



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.



Fees & Fee Schedule:

Fees

AREA	Allée & Overlook, Amphitheater or Bailey Palm Glade
CAPACITY	Allée & Overlook up to 80 guests; Amphitheater up to 350 guests; Bailey Palm Glade up to 280 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.

Event Time

- Ceremonies are typically scheduled for two hours during Garden hours of 9:30 a.m. through 4:30 p.m. Restrictions may apply.

Ceremony 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 only for a wedding ceremony in the Allée & Overlook or Amphitheater areas only and does not include a reception. Specific requests for other areas will be considered.
- All ceremony 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 ceremony 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.

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

Renter's Initials: _____

Guidelines Continued:

- 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.
- Although the ceremony can be timed so scheduled Fairchild tram tours do not pass by the Overlook, Amphitheater or Bailey Palm Glade during the ceremony, we will not cancel or reschedule regular Fairchild activities.
- 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.
- Request to re-locate contracted ceremony site may be requested at any time but NOT guaranteed to be approved.
- Ceremony start and end time is typically during Garden hours only; "after-hours" ceremony requests are subject to approval. Additional fees may apply.
- 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 ceremony, 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.
- Drones: Fairchild does not permit use of personal and professional drones in the Garden.
- Ceremony 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 ceremony date.

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.

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.

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 or 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

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Lori Sellers ext. 3358**