

VENUE RENTAL INFORMATION



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You can rent space at the Santa Fe Botanical Garden at Museum Hill for your private event seven days a week from May 15 through October 15.

The Garden does not rent space in the Piñon-Juniper Woodland.

The Garden is open to the public from 9 a.m. to 5 p.m. seven days a week, May through October. It costs more to rent the Garden on Fridays and Saturdays. There is no extra cost for renting space within the Garden on holidays when it is open. The Garden is closed Thanksgiving Day and Christmas Day.

The pricing shown in this document includes venue rental information and fees. We offer tables, chairs, AV system (wired microphones, speakers, mic stands) to rent for an additional fee. Event hosts are responsible for all other event-related expenses such as catering, equipment rental (including electrical generators, extra lighting and portable toilets), flowers, music, security personnel, and setup and breakdown.

In addition, the Garden charges \$40/person an hour for on-site staff support during the event, including setup and breakdown.

Individuals visiting the Garden as guests at a private event may have access to the entire Museum Hill site. Hosts are required to set up within the confines of the space that is rented.

We encourage you to visit the Santa Fe Botanical Garden and to thoroughly review this document before considering this site for your event. We look forward to you contacting us via email at events@santafebotanicalgarden.org should you want additional information or wish to move forward with an event rental.

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Santa Fe Botanical Garden at Museum Hill 715 Camino Lejo • Santa Fe, NM 87505



The Museum Hill site sits at nearly 7,200 feet above sea level at the base of the Sangre de Cristo Mountains, the southernmost subrange of the Rocky Mountains.

The Garden is located just across the street from four world-class museums including the Nuevo Mexicano Heritage Arts Museum, the Museum of International Folk Art, the Museum of Indian Arts and Culture and the Wheelwright Museum of the American Indian.

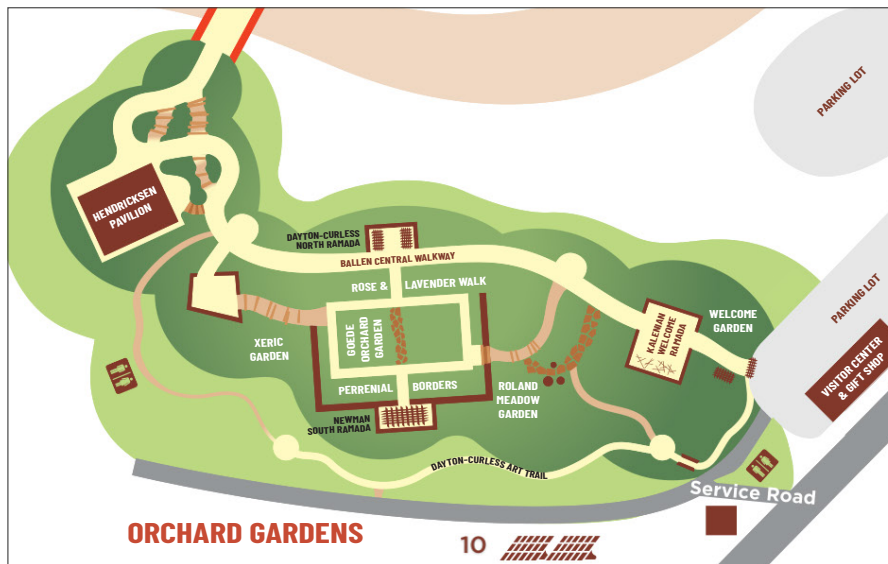
The Museum Hill site opened in July 2013 and covers over 20 acres that are leased from the city of Santa Fe and the state of New Mexico. There are three distinct sections: the **Orchard Gardens**, the **Ojos y Manos: Eyes & Hands** ethnobotanical garden and the **Piñon-Juniper Woodland**.

Events are permitted in the Orchard Gardens and in Ojos y Manos, both of which are described in more detail on the following pages.

