

Thank you for choosing the Vollmer Educational and Visitors Center, the Cylburn Mansion, Arboretum and greenhouses, or the Howard Peters Rawlings Conservatory and Botanical Gardens for your event or special occasion. For the purpose of identification of our facilities collectively, they will be referred to as “the Venue”.

Though we provide wonderful facilities for social and corporate events, we are first and foremost a public garden where beauty and conservation are a major focus. To maintain the beauty and integrity of the landscape as well as the experience of all visitors to the Venue, we have established policies and procedures for facility rental detailed below. Please read all the sections that pertain to your event prior to signing a rental agreement.

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Top 5 Things You MUST Know

- **The rental period includes all set up and clean up.**
- **All food must be provided by a licensed and insured caterer. A copy of the license and insurance must be provided to the venue.**
- **Alcohol must be poured by a licensed caterer.**
- **The Security/Damage deposit is NOT part of the rental fee and may take 60-90 days to be refunded via city check.**
- **If the Fire Department or Police Department have to respond to the event, the deposit will be automatically forfeited.**

Scheduling

Scheduling of Events:

- The Venue reserves the right to determine on a case-by-case basis whether a particular event is appropriate for the Venue.
- We will be happy to place a 3 day reservation hold on a requested date, at which time a refundable security deposit for the facility must be received. If a deposit is not received within three business days of placing your reservation, we will be unable to hold that date and the reservation will be cancelled. No rental will be officially scheduled until the security deposit is paid in full.

Hours of Operation:

All events may start as early as 8:00 a.m., Tuesday through Sunday, but must end by 12:00 a.m. midnight.

- All activities, including set up and cleanup must happen within the contracted hours. If you discover in advance that more time is needed, and scheduling allows, we will be happy to extend your reservation time for additional fees.
- At the Venue's discretion, the length of an event may be extended for an additional fee contracted at least 60 days in advance. All extensions must be in writing and an amended Rental Agreement will be issued upon receipt of payment.
- Any additional time used and not contracted in advance will be charged at the additional hourly rate for each additional hour or part thereof. Please refer to the Facility Fee Schedule for details.

Date Restrictions:

All facilities are closed on Federal, State and City holidays. Rentals on these days are restricted and/or may require additional fees.

Howard Peters Rawlings Conservatory:

- Rental space is not available during any of the three Annual Flower Shows or during installation of the shows. (The Spring Flower Show is held around Easter, the Fall Chrysanthemum Show in late October, and the Holiday Display in December.)
- The Conservatory is closed on Mondays and Tuesdays and is not available to rent on those days.

Cylburn Arboretum:

- The grounds and facilities are closed on Mondays and are not available to rent on Mondays.

Fees

Payment: All payments to the Venue must be in the form of a Cashier's Check or Money Order, made payable to 'Director of Finance'. No personal checks or cash will be accepted.

Facility Rental Fee: The Facility Rental Fee does NOT include the Security Deposit, and is due in full 60 days prior to the date of the contracted event. For events booked less than 60 days in advance, all fees, including the Security Deposit, are due with the signed contract.

Security / Damage Deposit: A Security /Damage Deposit is required with the signed contract and guarantees a client's reservation. Please refer to the Venue's Security Deposit and Rental Fees brochure regarding specific amounts. Your Security Deposit is, essentially, the damage waiver at the time of the event for damages incurred to the Venue by the client or the client's guests or vendors. Weddings, celebrations, and all other private parties require a security deposit.

Should the cost of repairs or cleaning exceed the amount of the Security Deposit, the client shall be billed for the difference. The Security Deposit refund will be issued by check to the client of record on the contract and the client is responsible for informing the Venue of any changes to the mailing address supplied on the facility rental contract.

Deposit Refunds: The Security / Damage Deposit is refunded (without interest) within 60 to 90 days following the event, less any penalties. Penalties include, but are not limited to:

- Damages incurred to the Venue by the client, the client's guests or vendors, as determined solely by the Venue.
- Additional cleaning fees incurred by the Venue due to client, guest or vendor mishaps.
- Outstanding charges for services provided by the Venue.
- Failure to remove any signs or decorations placed in or around the Venue.
- Moving or removal of any furniture or furnishings.
- Vendor violations.
- Inappropriate conduct of a client or the client's guests or vendors.
- Use of facilities not included in the contracted rental space, including additional unscheduled hours.
- Damage to any Venue garden plantings or beds by the client, their guests or vendors due to objects being placed on or around trees, shrubs, annuals, or perennials.
- A false fire alarm can result in the facility closing immediately. In addition, the Security Deposit will be forfeited.

