



# FACILITY RENTAL INFORMATION GUIDE

UPDATED JANUARY 2026



JESSICA HARDING PHOTOGRAPHY



## Thank you for considering Santa Fe Botanical Garden as a setting for your event!

By choosing to host your gathering here, you are directly supporting our mission AND helping us continue our work in education, conservation, and community engagement, ensuring that this beautiful space remains a place of inspiration for all.

We are excited about the opportunity to be part of your special occasion and are committed to making your experience truly memorable. We look forward to speaking with you and welcome any questions you may have!

***OUR MISSION*** – 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.



**You can rent space at Santa Fe Botanical Garden (SFBG) for your private event seven days a week year-round (public events are an exception). *The Garden does not rent space in the Piñon-Juniper Woodland.***

Discover the enchantment of Santa Fe Botanical Garden — where nature sets the stage for unforgettable moments. Whether you're planning an intimate gathering or a grand celebration, our stunning outdoor spaces provide a breathtaking backdrop for your special event.

### **Garden Hours & Availability**

The Garden welcomes visitors year-round, offering a dynamic landscape that transforms with the seasons:

🌿 Mar – Oct: Daily 9 AM to 5 PM

🌿 Nov – Feb: Wed – Sun 10 AM to 4 PM

⚡ The Garden is closed on Thanksgiving Day, Christmas Day, and New Year's Day.

Facility rentals are available every day of the year, with extended access available for private events after closing time. The Garden offers multiple outdoor spaces and flexible options to suit events of different sizes and styles. Whether you want a large celebration or an intimate gathering, there's space for every vision.

### **Venue Rental & Amenities**

Our rental packages include access to **most** areas of the Garden, allowing your guests to explore and immerse themselves in the beauty of our curated landscapes. Guests at private events are welcome to enjoy the entire garden *except the Piñon-Juniper Woodland after closing hours.*

### **Plan Your Dream Event**

We invite you to visit the Garden and envision your event in our serene landscape. Before booking, we encourage you to review this document thoroughly to understand our rental guidelines.

We look forward to you contacting us via email at [events@visitsfbg.org](mailto:events@visitsfbg.org) should you want additional information or wish to move forward with an event rental.



## VENUE INFORMATION

### Santa Fe Botanical Garden

715 Camino Lejo • Santa Fe, NM 87505



Santa Fe Botanical Garden 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 Garden opened in July 2013 and covers 19 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**.

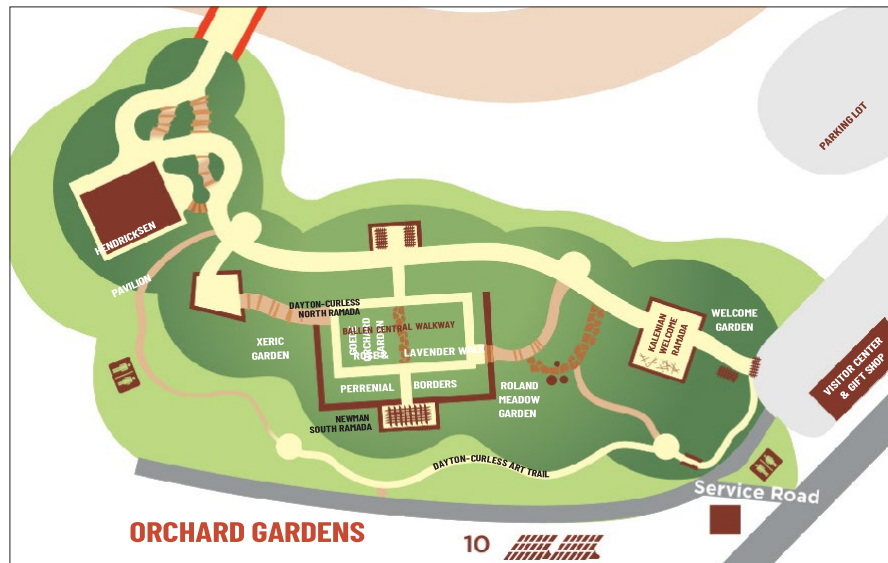
Events are permitted in the Orchard Gardens and in Ojos y Manos, both of which are described in more detail on the following pages.

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

## VENUE INFORMATION, CONT.

### Santa Fe Botanical Garden

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The **Orchard Gardens** are those you see upon first entering the Garden. 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.

## VENUE PRICING

These spaces can be rented from 5:15 to 10 p.m. year-round. In exceptional circumstances, early closure for an additional fee can be requested, based on availability.

They are available for private events, with the exception of private fundraising or revenue-producing events. **Additional spaces and combinations of spaces are available for rent as desired.**

Nonprofit organizations receive a 25% discount.

RENTAL PACKAGE	GARDEN VENUE	SEATED CAPACITY*	STANDING CAPACITY*	SUNDAY-THURSDAY	FRIDAY-SATURDAY
No. 1	Entire Garden	400	900	\$3,800	\$4,900
No. 2	Orchard Gardens	30-40	70-150	\$2,300	\$2,800
No. 3	Orchard Gardens / Hendricksen Pavilion & West Rockery	100	200	\$3,100	\$3,800
No. 4	Hendricksen Pavilion	49	99	\$1,200	\$1,700
No. 5	Ojos y Manos	150	300	\$3,100	\$3,800

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

## VENUE ADD-ONS

RESOURCE	COST
Kearny Gap Bridge	\$115-230
6' Folding Table (plastic)	\$12
Folding Chair (metal)	\$3
AV System (microphones, speakers, stands)	\$250

RESOURCE	COST
Shade Canopy (13'x20')	\$750
Shade Canopy (10'x10')	\$125
Projector (includes laptop, screen)	\$100
Tower Propane Heater (includes propane)	\$125

RESOURCE	COST
Podium	\$50
Waste Removal	\$250
Early Closure (by hour, Nov-Feb)	\$100
Early Closure (by hour, Mar-Oct)	\$250





## FREQUENTLY ASKED QUESTIONS

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 Santa Fe Botanical Garden 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. Alcohol can be served in the Garden by a licensed caterer but cannot be sold.