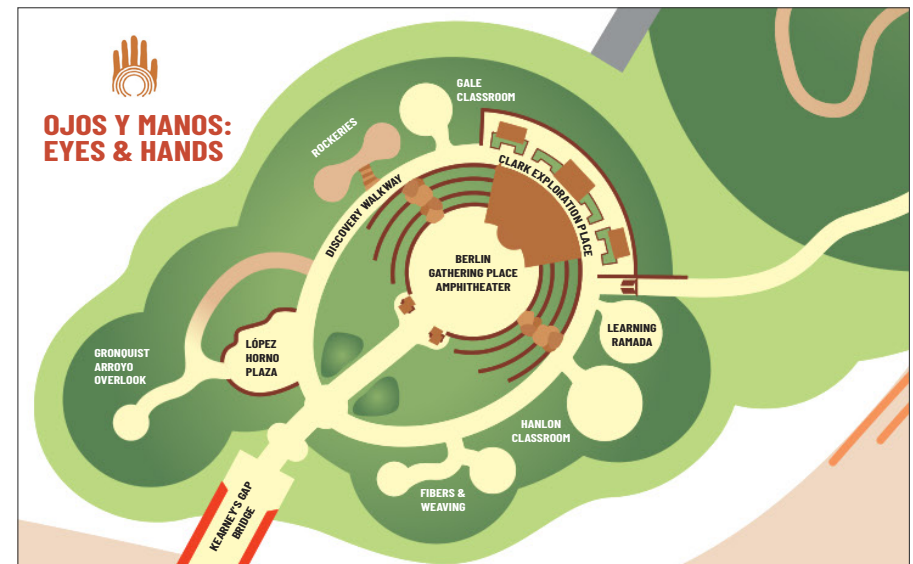
The Santa Fe Botanical Garden is a 501(c)(3) nonprofit organization. Our Federal Tax ID is 85-0366754.

Santa Fe Botanical Garden at Museum Hill

715 Camino Lejo • Santa Fe, NM 87505



The **Orchard Gardens** are those you see upon first entering the Museum Hill site. This space encompasses the Welcome Kiosk, the Kalenian Welcome Ramada, the Roland Meadow Garden, the Rose & Lavender Walk, the Goede Orchard Garden and Perennial Borders, the Dayton-Curless North Ramada, the Newman South Ramada, the Xeric Garden, the Hendricksen Pavilion and the Dayton-Curless Art Trail.



The Berlin Gathering Place Amphitheater and surrounding agricultural terraces are key features of the **Ojos y Manos: Eyes & Hands** ethnobotanical garden, where the focus is on the shared history of humans and plants in Northern New Mexico. This venue includes the Amphitheater, the López Horno Plaza and Gronquist Arroyo Overlook, the Gale Classroom, the Learning Ramada, Hanlon Classroom and several rockeries, where small groups can congregate.

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VENUE PRICING

These spaces can be rented from 5:15 to 9 p.m. seven days a week between May 15 and October 15. You may request early closure for an additional fee, based on availability.

These spaces are available for private events, with the exception of private fundraising or revenue-producing events.

Nonprofit organizations receive a 25% discount.

RENTAL PACKAGE	GARDEN VENUE	ESTIMATED CAPACITY*	SUNDAY-THURSDAY	FRIDAY-SATURDAY
No. 1	Entire Garden	350	\$3,300	\$4,200
No. 2	Orchard Gardens	70-150	\$2,010	\$2,400
No. 3	Orchard Gardens & Hendricksen Pavilion	200	\$2,700	\$3,300
No. 4	Hendricksen Pavilion & West Rockery	60	\$1,050	\$1,500
No. 5	Ojos y Manos	150	\$2,700	\$3,300

ADD ON PRICING

- Six foot plastic folding tables (13 available): \$12 per table
- Emu 314 Arc En Ciel Folding Side Chairs (75 available): \$3 per chair
- Microphone(s), speaker(s), and stand(s) (2 available of each): \$350
- 12'x20' or 20'x20' Shade Canopy: \$500

* These are estimates and can be revisited with your event planner or caterer. Capacity will be determined by your specific setup and cannot exceed public safety measures in effect at the time of the event.

Requests for a daytime full facility buyout for your exclusive use will be considered on a case by case basis.

VENUE RENTAL INFORMATION

YOUR QUESTIONS ANSWERED

This is a compilation of questions frequently asked by individuals and organizations wishing to rent the Garden for a private event.

ACCESSIBILITY – Most of the paths within the Botanical Garden at Museum Hill meet criteria established by the Americans with Disabilities Act (ADA). The Art Trail to the south of the Orchard Gardens and a portion of the trail in the Piñon-Juniper Woodland are groomed but not ADA compliant. ADA compliant paths are noted on our map.

