



# WEDDING GUIDELINES AND REGULATIONS

We're very excited about hosting your event at Fairchild. These Guidelines aim to ensure that you and your guests have the memorable wedding experience you've been dreaming about. They're also designed to ensure that Fairchild's important plant collection and historic grounds are well-respected and protected at all times. As you know, Fairchild is a botanical garden and home to some of the tropical world's most important and rare plants as well as wildlife. We welcome you and anticipate that you and your guests will comply with all stated guidelines and policies, while understanding the scientific mission and tropical oasis in which you are starting your forever.

Please note that when you book your event at Fairchild, you agree to comply with all stated policies and guidelines.

Fairchild reserves the right to refuse service to anyone.

Fairchild reserves the right to cancel or terminate, without notice, any scheduled or in-process event that is deemed to be non-compliant with guidelines and policies.

## Reservation, Deposit and Payment

1. 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.
2. Your facilities rental agreement and invoice (contract) has been based on the package that you selected and reserved from either the **Timeless Love Collection** or **Love Is In The Air Collection**. Packages cannot be changed, altered, or re-located to another site.
3. Deposits are due at the time of booking and are applied towards the event balance (refer to Timeless Love Collection or Love Is In The Air Collection packages for deposit due amount). Renter must submit deposit and signed Facilities rental agreement (contract) within 10 days of receiving the agreement in order to guarantee booking. If deposit and signed agreement is not received within this time-frame, the renter's reservation will be automatically removed from Fairchild's calendar. Renter's deposit is refundable for up to 10 days
4. Renter must submit the outstanding event balance no later than 30 days prior to the event date. Reservations made within 30 days of the event date must be paid in full at the time the agreement is executed. Fairchild reserves the right to retain deposit and cancel any events that have unpaid balances 30 days prior to the event date.



5. Cancellation requests must be made in writing. Refunds are subject to a \$100 processing fee. Cancellations made for any reason, other than an Act of God, War Time and Pandemic, following 10 days after the deposit has been submitted, will result in forfeiture of the non-refundable deposit. For cancellations made within 30 days of the event date, for any reason other than Act of God, War Time and Pandemic, the renter is subject to payment in full.
6. **Security, Damage, Music and Sound Abatement Security Deposit.** A \$2,000 Security, Damage, Music and Sound Abatement Security Deposit is required for all packages. The deposit is due no later than 60 days before the event date (preferable for deposit to be submitted via credit card). Pending no damage or violations, the deposit will be refunded 30 days after your event date.

### **Evening Event Exclusivity**

You may have exclusive use of the Garden only if you purchase the Evening Event Exclusivity upgrade (refer to **Timeless Love Collection** or **Love is In The Air Collection Packages**).

Otherwise, Fairchild reserves the right to host, multiple, concurrent weddings, ceremonies, other private or Garden events during evening hours (Evening Event Exclusivity is included in Lakeside Marquee Premiere Package).

### **Security**

A minimum of one City of Coral Gables police officer is required for all evening events. Officers will be secured by Fairchild Tropical Botanic Garden at \$75 per hour, minimum of four hours. The security fees will be included in the renter's facility rental agreement (contract). Additional security may be required for larger events.

### **Facilities Event Manager**

A minimum of two Fairchild Facilities Event Managers are required for all Love is the Air Collection packages. The fee is \$300 and will be added to the Renter's contract (One Facilities Event Manager is included in the Timeless Love Collection packages). After 7:00 p.m. the facilities staff 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 Post Event Checklist is required to be reviewed and signed by the day-of coordinator at the completion of your vendor clean-up.

### **Catering Permit**

All renters are required to obtain a Catering Permit prior to the day of the event. The permit needs to be reviewed and signed by the renter and the caterer 30 days prior to the day of the event. The catering permit fees will be included in the renter's facility rental agreement (contract). Catering Permit Fees are non-refundable. Permit fees are as follows:

- 1-100 guests \$250
- 101-250 guests \$400
- 251-500 guests \$500



### **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 received at Fairchild by 14 days prior to the event. **HOST LIQUOR LIABILITY IS REQUIRED TO BE INCLUDED (IF APPLICABLE)**. Suggested company to contact is WedSafe; 1-877-723-3933; [www.wedsafe.com](http://www.wedsafe.com)

### **Wedding Rehearsals**

All wedding rehearsals must be scheduled with your Fairchild wedding professional. Rehearsals must occur during Garden hours and will be scheduled so as not to conflict with any other rehearsal or ceremony.

### **Ceremonies**

1. If you wish to use chairs during your ceremony, you may rent white resin folding chairs from Fairchild for \$4 each. Rental fee includes set-up and breakdown. 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 \$500 should Fairchild staff be required to handle delivery or pick-up of third-party rentals.
2. Although the ceremony can be timed so scheduled Fairchild tram tours do not pass by the Allée and Overlook Vista, Garden Club of America Amphitheater, Tropical Arboretum or Bailey Palm Glade during the ceremony, we are unable to cancel or reschedule regular Fairchild activities.
3. Ceremony music is limited to no more than two quiet and portable acoustic instruments, such as flutes, guitars or harps or a small speaker system.
4. All ceremony areas are outdoors and subject to weather conditions. A rain contingency plan must be arranged with the Fairchild wedding professional prior to your event date. We will work to accommodate your rain plan as best as possible but we cannot guarantee availability on the day of your ceremony.
5. Take advantage of the beautiful natural setting you have selected for your ceremony. Decorations are discouraged. Any requests must be discussed with a Fairchild wedding professional and may be subject to an administrative fee.