Cancellations

Cancellation of Reservation/Forfeitures: A reservation may be cancelled by the Venue

- At the discretion of the venue if a signed contract is not returned within two weeks of issuance,
- If a contract is returned without the required signatures and Deposit, or
- If the contracted Facility Rental Fee is not paid in full 60 days prior to the event. In this last instance, the client forfeits the Security Deposit.

Cancellation of reservation by the Client:

- A full refund, less a processing fee will be issued if the cancellation is more than 61 days from the scheduled event date. (Processing fee is equal to 10% of the security deposit)
- In cases where the client must cancel a reservation between 30 and 60 days from the date of the event, the client will forfeit any Security Deposit.
- Cancellation of reservation by the Client 30 days or less from the scheduled event date will result in forfeiture of all paid fees.

General Venue Information and Guidelines

Appearance of the Gardens:

We endeavor to make the Gardens at the Venue as beautiful and healthy as possible for each season of the year, however no guarantee can be made by the Venue regarding the type, color or quantity of plants in bloom in the Venue at any given time. Flowerbeds are usually replaced in late spring, late summer and autumn, with every effort made to keep the Venue beautiful at all times, weather permitting. The Venue shall have no liability to the client or any other person for the appearance of the Venue or the various exhibits on display.

If the Venue is unable to perform its contracted obligations prior to the commencement of the event due to the interruption of essential services caused by disaster, inclement weather, government regulation, war, civil unrest or other emergencies of safety and security, the Venue will notify the client immediately upon making this determination, and refund all money less the processing fee within 60 to 90 days.

Security:

- The use of illegal substances, fireworks, firearms or other weapons is strictly prohibited.
- We reserve the right to call proper legal authorities if anyone is found possessing illegal substances or weapons on Venue grounds.
- The Venue does not provide on-site security officers. However, the Venue reserves the right to require the client to provide additional security depending on the size or type of event.
- All events with a cash bar require additional security.

Privacy:

As Cylburn Arboretum and The Rawlings Conservatory are public facilities, the gardens and grounds are open to the public during regular hours of operation. While most garden visitors are respectful of private events, the Venue is not responsible for other garden visitors. Indoor celebrations are, however, closed to the public. It is recommended that the renter station a host/hostess at the door with a guest list. The Venue is not responsible for the guest list.

Fire Prevention:**Indoors:**

- Smoking is NOT permitted indoors or in designated fresh air intake areas outdoors.
- Lighted candles are allowed only on tables and must be enclosed in glass.

Outdoors:

- Smoking is permitted outside in designated areas where there are sand filled flowerpots or other smoking receptacles.
 - **Rawlings Conservatory:** Smoking is not permitted within 50 feet of the doors.
 - **Cylburn Mansion:** Smoking is not permitted on the porch.
 - **Vollmer Center:** Smoking is not permitted on the flagstone area.
 - **Greenhouse Classroom:** Smoking is not permitted on the patio or under the trellis
- Tiki torches and oil lamps are prohibited.
- Use of charcoal grills is prohibited.
- **NO OPEN FLAMES ARE ALLOWED.**
- **Fireworks, including sparklers are not allowed.**

Pets/Animals:

Service animals only will be permitted indoors during private events. Pets and other animals are not permitted indoors during private events.

Ticketed Events: No tickets may be sold at the door.

Tables and Chairs: Each facility has a separate inventory of banquet tables, round tables and chairs.

- Venue tables and chairs may not be used outside.
- Tables and chairs for outdoor use should be rented from an approved vendor.
- **Rawlings Conservatory:** Garden chairs are available for a separate rental fee.

Set Up and Clean Up:

Set up and clean up are the sole responsibility of the client and/or their contracted vendors. Neither the Venue nor its staff has any responsibility to assist in these functions. Furnishings may not be moved or removed by clients or vendors.

