



# Memorial & Celebration of Life Rental Rates & Guidelines

Fairchild’s mission is to promote the conservation, use, study, understanding and enjoyment of tropical plants. Private events, like yours, support this mission. Consequently, the guidelines detailed below are in place to ensure that our living treasure is not harmed during your special event.



We thank you for choosing Fairchild Tropical Botanic Garden and wish you a most memorable event.

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### Fees & Fee Schedule:

#### Fees

AREA Allée & Overlook or Amphitheater

CAPACITY Up to 60 guests

#### PRICING

First 30 guests	\$600.00
Additional guests	\$25.00 per person
White padded chairs	\$2.00 per chair

#### Fee Schedule

- A deposit of 50% is required to reserve your desired date. Deposit is refundable for up to 30 days less a \$100.00 processing fee.
- Balance of payment is due two weeks prior to the ceremony date. Balance of payment is non-refundable.
- All fees are subject to 7% Florida sales tax.
- Additional fees may apply - please see contract for details.

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### Memorial & Celebration of Life Guidelines:

Rental is for Fairchild Tropical Botanic Garden facilities only and does not include any supplies or services other than those specifically included in these guidelines.

- This agreement is for the Allée & Overlook or Amphitheater areas only and does not include a reception. Specific requests for other areas will be considered.
- All memorial areas are outdoors and subject to weather conditions. A rain contingency plan must be arranged with the Special Events Department prior to event date.
- Your guests may enter Fairchild 30 minutes before your reserved memorial time. If your guests wish to enter Fairchild sooner than 30 minutes before your reserved time, they must enter through the North Entrance and pay the regular admission fee of \$25.00.
- Your guests may park in Fairchild’s designated parking lots free of charge. We kindly ask that your guests not park on Old Cutler, or their vehicle may be towed by the City of Coral Gables.
- Your guests should enter Fairchild through the designated gate as discussed with the Special Events Department. We ask that you designate a friend who will act as host/hostess to greet your guests to ensure that only your guests enter through the gate.
- Fairchild is open to visitors between the hours of 9:30 a.m. through 4:30 p.m., and all visitors are asked to depart no later than 5:00 p.m. Fairchild has a strict policy that no event should interfere with our guests’ visits. Consequently, roping off or stanchioning areas to prevent access to garden visitors is strictly prohibited, guests are permitted to view any area of Fairchild during regular hours.

**For further information, please contact Fairchild’s  
Special Events Department at 305.667.1651**  
Lori Sellers ext. 3358

Renter Initials: \_\_\_\_\_

**Guidelines Continued:**

- Although the memorial can be timed so scheduled Fairchild tram tours do not pass by the Overlook or Amphitheater during the ceremony, we will not cancel or reschedule regular Fairchild activities.
- Music is limited to no more than two quiet and portable instruments, such as flutes, guitars or harps or a small speaker system.
- Take advantage of the beautiful natural setting you have selected for your wedding. Decorations such as potted plants, arches, chuppas, altars, gazebos, flowers, etc., are not always permitted. Any requests must be discussed with the Special Events Department.
- There are a few decorations that are not permitted with no exceptions. These include flower petals, confetti, glitter, birdseed and rice.
- If you wish to use chairs during your memorial, you may rent chairs from Fairchild for \$2 each. You may also rent chairs from a rental company of your choice, but you are responsible for delivery and pick up. You will be charged a service fee of \$250 should Fairchild staff be required to handle delivery or pick up of outside rentals.
- Memorial dates can be requested at any time, but will not be confirmed earlier than six months prior to the date and cannot be requested less than one month before the wedding date.
- Drones: Fairchild does not permit use of personal and professional drones in the Garden.

Renter Initials: \_\_\_\_\_

**Insurance Certificate:**

A certificate of insurance for \$1,000,000 combined public liability for personal injury and property damage naming Fairchild Tropical Botanic Garden, 10901 Old Cutler Road, Miami, FL 33156, as insured, is required and must be received at Fairchild two weeks prior to the event.

Renter Initials: \_\_\_\_\_

**Brick Tributes:**

A tribute brick with a personal inscription becomes part of the rich history of Fairchild when it is placed in the Commemorative Brick Pathway.

*For more information, please contact the Membership Department. They will work with you to create a meaningful gift.*

**Music & Sound Abatement:**

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right to the garden’s fence lines. The City has strict laws regarding noise abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced. No amplified music or DJs are allowed during garden hours. Soft music, such as string quartets, are acceptable indoors. Guests visiting Fairchild should not be disturbed by your event’s music. NO EXCEPTIONS.

