

**SOUTH TEXAS BOTANICAL GARDENS & NATURE CENTER**  
**RENTAL APPLICATION**

(rev. 1/2/18)

Rental Date: \_\_\_\_\_

Member Name (Individual or Organization): \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Summary of project or type of event:

Wedding:     Ceremony             Reception             Both

Party:         Birthday                 Baby Shower         Wedding Shower

Anniversary         Other: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beginning/opening time: \_\_\_\_\_ am/pm

Ending/closing time: \_\_\_\_\_ am/pm (includes clean-up)

Estimated number of people attending this event: \_\_\_\_\_

Security Needs: \_\_\_\_\_

Food Caterer: \_\_\_\_\_

Alcohol Caterer: \_\_\_\_\_

Rental Company: \_\_\_\_\_

Event Planner: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Application Date

**Do Not Write Below This Line!**

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**Deposit:** \_\_\_\_\_  Cash     Check     Credit **Deposit Date:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_  Cash     Check     Credit **Deposit Date:** \_\_\_\_\_

**Deposit Return: Amount:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rental Date: \_\_\_\_\_

Member Name (Individual or Organization): \_\_\_\_\_

Contact: \_\_\_\_\_

### Summary of Estimated Costs:

**ROSE GARDEN:**

Rose Garden/Pavilion (SAT. \$450 - 3-hour base rental) \$ \_\_\_\_\_

Additional Hours –SAT. Rose Garden (\_\_\_\_ @ \$100/hr) \$ \_\_\_\_\_

Rose Garden/Pavilion (SUN-FRI \$250 - 2-hour base rental) \$ \_\_\_\_\_

Additional Hours- SUN.-FRI .– Rose Garden (\_\_\_\_ @ \$75/hr) \$ \_\_\_\_\_

**OTHER GARDENS (Plumeria, Picnic Area, Palapa Grande) Specify Site: \_\_\_\_\_**

Other Garden Spaces \$150 – 2 hours base rental \$ \_\_\_\_\_

Additional Hours ( \_\_\_\_ hours @ \$50/hr) \$ \_\_\_\_\_

**EDUCATION STATION:**

Ed. Classroom & Deck (\$200 - 2-hour base rental) \$ \_\_\_\_\_

Additional Hours – Ed. Station (\_\_\_\_ @ \$75/hour) \$ \_\_\_\_\_

**ADDITIONAL SERVICES:**

Staff Fee After 6 p.m (\_\_\_\_ hours @ \$25/hr) \$ \_\_\_\_\_

Garden After Dark Fee (\$25) \$ \_\_\_\_\_

After Hours Rehearsal Fee (\_\_\_\_ @ \$50/hr) \$ \_\_\_\_\_

Security (#\_\_\_\_ X \$30/hour X \_\_\_\_ hours) \$ \_\_\_\_\_

Butterfly Release (\$50/dozen; 3 dozen minimum) \$ \_\_\_\_\_

On-Site Reptile Show (\$35) \$ \_\_\_\_\_

Other Services: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Rental Costs (Due 90 days before event):** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Membership Fee (or Member # \_\_\_\_\_)\*** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Damage Deposit (\$250 rose garden; \$100 others)\*** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Damage Deposit Credit Card Processing Fee (\$7.50)** \$ \_\_\_\_\_ \$ \_\_\_\_\_

*\*Membership and Damage Deposit required to reserve date.*

**CANCELLATION POLICY:** Pre-paid rental fees will be returned only if the event is cancelled ninety (90) days prior to the scheduled event. Cancellation 89-45 days prior to event will result in forfeiture of 50% of rental fees, but return of the security deposit. Hazardous weather cancellation may be approved only by the Executive Director or his/her designated staff member one business day prior to an event after evaluating forecast of significant chance of severe weather. In such case, the security deposit and rental fee shall be returned in full. Cancellation of a rental by the South Texas Botanical Gardens & Nature Center shall result in return of all rental fees and security deposit. Membership is non-refundable.

INITIALS: \_\_\_\_\_

**Do Not Write Below This Line!**

Approval Date: \_\_\_\_\_ By Staff: \_\_\_\_\_ Comments: \_\_\_\_\_

## SPECIAL EVENT INDEMNITY AGREEMENT

SPECIAL EVENT INDEMNITY AGREEMENT for the use of a portion of the premises of the South Texas Botanical Gardens & Nature Center for \_\_\_\_\_ (name of event)  
At the request and upon the agreement of \_\_\_\_\_ (name of member)  
(MEMBER) on \_\_\_\_\_ (date and time).

