

Montrose Botanical Society
P.O. Box 323
Montrose, Co. 81402
Event/Wedding Reservation Form



Event/Wedding Party Name: _____

Contact Person: _____ # Guests: _____

Contact Mailing Address: _____

Contact Phone #: (daytime) _____ (evening) _____

Areas of the Garden Needed: _____

Time Slots: _____ 9:00-12:00; _____ 12:00-3:00; _____ 3:00-6:00; _____ other _____

Fee: \$100 per time slot Damage Deposit: \$200 Additional donations are welcome: _____

The \$100 fee is payable upon confirmed reservation and is refundable up to ten days prior to the event. After the ten day period there will be no refund even for bad weather; in the event of bad weather rescheduling is recommended.

The \$200 damage deposit is payable upon confirmed reservation. Please submit a separate check which will be returned to you after the event assuming there is no damage to the plants or hardscape in the gardens.

Signature: _____ Date: _____

Send this completed form along with your checks made payable to: Montrose Botanical Society P.O Box 323, Montrose, Co. 81402. Any questions or concerns, please contact montrosebotanical@gmail.com.

We are looking forward to working with you for your event. Please keep in mind that any additional donations made to the Montrose Botanic Gardens help with future education, construction and maintenance. Thank you.

You must also read and agree to the terms for the use of the Gardens (see attached "Event/Wedding Guidelines" form requiring your signature).

To reserve the Pavilion "Commons" or space inside the facility, please contact the Montrose Pavilion Event Center, 970-249-7015.

The Montrose Botanical Society is a Colorado 501-(c)-3 non-profit organization; all donations are tax deductible. ID# EIN 84-1331789 Donations are non-refundable.

Office use only:
Receipt of payment: _____ Pavilion notified: _____ Calendar: _____

Montrose Botanical Society
EVENT / WEDDING GUIDELINES

We are pleased that you are interested in reserving the Montrose Botanic Gardens (MBG) for your event. The combination of beautiful colors, the water feature and the incredible rugged beauty of the San Juan Mountain Range make this a very special location for your event. Your fee supports the care and maintenance of the gardens. Please read the following for information and regulations regarding the use of the Gardens.

We are limited to two events per day in the Gardens and all agreements are made on a first come, first serve basis. Reservations are confirmed only by acknowledgment of receipt of payment. All activities related to your event/wedding should occur within your selected rental time.

Limited electrical outlets (15 amp) are available for your use, but please contact the Event Coordinator for details. Lessees wishing to have chairs, tables, podiums, electrical cords, etc. will need to contract with a rental service or make other arrangements as these items are not provided by the MBG. Chairs and other equipment must be set up and taken down within the time slot reserved, unless prior arrangements are made. There are no restroom facilities in the Gardens; rented portable bathrooms are permitted in the parking lot, at your expense.

Please Note:

- * All visitors are expected to treat the gardens and facilities with respect. All activities will be conducted to minimize impact to plants and garden infrastructure as well as to public visitors to the garden.**
- * Music of any kind, amplified or live, *may* be permissible but must first be approved prior to your event. Please contact the Event Coordinator.**
- * Smoking and alcoholic beverages are prohibited within the entire fenced area of the Gardens.**
- * Glass containers are not permitted in the Gardens.**
- * Throwing rice, birdseed or confetti and the use of fireworks is prohibited in the Gardens. Bubbles are acceptable.**
- * Sorry, we cannot allow pets of any kind in the Gardens.**
- * All trash generated by the event must be removed.**

Event tenant shall be responsible for any property loss or damage, personal injury including death, arising from, or in connection with, the event or tenant's use of the premises. Tenant shall indemnify and hold harmless Montrose Botanical Society and its Board of Directors from any such loss, damage or injury, any claims thereof and any related cost including reasonable attorney's fees. Tenant must have current personal liability insurance coverage in place under a personal homeowner's or renter's insurance policy, and by signing this document, acknowledges same.

We hope that this provides you with the information you need.

By signing below, I acknowledge that I have read and agree to the terms for use of the Montrose Botanic Gardens as noted on Reservation Form.

Signature: _____

Date: _____

Phone #: _____