Renter Initials: \_\_\_\_\_

**Event Interruption (Acts of God, War Time, etc.):**

Renter understands and accepts that costs, disruption and other related matters resulting in interruption or cancellation of event as a result of acts of God, such as rain, thunderstorms, hurricanes, etc., or because of war or impending war, etc., are to be borne by the renter. Fairchild Tropical Botanic Garden will make every possible attempt to reschedule the event as quickly as possible if it is interrupted by such acts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Assumption of Risk and Release of Liability**

I fully and absolutely assume all risk of injury to myself, including, but not limited to death, and hereby unconditionally and absolutely release, even for their own negligence, indemnify and hold harmless Fairchild Tropical Botanic Garden and its officers and directors, employees, agents, representatives, and its insurers, from all claims for damage or injuries of any kind sustained by me or my guests, now or in the future, arising from my rental and use of Fairchild Tropical Botanic Garden facilities for the following event (wedding, meeting, party, or other special event):

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date(s)

I have read this Assumption of Risk and Release of Liability and understand that it is an absolute release and I execute the same freely and voluntarily and accept and agree to its terms and conditions.

Executed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

I agree that I have read and will abide to the rules and regulations stated in these ceremony rental guidelines and accept the fees as listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Memorial Date

**For further information, please contact Fairchild's  
Special Events Department at 305.667.1651  
Lori Sellers ext. 3358**



A naturally picturesque setting, Fairchild Tropical Botanic Garden offers a variety of options for private events. Please review the information below detailing the base rental fee for event spaces.

We look forward to welcoming you to  
Fairchild Tropical Botanic Garden!



**Facilities Rental Details:**

Rental is for Fairchild Tropical Botanic Garden facilities only and does not include any supplies or services other than those specifically included in these guidelines.

**Arts Center**

Based on 1-100 guests, each additional guest \$25.00 per person; available seasonally, please inquire

AREA	3,772 ft <sup>2</sup>	
CAPACITY	200 seated rounds, 150 seated rounds with dance area, 300 cocktail or theater	
PRICING	daytime event	evening event
Monday-Thursday	\$3,500	\$5,500
Friday	\$4,500	\$6,500
Saturday-Sunday	\$4,500	\$8,000

**Garden House, Loggia and Main Lawn**

Based on 1-100 guests, each additional guest \$25.00 per person

AREA	4,770 ft <sup>2</sup>	
CAPACITY	250 seated rounds, 200 seated rounds with dance area, 400 cocktail or theater	
PRICING	daytime event	evening event
Monday-Thursday	\$2,000	\$3,500
Friday	\$3,000	\$4,500
Saturday-Sunday	\$3,000	\$6,000

**Lakeside Marquee Tent and Pandanus Lake Lawn**

Based on 1-250 guests, each additional guest \$25.00 per person

AREA	7,800 ft <sup>2</sup> ; 60'x130'	
CAPACITY	375 seated rounds, 325 seated rounds with dance area, 450 cocktail or theater	
PRICING	daytime event	evening event
Monday-Thursday	\$11,550	\$13,050
Friday	\$12,550	\$14,050
Saturday-Sunday	\$12,550	\$15,550

**Glasshouse Café**

Based on 1-100 guests, each additional guest \$25.00 per person

AREA	1,850 ft <sup>2</sup>	
CAPACITY	100 seated with furniture as is, 120 seated with alternate furniture, 60 seated with furniture as is with dance area, 150 cocktail or theater	
PRICING	daytime event	evening event
Monday-Thursday	\$6,000	\$7,500
Friday	\$7,000	\$8,500
Saturday-Sunday	\$7,000	\$10,000
Removal of Tables and Chairs	\$1,000	
Removal of Chairs	\$500	

**Fee Details:**

Fees are based on an event up to six hours.

Florida Sales Tax of 7% is not included in above rates and will be added to all rentals.

Additional fees may apply – please see contract for details.

**Wedding Ceremony/Reception Events: Ceremony location is included in above rental rates; no additional fee**

For further information, please contact Fairchild's  
Special Events Department at 305.667.1651

Lori Sellers ext. 3358

Renter Initials: \_\_\_\_\_

Weddings, Celebrations & Corp. Page 1 of 4

Weddings, Celebrations & Corporate  
Rental Rates & Guidelines

# Weddings, Celebrations & Corporate Events Guidelines – Additional Fees & Information

## EVENT TIMES:

### Daytime:

Monday through Sunday: 9:30 am – 4:30 pm

### Evening:

Monday through Thursday and Sunday: 5:00 pm – 11:00 pm

Friday and Saturday: 6:00 pm – 12:00 midnight

## DEPOSITS:

Deposits are due at the time of booking and are applied towards the event balance. Deposits are non-refundable after 30 days. Refunds are subject to a \$100.00 processing fee. Requests for cancellation must be made in writing. Cancellation less than thirty days prior to event is subject to full payment.