**IN THIS AGREEMENT, MEMBER AGREES TO INDEMNIFY AND HOLD HARMLESS THE BOTANICAL AND NATURE INSTITUTE OF SOUTH TEXAS, INC., AND THE CITY OF CORPUS CHRISTI, AND EACH OF THEM, NOT ONLY AS TO NEGLIGENCE OF MEMBER, BUT ALSO AS THE NEGLIGENCE (EXCLUDING GROSS NEGLIGENCE) OF GARDENS AND CITY, OR EITHER, HOWEVER ARISING, INCLUDING, BUT NOT LIMITED TO DEFECTS IN THE CONDITION OF THE PREMISES AND PROPERTIES USED IN THE ABOVE DESCRIBED EVENT.**

MEMBER agrees to indemnify and hold and save THE BOTANICAL AND NATURE INSTITUTE OF SOUTH TEXAS, INC. (GARDENS) and the CITY OF CORPUS CHRISTI (CITY), and each of them, whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against GARDENS and CITY, or either of them, on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of MEMBER, GARDENS, or CITY or any of them, or any of their respective agents, servants, employees, contractors, patrons, guests, licensees or invitees, or of any person entering in or upon the premises of the South Texas Botanical gardens & Nature Center at the date and time of the above-mentioned event with the express or implied invitation or permission of MEMBER, GARDENS, CITY and/or any of their respective agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by MEMBER, its agents, servants, employees, contractors, patrons, guests, licensees or invitees. MEMBER covenants and agrees that in case the GARDENS or CITY shall be made a party to any litigation against MEMBER or in any litigation commenced by any party, then MEMBER shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon GARDENS or CITY by virtue of such litigation. These terms of indemnification shall be effective unless such damage or injury results from the gross negligence or willful misconduct of GARDENS or CITY.

By the execution hereof, MEMBER certifies that MEMBER has read and understood the forgoing provisions contained in the Special Event Indemnity Agreement.

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Member's Signature

## ALCOHOL USER AGREEMENT

The undersigned Member agrees in connection with use of a portion of the premises of the South Texas Botanical Gardens & Nature Center for \_\_\_\_\_ (name of event) on the date and time hereinafter identified that alcoholic beverages may be served at such event at such location under the following condition:

- Member shall have made full payment of rental at least forty-five (45) days before the scheduled event.
- Member shall have executed and delivered to The Botanical and Nature Institute of South Texas, Inc. a Special Event Indemnity Agreement upon terms and conditions required by South Texas Botanical Gardens & Nature Center.
- No participant may leave the premises, for any reason, with a cup, can or other container or be allowed to bring in any container, such as coolers, cans, bottles, glasses, etc.
- At least two security guards will be hired by the South Texas Botanical Gardens & Nature Center and the costs (approximately \$30/hour per guard) will be billed to the renting member at time of final payment (45 days prior to event). Additional guards and fees may be required for groups over 200.
- Alcohol will be permitted only with liquor liability insurance in the amount of \$1,000,000.00. The policy must name each The Botanical and Nature Institute of South Texas, Inc. and the City of Corpus Christi (City) as an "Additional Insured" and must be on file with the City.
- Confirmation of approved liquor caterer (carries \$1,000,000.00 liquor liability insurance) must be completed at least ten (10) working days (two weeks) in advance of the event. The police are informed whether events have been issued alcohol permits.
- Your chosen caterer must contact the South Texas Botanical Gardens & Nature Center at (361) 852-2100 in order to confirm the use of alcohol at your event.

***Failure to meet the above requirements will result in the event being cancelled and loss of security deposit.***

I understand these policies with respect to use of alcohol and accept the conditions of this contract and assume responsibility for informing my guests concerning this serious matter.