ALCOHOL – The following provisions only apply to private, by-invitation-only events. If alcohol is served at the event, you are required to contract a security guard to be present (see Security on Preferred Vendors appendix). Alcohol can be served in the Garden by a licensed caterer but cannot be sold. Hosts are not permitted to serve their own alcohol in the Garden but can make arrangements with a private caterer to serve alcohol provided by the host. When serving alcohol at a private event, provided the caterer is licensed and insured, hosts need not make arrangements to secure a Special Dispenser Permit, sometimes called a “picnic license,” from the New Mexico Alcoholic Beverage Control Division. However, the host or a third party must confirm that only invited guests are admitted to the private event.

APPROPRIATENESS – The Santa Fe Botanical Garden board of directors retains the right to deny use of the Museum Hill site if the nature of the event is deemed to be inconsistent with the Garden’s mission.

OUR MISSION – The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden.

AVAILABILITY – You can rent space within the Botanical Garden at Museum Hill for your private event seven days a week from May 15 through October 15. You may request early closure for an additional fee, based on availability. There will be times facility rental is limited because of Garden-sponsored activities. The Santa Fe Botanical Garden does not rent space within the Piñon-Juniper Woodland. To determine the availability of a specific date, please send your inquiry along with your contact information to events@santafebotanicalgarden.org.

ELECTRICITY – There are electrical outlets throughout the Garden. We can provide a map of outlets to help you plan your event. Please discuss your electrical needs with the Garden prior to your event to determine if you will need to rent a portable generator.

DECOR – The Garden is committed to the preservation of its living collections. Decorations are permitted but must be approved by the Garden’s Facilities Rental Manager at least fourteen (14) days prior to the event. Floral arrangements are allowed but must be arranged off premises. Candles are allowed only in rented spaces and must be contained in votive or glass hurricanes. No open flames, incense, fog/smoke machines, glitter, rice, birdseed, potpourri, sparklers, confetti are allowed in the Garden. Non-helium balloons are allowed. Nothing can be adhered to Garden property using duct tape or packing tape. Decorations may not be nailed or glued to metal posts, rocks or benches within the Garden. Other methods of securing decorations, such as wire, gaffers and painter’s tape, or pins must be approved by the Garden’s Facilities Rental Manager. Event contractors and vendors will be solely responsible for the setup and removal of approved event décor under the supervision of the on-site staff support. No glass of any kind is permitted in the garden either for food service or decorations.

VENUE RENTAL INFORMATION

YOUR QUESTIONS ANSWERED (continued)

FOOD & CATERING – If food is to be served, approved caterers are required to provide such food. Any contract for catering services will be between the Client and the caterer. Client may contract with any licensed, lawfully operating catering company and should provide the Garden with evidence of such license as soon as practicable and no later than 14 days prior to the event. If not already approved, the Garden requires a copy of a “Certificate of Insurance” with the Garden as loss payee, with liability coverage in the amount of at least five hundred thousand dollars (\$500,000) and a copy of all relevant caterer’s licenses. If the caterer is to serve liquor for the client, proof of additional liquor liability coverage in the amount of one million dollars (\$1,000,000) must be included on the Certificate of Insurance, as well as appropriate liquor distribution and service licenses.

The Garden has no kitchen or facilities for indoor food preparation. On-site food preparation must be arranged through the Client’s caterer. The Garden maintains the right to limit the service of types of food and/or beverages, depending on the nature of the Event.

INSURANCE – The Garden requires that the client provide proof of event insurance no later than four (4) weeks prior to the event with a minimum liability of five hundred thousand dollars (\$500,000), naming Santa Fe Botanical Garden as an “additional insured,” covering any/all losses arising from the event.

LIGHTING – When planning your event, keep your lighting needs in mind. Garden staff will be happy to consult with you on this issue.

MUSIC & SOUND – Musicians/musical groups and their staging must be approved by the Garden. Client may arrange for live or recorded music or other amplified sound for the event. Garden staff may monitor sound levels through the event and may require that sound levels be lowered if the level is inappropriate or if a noise complaint is received from a guest of the event or from a resident of the neighborhood. All music or other amplified sounds must end by 9:00 p.m. In keeping with Santa Fe’s noise ordinance and out of respect for those whose homes are adjacent to the Garden, the rental period for the Garden ends at 9 p.m. (exclusive of breakdown and load out). The Garden reserves the right to intervene if the noise level is deemed to be too loud.