Clients 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 Client. When serving alcohol at a private event, provided the caterer is licensed and insured, Clients 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 Client or a third party must confirm that only invited guests are admitted to the private event.

**APPROPRIATENESS** – The Santa Fe Botanical Garden Executive Director retains the right to deny use of the Garden if the nature of the event is deemed to be inconsistent with the Garden’s mission.

**AVAILABILITY** – You can rent space within the Garden for your private event. In exceptional circumstances, 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 to [events@visitsfbg.org](mailto:events@visitsfbg.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 Events Manager at least fourteen (14) days prior to the event. Floral arrangements are allowed. Candles are allowed only in rented spaces and must be contained in votive or glass hurricanes. Non-helium balloons are allowed. Dried flowers are allowed.

No open flames, incense, fog/smoke machines, glitter, rice, birdseed, potpourri, sparklers, or confetti are allowed in the Garden. Decorations may not be nailed, glued, or taped to Garden property. Other methods of securing decorations, such as wire, gaffers and painter’s tape, or pins must be approved by the Events 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.



## FREQUENTLY ASKED QUESTIONS, CONT.

**FOOD & CATERING** – If food is to be served, caterers are required to provide such food unless previously approved by the Events Manager. 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. 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.

**INCLEMENT WEATHER POLICY** – The Garden does not provide rain or weather contingencies beyond the following: in the event of adverse weather conditions, and depending on the size of the private event rental, the event may be relocated to the Pavilion at no additional charge. The readiness and decoration of the Pavilion cannot be guaranteed as this space is used for other events. Additionally, the guests may shelter in place in their cars to wait out the weather and resume the event until 10 p.m.

Due to existing bookings and events, and the complexities involved in coordinating private event rentals, rescheduling to an alternate date may not be possible. However, if a private rental must be fully cancelled as a direct result of severe weather, the Garden will make every reasonable effort to offer the same space within the following 24–48 hours. Any such accommodation is subject to availability and will not displace previously scheduled events or private rentals.

**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. The Garden does have some ground lighting and event lighting available to use for events, but if you are wanting something specific, it must be approved by the Events Manager.

**MUSIC & SOUND** – The Client may arrange for live or recorded music or other amplified sound for the event. All music or other amplified sounds must end by 9 p.m. in keeping with Santa Fe’s noise ordinance and out of respect for our neighbors.

Garden staff will 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. The Garden reserves the right to intervene if the noise level is deemed to be too loud.

## FREQUENTLY ASKED QUESTIONS, CONT.

**PARKING** – The parking areas at and near the Garden 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. Clients 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, additional parking in adjacent lots will be available.

**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 45 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:

- a) 45 or more days prior to event: If you cancel your event after signing an agreement, you will forfeit your initial 50% deposit; your security deposit will be refunded in full;
- b) Cancellation 45 days or less prior to event: You will forfeit your full rental fee; your security deposit will be refunded in full;
- c) Inclement Weather: If your event must be cancelled the "day of" because of weather, you will receive a refund of 25% of the full rental fee along with your security deposit within 45 days or the option to postpone the event for another date without penalty.
- d) Agreements signed 45 days or less prior to the event will require a customized cancellation schedule.

**PETS** – No pets are allowed in the Garden except trained service animals as defined by the U.S. Department of Justice: "Dogs; any breed and any size of dog trained to perform a task directly related to a person's 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 Client and the Client'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 Client 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 Client 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.



## FREQUENTLY ASKED QUESTIONS, CONT.

**RESTROOMS** – There are two ADA-accessible portable toilets in the Garden. Both are located near the Garden’s main entrance. They are available for use during your event. Additional units are seasonally on site, check with Events Manager. The Garden will provide a list of vendors from whom you can rent additional portable toilets for your event. For events larger than 100 people, we urge you to rent one or more portable toilets for your guests.

**SEASONALITY** – 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 DEPOSIT** – The security deposit is fully refundable should you cancel your event, as described previously. A portion or all of the security 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 security deposit will be billed according to actual cost. This includes such things as damage to the Garden’s living collections, sculptures, or hardscape, evidence of smoking/drugs, food/wine stains on the stonework. The Garden will determine the amount to be forfeited. The Client agrees to promptly reimburse the Garden any excess upon presentation of an invoice.

**SETUP AND BREAKDOWN** – Arrangements for deliveries, setup and breakdown for caterers, florists, equipment/lighting rental, musicians, and photographers must be cleared with the Events Manager 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. Set up and breakdown are the responsibility of the Client. If there is set up or breakdown involved the day before or after the event (e.g. 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 is evidence of these items or drugs found in the Garden, the Client forfeits the entirety of the security deposit.

**STAFF REPRESENTATIVE** – A Garden Representative is required to be on site for the event, from set up to breakdown. The Garden 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 (e.g. 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 require two Garden Representatives to be on site during the event.