- The client and their contracted vendors must exercise caution when loading supplies and materials into the buildings.
- Tables and chairs must be sufficiently cleaned and stacked properly at the end of the event.
- The client and/or their contracted vendors must remove all trash, debris, decorations, and ice from the premises. Please see site staff for location to dispose of trash.
- The client is responsible for supplying the cleaning materials, including rags, sponges, paper towels, trash receptacles and bags.
 - **Vollmer Center:** NO cleaning products may be dumped in the sinks or toilets. Bleach and antibacterial products are prohibited. Excessive ice may not be dumped into the sinks or toilets. The composting system in this building is balanced and cannot have excessive liquids.
- Any infraction of these Terms and Conditions may result in the forfeiture by the client of the security deposit, and if deemed applicable, being billed for additional charges.

Balloons:

Helium or other balloons are not permitted on the grounds of either Cylburn Arboretum or the Rawlings Conservatory.

- Balloons may not be released.
- Balloons may be used indoors only and must be secured; balloons may not be left to bounce along the ceiling or float freely throughout the rooms due to fire regulations.

Decorations:

- The use of nails, tacks, glue, pins, tape, stakes or attaching anything to trees, is strictly prohibited inside or outside of Venue facilities.
- Signs or other materials may NOT be fastened to any trees.
- All signs and all decorations, including floral arrangements, must be removed at the end of the event.

Personal Property:

The client and the client's guests or vendors are responsible for the removal of all personal property at the end of the event.

- Please check restrooms and other areas, both indoors and outdoors, for personal belongings and decorations.
- The Venue is NOT responsible for items left behind and the client may be charged a clean up fee if necessary.
- The Venue reserves the right to charge the client, at an hourly fee, for clean up/ removal of any tobacco products or trash left on grounds or in the buildings.

Parking

All vehicles, including those of guests, vendors and wedding parties, must be parked in one of the designated parking areas.

- Parking on grass or sidewalks is prohibited.
- Assistance may be available for anyone with special needs.
- All vehicles must be removed from the grounds at the end of the event.
- Park policy prohibits overnight parking.
 - However, permission for overnight parking at Cylburn may be granted on a case by case basis. A liability waiver must be signed for each vehicle left overnight and the Venue is NOT responsible for any vehicles left overnight. If a vehicle is left overnight, it must be removed between 8:00am and 11:00am, the following day, or it will be towed at the owner's expense.
- Clients or Valet Services may not charge for parking on this or any park property.
- Parties or events with more than 150 guests are required to have additional venue staff to manage parking.
- Additional fees may apply for parking that exceeds lot capacity.

Drop Off/Pick Up of Guests:

The Venue does not provide curbside or valet parking, however provided the parking rules are adhered to, you may contract with an approved private company (at your own risk) to provide valet parking, curbside delivery of guests, etc. After drop off, drivers are to proceed to designated parking areas. Limousines are not permitted to park or sit for more than fifteen (15) minutes in front of any facility.

- **Rawlings Conservatory:** No vehicles may drive or park on the grassy areas, the field stone walkways or the decorative mosaic in front of the building.
- **Cylburn Mansion:** Guest drop off at the Mansion is permitted by request. Parking in front of the mansion is not permitted at anytime. Guests may NOT park in the lot adjacent to the mansion; this is vendor parking only by prior arrangement.

Entertainment

The Venue allows music to be played both indoors and outdoors. Due to Baltimore City Noise restrictions, music played outdoors cannot exceed reasonable levels in volume, and must end by 9:00pm. The Venue will evaluate on a case by case basis whether music at a particular event may be extended through the use of non-amplified sound after 9:00pm.

Exterior Lighting

Rawlings Conservatory: Limited exterior lighting exists. Limited supplemental exterior lighting may be rented through the venue.

Cylburn: The gardens and areas around the Mansion do not have night lighting.

- Limited supplemental exterior lighting may be rented through the venue.
- Additional supplemental lighting may be rented through select vendors and is subject to the approval of the venue.
- All supplemental lighting must be removed by the end of the rental period.

Catering and Alcohol

Licensed and insured caterers must be used for all events. No self-catering will be permitted. A licensed caterer must pour all alcohol.

Cooking:

The Venue does not operate a full catering kitchen; therefore, heavy cooking is not permitted, including using a stove top range or oven.

- Cooking with hot oils or high degree baking or broiling that generates smoke, grease or odors are not permitted.
- Self-contained units such as electric or sterno steam tables are permitted on a limited basis.
- Counter tops must be protected from all metal units (pizza ovens, popcorn machines, coffee pots, heating units, etc.)
- The Venue does not permit the use of any deep fryers in buildings or gardens.
- Failure to comply may result in the forfeiture of the security deposit paid by the renter; and if deemed applicable, the renter being billed for additional damages.