**Daytime events:** Deposit of \$1,000 is required to confirm the reservation.

**Evening events:** Deposit of \$2,000 is required to confirm the reservation.

## DEPOSIT “ON FILE”:

A deposit to be held on file is due 30 days before the event and is preferred in the form of a credit card held on file. Nothing will be charged prior to the event and any charges will be brought to the client’s attention after the event.

Cleaning & Damage Deposit: \$600.00

Music & Sound Abatement Deposit: \$1,000.00

## CATERING PERMIT

All renters are required to obtain a Catering Permit prior to the day of the event. The permit needs to be signed and reviewed by the renter and the caterer 30 days prior to the day of the event. The catering permit fees will be included in the renters’ proposal and contract. Permit fees are as follows:

1 - 100 guests	\$250.00
101 - 250 guests	\$350.00
251 - 400 guests	\$450.00
Over 400	\$600.00

## SECURITY:

A minimum of one security officer is required for all evening events. Officers will be secured by Fairchild Tropical Botanic Garden at \$45 per hour. The security fees will be included in the renter’s proposal and contract. Additional security may be required for larger events.

## INSURANCE:

A certificate of insurance for \$1,000,000 combined public liability for personal injury and property damage naming Fairchild Tropical Botanic Garden, 10901 Old Cutler Road, Miami, FL 33156, as additional insured, is required and must be provided by the renter and received by Fairchild two weeks prior to the event.

## EVENT MANAGEMENT FACILITIES STAFF FEE:

A minimum of two facilities staff is required for all evening events. After 6:00 pm the event management team will be your main Fairchild liaison to manage your event needs. They will remain on premise through vendor clean-up and departure and be responsible for janitorial services and supervising vendors during and at the completion of your event. A \$300.00 fee will be included in the renter’s proposal and contract. Additional facilities staff may be required for larger events.

Renter Initials: \_\_\_\_\_

**VALET:**

Valet parking is required on all events over 200 people. The renter is to contact MAC Parking, our exclusive valet company for a quote at 786-587-7176. The renter is personally responsible for all fees associated with valet service and these fees will not be included in the renter’s proposal and contract with Fairchild.

**BENEFITS RECEIVED:**

When renting Fairchild facilities for a private evening event on Friday, Saturday or Sunday, renter receives a Fairchild Tropical Botanic Garden membership at a Fellow’s level (\$1,000 level). Your membership becomes effective between 30 days prior/after your event date and is non-refundable. Not applicable to discounted and/or non-profit rentals.

**BRICK TRIBUTES**

A tribute brick with a personal inscription becomes part of the rich history of Fairchild when it is placed in the Commemorative Brick Pathway.  
*For more information, please contact the Membership department. They will work with you to create a meaningful gift.*

**TABLES AND CHAIRS:**

Fairchild will deliver the tables and chairs to the appropriate rental facility site and ceremony site, as well as pick them up at the conclusion of your event. We must receive your count confirmation two weeks before your event. Please refer to the “rental” section of the Catering Permit for specific instructions.

White Padded Resin Chairs

\*Ceremony and Garden House only                      \$2.00 Each                      300 maximum

Mahogany Padded Wood Chairs

\*limited availability    \$3.00 Each                      175 maximum

48” Tables (seats 6-8 people)                              \$7.00 Each                      15 maximum

60” Tables (seats 8-10 people)                              \$8.00 Each                      12 maximum

6’ Tables    \$10.00 Each                      20 maximum

8’ Tables    \$12.00 Each                      20 maximum

**VENDORS:**

Renter will make all arrangements for all other services and supplies needed for the event. A complete list of vendors with contacts names and phone numbers must be provided two weeks prior to the event. The caterer and all other applicable vendors must schedule an appointment with the Garden coordinator to familiarize themselves with Fairchild’s facilities. Catering Permits will not be issued unless appointment is made.

**ADDITIONAL POLICIES:**

1. Garden objects may NOT be moved or altered in any way (i.e. works of art, signage).
2. Seasonal art exhibition may be installed in the Garden at the time of your event. Art pieces may NOT be removed or altered in any way.
3. Request to re-locate contracted event site may be requested at any time but NOT guaranteed to be approved. Additional fees may apply.
4. Plants, flowers, trees and structures may NOT be cut, altered or moved in any way.
5. If any Garden décor is moved during your event, it MUST be placed back in the original area (i.e. benches).
6. Smoking is NOT permitted in the Garden.