PARKING – The parking areas at and near the Museum Hill site on the west side of Camino Lejo are unpaved. There are approximately 80 parking spots and two designated accessible spaces adjacent to the Visitor Center. Hosts and their guests assume all responsibility for automobiles parked at the Garden and for all personal property left in vehicles or brought into the Garden during a private event. If more than 100 guests are anticipated, it is recommended to inquire about the Museum Hill’s parking lot availability.

PAYMENTS, CANCELLATIONS & REFUNDS – The Garden agrees to reserve the facility specified exclusively for the client’s use for the date(s) and time(s) specified in the venue rental agreement. An initial 50 percent of the rental fee is required either prior to or at the time of signing the agreement. The balance of the rental fee is due 30 days prior to the event. If the client, for any reason other than Force Majeure, cancels the event after the rental agreement is signed, the client will pay the Garden the following as liquidated damages:

continued on the next page...

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YOUR QUESTIONS ANSWERED (continued)

a) 30 or more days prior to event: If you cancel your event after signing an agreement, you will forfeit your initial 50 percent deposit; your damage deposit will be refunded in full;

b) Cancellation 29 days or less prior to event: You will forfeit your full rental fee; your damage deposit will be refunded in full;

c) Inclement Weather: If you have to cancel your event the “day of” because of weather or another reason, you will receive a refund of 25 percent of the full rental fee along with your damage deposit within 30 days.

d) Agreements signed 30 days or less prior to event will require a customized schedule of refundable fees determined by the Facilities Rental Manager.

PETS – No pets are allowed in the Garden except trained service animals as defined by the U.S. Department of Justice: “A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.”

PHOTOGRAPHY – Photography is permitted in the Garden and no fee will be assessed during the course of a private event if the images are intended for the sole use of the host and the host’s guests.

Please tag @SantaFeBotanicalGarden if images will be posted via social media. Photo shoots scheduled independent of a venue rental event date require acquisition of a permit issued by the Garden and need to be arranged in advance so as not to disrupt public access to the Garden.

PRIVATE VS. PUBLIC EVENTS – A private event is one where the host has identified and invited a specific group of guests, doesn’t publicize the event, and manages guest admission to the Garden. A public event is one where the host has opened the event to the general public.

REHEARSALS – Rehearsals may be scheduled during open hours the week of your event subject to availability of venue space. A Garden staff member may be present based on availability. The AV system will only be set up the day of the event.

RESTROOMS – There are two portable toilets in the Garden which comply with Americans with Disabilities Act guidelines. Both are located near the entrance to the service road leading off of Camino Lejo. They are available for use during your event. Additional units are seasonally on site, check with Facilities Rental Manager. The Garden will provide a list of vendors from whom you can rent additional portable toilets for your event, and these can be

placed on or near the service road on the Garden’s south side. For events larger than 100 people, we urge you to rent one or more portable toilets for your guests.

SEASONALITY – Know that the Garden looks very different from week to week between mid-May and mid-October due to seasonal changes. There are different plants in bloom, and the lighting in the Garden varies considerably. Also, the weather can change, sometimes dramatically, from hour to hour. The North American Monsoon System generally starts to bring thunderstorms to Santa Fe in mid-June and can last six to eight weeks. The Garden considers itself lucky when afternoon and overnight rains materialize. An understanding of the Garden’s changeable character will be helpful as you plan your special event. Our event staff can provide additional guidance here.

SECURITY/DAMAGE DEPOSIT – The \$500 security/damage deposit is fully refundable should you cancel your event, as described previously. A portion or all of the security/damage deposit will be forfeited if there is damage or if extra maintenance or extraordinary cleanup is necessary as a result of your event. Any excessive damage where repair costs exceed the damage deposit will be billed

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YOUR QUESTIONS ANSWERED (continued)

according to actual cost. This includes such things as damage to the Garden's living collections, cigarette butts, food/wine stains on the stonework. Guests must remain on paths and not walk through planting beds. The Garden will determine the amount to be forfeited. If the damage, maintenance or cleaning exceeds \$500 the host agrees to promptly reimburse the Garden any excess upon presentation of an invoice. If alcohol is served at the event, you are required to contract a security guard to be present.