Caterers:

It is the responsibility of the renter to make their own arrangements with caterers.

- However, no caterer is permitted to work at the Venue until they have met with a staff member and performed a walkthrough of the premises sixty (60) days prior to an event.
- All caterers using the facilities must be licensed and insured, and a copy of their operational license and proof of insurance must be provided to the Venue.
- The Venue will make every effort to cooperate with the renter's needs, but reserves the right to reject any caterer or any other service with which the renter has contracted. Such rejection does not void the Rental Agreement or the obligations of the renter to pay for use of the facilities.

Alcoholic Beverages:

A licensed caterer must pour alcohol. No alcoholic beverages may be stored at the venue overnight.

- All alcoholic beverages must be kept within the rented area. Serving of alcoholic beverages to anyone under the age of twenty-one (21) or to anyone who appears to be intoxicated is not permitted.
- The Venue retains the right to order the removal of, or the denial of alcoholic beverages to any person who appears intoxicated. Failure to comply may result in the immediate closing of the site and expulsion of the renter, caterer, other vendors and guests, and forfeiture of the security deposit paid by the renter, and if deemed applicable, the renter being billed for additional damages.

Set-up and Clean-up:

Set up and clean up are the sole responsibility of the client and/or their contracted vendors. Neither the Venue nor its staff has any responsibility to assist in these functions. Furnishings may not be moved or removed by clients or vendors.

The client and their contracted vendors must exercise caution when loading supplies and materials into the building.

- All facilities have designated loading/unloading zones for caterers and other vendors; please see Vendor and Equipment section.
- Tables and chairs must be sufficiently cleaned and stacked properly at the end of the event.
- Preparation and serving areas must be left clean. The client and/or their contracted vendors must remove all trash, debris, decorations, and used or unused ice from the premises. Please see site staff for location to dispose of trash.

- Caterers may not dispose of grease or other liquids in drains, sinks, toilets or any other plumbing fixtures.
- The client and/or caterer are responsible for supplying the cleaning materials, including rags, sponges, paper towels, trash receptacles and bags. Use of wet mops on any floor surfaces is strictly prohibited.
 - **Vollmer Center** - NO cleaning products may be dumped in the sinks or toilets. Bleach and antibacterial products are prohibited. Excessive ice may not be dumped into the sinks or toilets. The composting system in this building is balanced and cannot have excessive liquids.
- Any infraction of these terms and conditions may result in the forfeiture by the client of the security deposit, and if deemed applicable, being billed for additional damages.

Tents

Tents are permitted for special events on a case by case basis.

- There is a \$500.00 non-refundable fee to permit a tent up to 40' x 60'. Larger or additional tents require additional fees. This does not include tent rental or set up costs.
- It is the responsibility of the renter to secure their own tent rental and installation/removal crew.
- Renters must coordinate tent set up and tear down with the Event Coordinator. Tents should be set up for the minimum time possible, 48 hours is recommended. Tents will not be permitted to remain more than four (4) days due to excessive damage to the turf.
- Should two events be scheduled on the same weekend that requires tents, the same tent company must be used. If only one tent is used by separate parties, each party will still be charged the tent permit fee due to additional wear and tear on the turf under and around the tent.
- If renting a tent from a vendor of your choice or from the Venue's recommended list, we recommend either a 40' x 60' or a 30' by 60' tent. A 40' by 60' tent provides seating for 60 to 160 guests depending on type and size of tables selected. If renting a tent larger than 40' by 60', you must notify the Venue for approval prior to contracting with a vendor to ensure that adequate setup and breakdown time is available. The client is responsible for coordinating and securing appropriate lighting and sidewalls for the rented tent.
 - **Rawlings Conservatory:** Tenting is permitted in the gardens in specific locations and on the North Side of the building.
 - **Cyburn Arboretum:** Tenting sites are limited to the East Lawn and Formal Garden. Due to garden planting and underground utilities tents are not permitted elsewhere.
 - **Vollmer Center:** A catering tent may be placed on the lower rear patio only for catering service at no charge, by prior arrangement.

Rental Items and Equipment Drop Off

Non-Venue Rental Items:

Items such as tables, chairs, linens, dance floors.

All rental item deliveries and pickups must be coordinated through the Facility Rental Office.

