



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.

Corbin Classroom A

AREA 1,248 ft²
CAPACITY 30-45 classroom, 80 theater
PRICING \$1,000

Corbin Classroom B

AREA 560 ft²
CAPACITY 20 classroom, 40 theater
PRICING \$500

Fee Details:

Fees are based on daytime events up to six hours. For evening events additional rates may apply. Please inquire. 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.



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

Corporate Meeting Rental Rates & Guidelines – Additional Fees & Information

EVENT TIMES:

Daytime:

Monday through Friday: 9:00 am – 4:00 pm

DEPOSITS:

A deposit of 50% is required to confirm the reservation. 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.

DEPOSIT “ON FILE”:

A deposit to be held on file of \$300.00 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.

CATERING:

Catering in Corbin Classrooms A & B is limited to cold food items. Full service catering is not permitted.

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.

TABLES AND CHAIRS:

Rental fees include classroom-style tables and chairs.

FACILITIES MAINTENANCE:

A minimum of one Fairchild maintenance person will be on duty throughout the event.

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.

Renter Initials:_____

ADDITIONAL POLICIES:

1. Garden objects may NOT be moved or altered in any way (i.e. works of art, signage).
2. Plants, flowers, trees and structures may NOT be cut, altered or moved in any way.
3. If any Garden décor is moved during your event, it MUST be placed back in the original area (i.e. benches).
4. Smoking is NOT permitted in the Garden.
5. 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, as well as any other pertinent information.
6. 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, 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.
7. Drones: Fairchild does not permit use of personal and professional drones in the Garden.

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