECREATION RULES AND REGULATIONS PURSUANT TO SECTION 13-13.1
CITY OF GREENSBORO CODE OF ORDINANCES**

1. No motorized vehicles are allowed in gardens except in designated areas.
2. Selling, peddling, begging or soliciting prohibited, unless written authority is given by the Director of Parks & Recreation.
3. Disorderly conduct, such as violent behavior, abusive language that might provoke a breach of peace, or creation of a physically offensive or dangerous condition, is unlawful.
4. No beer, wine, ale or other alcoholic beverages are allowed in any garden.
5. No dumping or littering.
6. It shall be unlawful to use public gardens or garden facilities any time between the hours of midnight and 6:00am.

WEDDINGS

1. Time reserved must include set-up, wedding, photographs and clean-up.
2. **Full payment is due at the time of reservation.**
3. **Garden supervisors must pre-approve tents, placement and vendor.**
4. All items set-up for the event must be removed immediately following the event including petals, decorations, etc. The use of glitter and confetti is not allowed.
5. Applicants are held responsible for any damage to plants, grounds and surrounding areas.
6. The gardens are open to the public at all times during regular operating hours.
7. Cancellations require a minimum notice of 48 hours prior to the event with the exception of inclement weather. (See cancellation policy)
8. Processing time for a refund is approximately four to six weeks.
9. If event goes beyond 8 hours or 500 attendees, you will be charged the full day rental rate and we will provide 2 staff members.
10. Caterers must be on our list of approved caterers. A current list can be provided at your request.

PHOTOGRAPHY

1. Photographers must schedule and obtain a permit for each photo shoot/session. (*You may request a Photography Application at the address below,*)
2. **Full payment is due at the time of reservation.**
3. Weddings that have been scheduled with prepaid use of the gardens do not require an additional fee or permit for photography of the wedding and wedding party **within** the reserved event time. Additional time requires a separate photography permit. (See fees below.)

RENTAL FEES

- City Residents - \$125.00 per hour
- Non-City Residents - \$150.00 per hour
- Entire Garden, excluding buildings - \$2,000.00 per day (*includes 2 staff members & 1 utility vehicle*)

PHOTOGRAPHY FEES

- Monday thru Friday - \$25.00 per hour/per garden
- Saturday & Sunday - \$50.00 per hour/per garden

Please return this form to: events@greensboro-nc.gov and someone will reach out to you for payment.

Or mail with payment to:

**Greensboro Parks & Recreation
Attn: Garden Reservations
1502 Barber Park Dr.
Greensboro, NC 27401**

We accept cash, check, money orders, Visa, MasterCard, or Discover.

Checks should be made payable to: City of Greensboro

In case of questions, please call (336) 373-7690.

CANCELLATION & RESTRICTIONS POLICY

Please read, sign and return with application and payment.

If it becomes necessary to cancel my event, I have been notified that a 50% refund will be allowed if call-in notice is given at least 48 hours prior to my event.

If inclement weather prevents the use of the facility, I have been notified that 80% of the reservation cost will be refunded if the guidelines of the policy are followed. It is my responsibility to notify the reservation staff by the next business day that a refund is needed.

I have also been notified of the following garden restrictions:

- Tents must be pre-approved by the garden manager.
- Nothing with stakes that go into the ground or with strings that tie to plants, shrubs, and/or trees is allowed
- No open flames (exceptions: unity candles & small candelabras)
- No alcoholic beverages
- No vehicles on the grounds

I have been notified and understand that I am responsible for any incurred damages due to my wedding, event, and/or photography session. I understand that excessive damage fees may apply, and I agree to pay these fees if instructed to do so.

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By signing below, I certify that I fully understand and agree to abide by the rules and regulations set forth by the Greensboro Parks & Recreation department and the Greensboro Botanical Gardens.

Customer Signature

City of Greensboro Staff Signature

Date

Date

PHOTOGRAPHY GUIDELINES FOR WEDDINGS

If the wedding party has scheduled and prepaid for use of the garden then all photography fees (within the reserved time) will be waived. Photography time outside of the wedding reservation period must be purchased via a Photography Application.

Additional Photography Fees: \$25 Monday-Friday
 \$50 Saturday-Sunday

ADDITIONAL RENTAL FEE INFORMATION FOR THE GARDENS

The rental costs for profit, nonprofit and/or private use of the gardens are as follows:

- Rental of the entire facility excluding the office or any indoor space (Arboretum, Bicentennial, Bog, and Gateway) will be \$2,000 per day which includes the cost of 2 city staff members and 1 utility vehicle.
- Cost of additional city staff and utility vehicle will incur additional fees:
 - ✦ Additional City staff (per person) = \$13 per hour
 - ✦ Additional utility vehicle: \$10 per hour

Reservation/Garden Contacts:

Garden Reservation Office @ Barber Park Event Center
1502 Barber Park Drive
Greensboro, NC 27401
(336) 373-7690

Tanger Family Bicentennial Garden/Bog Garden
David Palmer
336-373-7628
david.palmer@greensboro-nc.gov

Greensboro Arboretum
Dennis Helms
336-373-4334
dennis.helms@greensboro-nc.gov

Gateway Gardens
Tony Owens
336-373-2567
james.owens@greensboro-nc.gov