- Any additional expenses incurred due to vendor charges for weekend delivery or pickup and setup/breakdown fees of rented equipment are the client's responsibility.
- The Venue is not responsible for the set up or breakdown of external vendor rental items, and the Venue reserves the right to determine appropriate setup and breakdown times for rental items.
- Overnight storage of rental equipment is at the discretion of the Venue and is NOT guaranteed. Additional fees may apply for overnight storage.
- The Venue is NOT responsible for any tents, tables, chairs or other equipment left outdoors overnight.

Vendors:

Vendors (florists, bakers, musicians, rental contractors, etc.) must adhere to these terms and conditions.

Vendor adherence to established guidelines is the client's responsibility.

- A Vendor List must be completed and returned to The Venue sixty (60) days prior to an event. Vendors may enter the Venue and begin to set up or install items during the contracted period and not before.
- It is suggested that the contracted period include at least two (2) hours for set up and one (1) hour for breakdown. This may require that additional hours are contracted.
- All floral displays must be placed on saucers or protective covers when on tables or other surfaces inside any of the facilities.
- Any violation of the terms and conditions may result in a penalty charge, the amount of which will be determined by the Venue.

Truck Routes and Loading Zones

Vehicular damage to any lawn area, including areas along the roadways can result in loss of part or all of the client's security deposit.

Cyburn Mansion:

- No trucks may pass under the portico. All vendors should coordinate with the Event Staff to determine the best route for delivery.
- No vendors may remain parked on the circle after unloading.
- Vehicles may not drive on the grass.

Vollmer Center:

- There is a loading area on the lower level. All vehicles should use caution to remain on the paved surface.

Rawlings Conservatory:

- Delivery access is from the rear on the "Yellow Brick Road"
- Vendors may not drive on the grass.
- NO vehicles are permitted on the blue flagstone or the mosaic at the front of the Conservatory.

Special Considerations for Weddings

Weddings are a most joyous occasion, and we are always flattered to be a part of someone's special day. In order to make your day go smoothly, we have a few guidelines for event planners and bridal parties.

Rehearsals and Photo Shoots

- Please meet with the Event Coordinator to discuss rehearsals and photo shoots.

The Venue is also available for photo shoots and portraits if the ceremony or reception is not held on the grounds. The session must be scheduled with the Event Coordinator and fees vary depending on number of guests and location.

Set Up for Weddings:

- Bridal parties and wedding coordinators may not arrive earlier than the beginning of their contracted time.
- Any vendor, bridal party member, wedding coordinator and/or other guest arriving early to begin set up before the designated arrival time, will be asked to return at the appropriate time or will be in violation of these terms and conditions.
- Any violation of the terms and conditions may result in a penalty charge, the amount of which will be determined by the Venue.

Wedding Party Dressing Areas: Dressing rooms for bridal parties are very limited. The Event Coordinator will discuss these arrangements with you.

Releases:

The release of butterflies or balloons is strictly prohibited on Venue property at any time. Dove releases are permitted on a case by case basis.

Departure of the Bride and Groom:

- The departure of the Bridal couple may be celebrated outdoors, on grassy areas only, with bubbles, birdseed or the tossing of real, fresh flower petals only.
- Artificial flower petals, rice, sparklers, confetti and aerosol confetti are NOT permitted.
- Any materials scattered on walkways or in flowerbeds must be removed at the end of the event. Excessive cleanup may result in a charge against the security deposit.
- Please contact the Venue if you have questions regarding what is appropriate for departure.

Rain Plan:

If an outdoor ceremony is contracted and the weather is prohibitive, an indoor space (if available) may be rented for an additional fee for the ceremony only. Access to the building will be limited to the time contracted for outdoor ceremony and may not be extended. It is recommended that 2-3 days prior to the ceremony, the renter watches the weather forecast and makes a decision to rent the "back up" space. This rental fee is in addition to any other fees and is non-refundable. The Venue does not guarantee space availability and the Venue is not responsible for weather related incidents. Should you have any additional questions regarding rental space, please do not hesitate to contact our Event Coordinator.

Cake Drop Off and Set Up:

Cake drop off and set up should be scheduled during the set up period of the contracted rental period. In order to guarantee early drop off of wedding cakes, additional hours should be contracted.

Special Considerations for the Howard Peters Rawlings Conservatory

Availability:

- Interior rental space is not available during any of the three Annual Flower Shows.
 - The Spring Show is held near Easter time
 - The Fall Chrysanthemum Show in October
 - The Holiday Display in December
- The Conservatory is closed Mondays and Tuesdays and is not available to rent on those days.