SETUP AND BREAKDOWN – Arrangements for deliveries, setup and breakdown for caterers, florists, equipment/lighting rental, musicians and photographers must be cleared with the Garden's facility rental staff as soon as practicable but no less than two weeks before your event. Caterers and others will be permitted early access to the Garden to set up pre-event by prior arrangement and have until 10 p.m. to clear the Garden. Setup and breakdown are the responsibility of the host. If there is set up or breakdown involved the day before or after the event (ex. AV system, tent, lighting, executive toilet delivery/pick-up) a Garden Representative must be present and their time will be billed accordingly.

SMOKING – Smoking, vaping and the use of tobacco or recreational marijuana in the Garden are prohibited. If there are cigarette butts found in the Garden, you will forfeit the entirety of the security/damage deposit.

STAFF REPRESENTATIVE – A Garden Representative is required to be on site for the event, from set-up to breakdown. The Representative is responsible for set up if applicable (chairs, tables, AV), directing vendors, guiding guests, monitoring the Garden entrance, assisting with parking, and answering any questions. The Garden Representative fee is \$40/person per hour billed directly to the client. If there is set up involved the day before the event (ex. tent, lighting, executive toilet delivery) a Representative must be present and their time will be billed accordingly. For 40+ guests or events ending after sunset, we will require two Garden Representatives to be on site during the event.

We are pleased that you are considering renting the Garden for your event.

We are committed to doing our part to ensure you have the experience you seek. Beautiful outdoor venues such as the Garden often enhance events but come with uncertainty in the form of changeable weather conditions. Provisions for cancellation are addressed in this document, and we will do our best to reschedule your event should a postponement become necessary. We extend our best wishes to you and your guests and express our hope that your event will be a success.

Thank you!

VENUE RENTAL INFORMATION

PREFERRED EVENT/RENTAL VENDORS

CATERING

Adobo Catering
Contact: Peter Dent
adobocatering.com
(505) 989-7674

Cowgirl BBQ
Contact: Patrick Lambert
Cowgirlsantafe.com
(505) 982-2565

Walter Burke Catering
*Also Event Planning: tent, lighting
Contact: Angela Reece
Walterburkecatering.com
(505) 473-9600

PORTABLE RESTROOMS

AAA Pumping Service Inc.
aaapumpingservice.net/portable-restrooms
(505) 345-3965

AUDIO/VISUAL VENDOR

Santa Fe Audio Visual
Contact: Miguel Castillo
santafeav.com
(505) 986-1796

EVENT PLANNERS

A Beautiful Theme
Contact: Ashley Sargent
abeautifultheme.com
(505) 681-6991

Ana Luisa Event Rentals
Contact: Ana Luisa Garcia
analuisaeventrentals.com
(505) 204-5708

Destination Services of Santa Fe
Contact: Marcia Skillman
santafedmc.com
(505) 216-9095

Meredith Keating Events
Contact: Meredith Benvenuto
meredithkeating.com
IG: @meredithkeatingevents

PHOTOGRAPHERS

Mariano Frisoli de Oliveira
marianofrisoliphotography.com
(718) 614-9506

Jessica Harding Photography
jessicahardingphotography.com
IG: @jessicahardingphoto

Tira Howard Photography
tirahowardphotography.com
(323) 377-6867

Alicia Lucia Photography
alicialucia.com
Lexi Mackenzie - Vivi Photography
viviphotography.net
(808) 729-2651

Daniel Quat Photography
KING-QUAT Studio H
danielquatphoto.com
(505) 982-7474

Cam Storie
camstoriephotography.com

DECORATORS

Andrea Soorikian Design
andreasoorikian.com
(505) 660-7239

CHAIRS/TABLE RENTAL

America Tent Rentals
americatentrentals.com
(505) 888-5821

AA Events and Tents, Inc.
aaeventsandtents.com
(505) 842-8368

Colorado Party Rentals
Specialty, High-end
Contact: Sarah Sbacci
cpartyrentals.com
(505) 303-7556

SECURITY

Phoenix Security LLC
Contact: Gilbert Archuleta
(505) 310-4082

SAS Security
Contact: Charlie Johnston
(903) 651-1948