### **Parking/Valet**

Your guests may self-park in the designated parking area free of charge. Renter is required to hire valet service for 200 guests or more (exceptions may apply, see Fairchild wedding professional). Contact Mac Parking, our exclusive valet company for a quote at 786-587-7176 or at [macparkingmiami@gmail.com](mailto:macparkingmiami@gmail.com). The renter is personally responsible for all fees associated with valet service and these fees will not be included in the renter's contract with Fairchild. If you contract valet services, guests may drive up to the valet station at the designated location. Guests may not park along Old Cutler Road or their vehicle may be towed by the City of Coral Gables.



## Vendors

1. Your main vendors are required to purchase 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 received at Fairchild by two weeks prior to the event. Renter bears the responsibility to provide this to Fairchild (or to designate day-of coordinator to provide to Fairchild). Main vendors include, but are not limited to, caterer, music and entertainment, lighting and décor. Vendor Liquor Liability is required, if applicable.
2. A vendor meeting & walk-through is required to be scheduled 30 days before your event date. Only the main vendors must attend (and the renter, if available). This includes, but is not limited to, the day-of coordinator, caterer, band or DJ, lighting and decor. Renter is responsible for ensuring that all vendors and subcontractors are aware of Fairchild Guidelines and Regulations.
3. An event schedule and timeline must be provided to Fairchild at least two-weeks prior to the event date. Schedule must include: vendor list, delivery timeline, arrival times, departure times, areas of the Garden being used, ceremony chair set-up (if ceremony chairs are being rented through Fairchild), as well as any other pertinent information.
4. Vendor arrival times must be arranged to ensure proper management of delivery and unload and to minimize negative impact on the Garden.
5. Renter, Caterer or Day-of Coordinator must accept deliveries. Fairchild staff is not responsible and will not sign for deliveries.

## Additional Policies

1. Your guests may enter Fairchild 30 minutes prior to your reserved ceremony time. If your guests wish to enter Fairchild sooner than 30 minutes before your reserved time, they must enter through the main entrance at the Shop at Fairchild and pay the regular admission fee of \$25.
2. Your guests should enter Fairchild through the designated gate as discussed with a Fairchild wedding professional. Your day-of-coordinator will be responsible for ensuring that only your guests enter.
3. A dressing, hair and make-up room is not provided for the bride(s), groom(s), or wedding party.
4. 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' experiences. 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.
5. Garden objects may NOT be moved or altered in any way (i.e. works of art, signage, benches, etc.)
6. Plants, flowers, trees and structures may NOT be cut, altered or moved in any way.
7. 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.
8. Please note that, since Fairchild is both a botanical garden and an ecology for local wildlife, petals, confetti, glitter, birdseed and rice are expressly prohibited from being used.



9. Fairchild does not permit use of personal and professional drones in the Garden.
10. Smoking is NOT permitted in the Garden.
11. Motorized vehicles are NOT permitted within the Garden without the supervision of a member of the Fairchild staff. Arrangements for vehicles inside the Garden MUST be made in advance. No motorized vehicles are allowed in the Garden during regular Garden hours.
12. Fairchild will provide an event-ready space for your wedding. Renter guarantees that following the event, the various areas will be returned to their pre-event condition. This includes removal of all décor, equipment, rentals, etc., and cleaning of the floors and other areas of the facilities. Should any area not be deemed in pre-event condition, Renter forfeits the Security, Damage, Music and Sound Abatement Deposit.
13. 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 are to be installed on the same day of your event and removal must take place immediately following the event.
14. There are a few decorations that are not permitted with no exceptions. These include flower petals, confetti, glitter, birdseed and rice.
15. Open flame candles are not permitted; candles must be contained in glass.
16. Any tent rentals, other than the Lakeside Marquee Tent must be discussed and approved by Fairchild wedding professional.



## **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 boundaries. 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 boundaries. 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 Security, Damage, Music and Sound Abatement Security Deposit. 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, PANDEMIC, ETC.)**

I (Renter) fully understand and accept 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, or due to a pandemic, are to be borne by the renter. Fairchild will make every possible attempt to reschedule the event as quickly as possible if it is interrupted by such acts, but makes no guarantee at restitution. Renter understands and accepts that refunds or payments to date of event interruption may be subject to forfeit if Fairchild and Renter are unable to reschedule the event.

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

\_\_\_\_\_  
Signature of Renter

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

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

I (Renter) fully and absolutely assume all risk of injury to myself or my guests 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 of Renter

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

For further information, please contact Lori Sellers at 305.667.1651, ext. 3358 or email at lsellers@fairchildgarden.org