Smoking:

- Smoking is permitted outside in designated areas where there are sand-filled flowerpots or other smoking receptacles.
- Smoking is not permitted within fifty (50) feet of the doors.

Tents:

- Tenting is permitted in the garden in specified locations on the North Side of the building.
- Please see the separate tenting section elsewhere in this document for specific tenting instructions.

Truck Routes and Loading Zones:

- Vehicular damage to any lawn area, including areas along the roadways can result in loss of part or all of the client's security deposit.
- Delivery access is from the rear on the "Yellow Brick Road".
- Vendors may not drive on the grass.
- NO vehicles are permitted on the blue flagstone or the mosaic at the front of the Conservatory.

Garden Chairs are available for a separate rental fee.

Special Considerations for Cylburn Mansion

The mansion is an historic Victorian era home which contains original woodwork and other decorative features from the turn of the 20th century. We know that everyone using the Mansion will take extra care in decorating and general use of the Mansion for their special event.

Due to the age and historic nature of the Mansion, special care is needed to protect the facility

- No dancing is allowed inside the Mansion. If renters would like to have a dancing area, they may contract a tent with a dance floor from an independent rental contractor.
- Smoking is not permitted on the porch.
- Guest drop off at the Mansion is permitted by request. Parking in front of the Mansion is not permitted at any time. Guests may NOT park in the lot adjacent to the Mansion; this is a vendor parking only area by prior arrangement.
- Tenting sites are limited to the East Lawn and Formal Garden. Due to garden planting and underground utilities tents are not permitted elsewhere.

Special Considerations for the Vollmer Center at Cylburn Arboretum

The Vollmer Center is a state of the art green building designed specifically to enhance the spectacular views across Cylburn Arboretum as well as provide a sustainable and environmentally friendly, modern, multi-purpose space for community use.

Due to the unique construction and function of the composting toilet system, there are a few additional guidelines. Abuse of the composting toilet system will result in the forfeiture of the security deposit.

Cleaning Products:

- Simple Green is the only cleaning product permitted in the building. Bleach and antibacterial products are prohibited.
- NO cleaning products may be dumped in the sinks or toilets.
- If Bleach is needed to ensure food safety standards, please coordinate with the Event Coordinator to ensure that there is no risk to the Composting system.

Excess Liquids:

- Liquids exceeding three (3) gallons is prohibited from being poured into the drains.
- Excessive ice may not be dumped into the sinks or toilets.

Composting Toilets: No glass, plastic, diapers, matches, trash, food or feminine products are to be disposed of in the composting toilets.

Floors:

- Only clear water may be used on the floors. Other products will damage the surface.
- No tape may be applied to the floors. Wires, extension cords may NOT be taped to the floors. Damage to the floors can result in forfeiture of the security deposit.

AV Equipment: The Vollmer Center has integrated audio-visual equipment which may be rented.

- The client must inform a Facilities Events Coordinator of the specific equipment needed for an event prior to arrival to ensure the equipment is available and in working order.
- The Venue does provide technicians to support the audio-visual equipment during events for a fee of \$150.00. Use of the AV equipment for more than four (4) hours may require additional fees.
- It is the client's responsibility to know and operate their own laptop computer or projector.
- The Venue strongly recommends that clients test their laptop computers or projectors with the audio visual equipment in each facility no later than one day prior to the event to familiarize themselves with the Venue's equipment. If a client does not schedule an appointment prior to the event date and a test was not performed, the Venue cannot be held responsible for any issue connected with the Venue's equipment.

Smoking: Smoking is not permitted on the flagstone areas. Butts must be disposed of in appropriate containers.

Tents:

- A catering tent may be placed on the lower rear patio only for catering service at no charge, by prior arrangement.
- Tents in any other area, including the upper patio, are governed by the tent guidelines elsewhere in this document and require a tent fee.

Privacy:

- The upstairs lobby and the upstairs restrooms are open to the public from 10:00am to 4:00 pm Tuesday through Sunday. The Lower Lobby and Auditorium can be closed for private parties during the business day.
- Clients may use the Upper Lobby during that time but the Venue is not responsible for any items in the lobby nor will garden visitors be prohibited from entering.
- After 4:00pm, the building is closed to the public although it is the client's responsibility to manage the guest list.