

KLEHM

ARBORETUM & BOTANIC GARDEN

2017 RENTAL GUIDELINES

FACILITY USAGE GENERAL GUIDELINES

Klehm Arboretum & Botanic Garden is a public garden. The grounds will remain open to the general public during regularly scheduled hours.

To maintain the quality of our grounds and plant collections, we do not permit tents to be set up on the grounds for private functions.

All facility or garden rental activities including set-up and clean-up must take place within the reserved time period. Additional fees will be assessed for late departure.

Rental clients are responsible for general clean-up of the rental area. A complete clean-up checklist is available from the rental office.

All rentals at KABG include:

- Admission and access to Klehm grounds to all attendees
- Set-up and take-down of tables and chairs
- Klehm staff on site throughout event
- On-site parking

PAYMENT AND CANCELLATION POLICY

A down payment of the security deposit + 50% of the rental fee is required to reserve a date. The final balance is due 90 days prior to the event.

Events reserved less than 90 days prior to the event date must be paid in full at the time of reservation.

In the event of cancellation:

- Security deposits are non-refundable under any circumstances.
- Cancellation within 90 days of the event date forfeits all payments made to Klehm.
- Security deposits will be returned within 30 days after the event provided there is no damage assessment or contract violations.

CATERING — FOOD & BEVERAGE SERVICE

All food & beverage service at KABG is provided through Klehm Caterers. A list of approved KABG caterers is available through the rental office.

Cakes (including wedding cakes) may be brought in by the rental client, exempt from using a Klehm Approved Select Caterer.

Klehm Arboretum & Botanic Garden

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