### **ADDITIONAL POLICIES CONTINUED:**

7. Motorized vehicles are NOT permitted within the Garden without the supervision of a member of the Fairchild Tropical Botanic Garden staff. Arrangements for vehicles inside the Garden MUST be made in advance. No motorized vehicles are allowed in the Garden during Garden hours.
8. An event schedule and timeline will be provided to Fairchild at least two weeks prior to the event. Schedule must include: delivery timeline, arrival times, departure times, areas of the Garden being used, as well as any other pertinent information.
9. While we strive to keep all wedding as exclusive bookings, Fairchild reserves the right to host other, non-conflicting events within the Garden.
10. Temporary installations within the interior of the space are allowed as long as they are not nailed, stapled, or taped to the walls. Permitted installations include but are not limited to rented trees and plants, dance floor, curtains, drapes, lighting, sound system etc. All temporary installations can be installed no earlier than 24 hours before the event and removal must take place immediately following the event.
11. There are a few decorations that are not permitted with no exceptions. These include flower petals, confetti, glitter, birdseed and rice. Open flame candles are not permitted; candles must be contained in glass.
12. Drones: Fairchild does not permit use of personal and professional drones in the Garden.
13. Weddings: Fairchild does not provide a dressing, hair & make-up room. A "holding room" may be available.
14. Lakeside Marquee Tent Rental: Fairchild Tropical Botanic Garden has an exclusive agreement with a tent company; therefore, tent rentals must be arranged through the Garden. The Tent may only be placed on Pandanus Lake Lawn near the Visitor Center. While Fairchild's white peak tent is installed, no other tents may be used instead.

### **MUSIC AND SOUND ABATEMENT (Please read carefully)**

#### **Daytime Events:**

Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right to the garden's fence lines. The City has strict laws regarding noise abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced. No amplified music or DJs are allowed during garden hours. Soft music, such as string quartets, is acceptable indoors. Guests visiting Fairchild should not be disturbed by your event's music. NO EXCEPTIONS.

#### **Evening Events:**

- Fairchild Tropical Botanic Garden is situated in the residential section of the City of Coral Gables. We also have neighborhoods that abut right to the Garden's fence lines. The City has strict laws regarding sound abatement (City of Coral Gables Code 1958, §§ 19-1, 20-23), which are strictly enforced.
- All amplified music must be indoors or contained within the rented Lakeside Marquee Tent. All music must stop by 11:45 p.m. on Fridays and Saturdays; by 10:45 p.m. Sundays -Thursdays. NO EXCEPTIONS.
- Fairchild requires a fully refundable \$1,000.00 music deposit (above and beyond the rental fee). In the event that this Music and Sound Abatement Policy is violated, the deposit is forfeited.
- Fairchild requires a meeting with your DJ and/or band prior to your event to ensure that the Music and Sound Abatement policy is well understood by all parties. In the event that the Music and Sound Abatement policy is violated, the DJ and/or band risks being prohibited from future events at Fairchild.
- If event is in the Lakeside Marquee Tent, the band/DJ must be placed on the southern end or east side of the tent. Flaps must remain down behind the band at all times. NO EXCEPTIONS. The sound level will be regulated by Fairchild in accordance with the rules of the City of Coral Gables. We reserve the right to minimize music at any time.

**Event Interruption (Acts of God, War Time, etc.):**

Renter understands and accepts that costs, disruption and other related matters resulting in interruption or cancellation of event as a result of acts of God, such as rain, thunderstorms, hurricanes, etc., or because of war or impending war, etc., are to be borne by the renter. Fairchild Tropical Botanic Garden will make every possible attempt to reschedule the event as quickly as possible if it is interrupted by such acts.

I UNDERSTAND AND AGREE TO THE RULES AND REGULATIONS STATED IN THESE EVENING FACILITIES RENTAL GUIDELINES AND ACCEPT THE FEES LISTED ABOVE.

\_\_\_\_\_  
Signature  
Print Name

**Assumption of Risk and Release of Liability**

I fully and absolutely assume all risk of injury to myself, including, but not limited to death, and hereby unconditionally and absolutely release, even for their own negligence, indemnify and hold harmless Fairchild Tropical Botanic Garden and its officers and directors, employees, agents, representatives, and its insurers, from all claims for damage or injuries of any kind sustained by me or my guests, now or in the future, arising from my rental and use of Fairchild Tropical Botanic Garden facilities for the following event (wedding, meeting, party, or other special event):

\_\_\_\_\_  
Name of Event  
Date(s)

I have read this Assumption of Risk and Release of Liability and understand that it is an absolute release and I execute the same freely and voluntarily and accept and agree to its terms and conditions.

Executed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature  
Print Name