Member's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Location of Event: South Texas Botanical Gardens & Nature Center

Event Date: \_\_\_\_\_ Event Times: \_\_\_\_\_

Member's Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Liquor Caterer: \_\_\_\_\_ Date Contracted: \_\_\_\_\_

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

Confirmed by: \_\_\_\_\_

South Texas Botanical Gardens & Nature Center Staff

\_\_\_\_\_  
Date

# Rental Policy & Rates

(Revised 1/02/18)



8545 S. Staples St. • Corpus Christi, Texas 78413  
361/852/2100 • Fax 361/852-7875 • www.stxbot.org

1. Only current members of the South Texas Botanical Gardens & Nature Center (STBGNC) may rent facilities. Membership fees are non-refundable in the event of cancellation.
2. Staff must be present for all activities. All **base** rental fees in this document reflect rentals between 9 am-6 pm. An *additional* service charge \$25/hour will be charged for any rental time after 6 pm (starting at 6 pm) to cover required staffing charges.
3. All rental fees are calculated in **full-hour** increments.
4. A one-time after-dark fee electricity use of \$25 will be assessed for garden rentals after sunset.
5. The base rental fee for the **Rose Garden & Pavilion** is \$450 on Saturday (in addition to membership) for the three (3) hour minimum rental during regular business hours. Additional hours are \$100/hour on Saturday (not including after-hours maintenance staff fees). Base rental fee for Rose Garden & Pavilion is \$250 for 2 hours for Sunday-Friday rentals with additional hours charged \$75/hour (not including after-hours maintenance staff fees).
6. The rental fee for **Education Station & deck** — is \$200 (in addition to membership) for the two (2) hour minimum rental during regular business hours. Additional hours are \$75/hour
7. The base rental fee for **other garden facilities—Plumeria Garden, Palapa Grande, Picnic Area**—is \$150 for two (2) hour minimum rental length during regular business hours. Additional hours will be charged at \$50/hour (not including after-hours maintenance staff fees).
8. We reserve the right to rent up to two (2) hours prior to a scheduled rental in garden spaces and one (1) hour prior to a scheduled event in the Education Station. If additional set up time is required, rental hours may need to be extended to include set up times.
9. Any use of facilities extending beyond the agreed-upon rate shall be charged the applicable hourly rate plus any after business hours/after-dark charges or staffing charges that apply.
10. Security will be required for **all** activities held after regular visitor hours and for all events for more than sixty (60) people and for all events serving alcohol. The number of security officers will be determined and hired by the STBGNC based on number of guests, timing, and specific activities. All security fees (\$30/hour/guard) will be charged to the renting member. Alcohol at an event without approval will result in forfeiture of deposit.
11. Reservations require a deposit of \$250 (Rose Garden) or \$100 (other facilities) to cover the cost of possible clean-up and damage. The deposit, to the extent that it is not used for such purposes, will be returned via check within twenty-one (21) days after such needs are met. **A \$7.50 non-refundable processing fee will be charged for credit card deposits.**
12. The agreed rental fee and any security charges must be paid in full ninety (90) days prior to the scheduled event. Failure to pay by deadline may result in forfeiture of rental reservation and /or rental deposit fee.
13. The Botanical & Nature Institute of South Texas, Inc. (d.b.a. South Texas Botanical Gardens & Nature Center) and the City of Corpus Christi must be indemnified as part of the rental contract.
14. Any groups serving food and drink in connection with the use of any facility must either use a caterer from the approved list or have insurance in the amount of one-million dollars (\$1,000,000.00) endorsed to cover claims made against The Botanical & Nature Institute of South Texas, Inc. (d.b.a. South Texas Botanical Gardens & Nature Center) and the City of Corpus Christi. An approved caterer with an approved liquor license must be used for any event providing alcoholic beverages.
15. Tables & chairs are NOT included in rental fees for garden spaces. The renting member is responsible for all equipment rentals including tents, tables, chairs, etc. including set-up. Limited tables and chairs are included in Education Station rentals but are **NOT** allowed to be moved to other spaces.
16. Professional photographers associated with a rental agreement wishing to use the South Texas Botanical Gardens & Nature Center outside of the rental hours must be members at the \$100 business level or pay individual admission for all non-members during advanced sittings. Any after-hours photography will be charged \$50/hour beginning at closing time and will be charged in full hour increments and must be scheduled and approved at least three weeks in advance.
17. Annual memberships for clubs and societies at the \$50 (< 50 members) and \$100 (20+ members) level entitle them to the use of the facilities one time per year at no charge during regular business hours.
18. Rehearsals for weddings may be conducted the day before an event during regular business hours at no additional charge if the space is not rented or being used for a scheduled activity during that time. Any after-hours rehearsal will be charged \$50/hour beginning at closing time and will be charged in full hour increments and must be scheduled at least 30 days in advance.
19. Rentals for fundraisers require board approval.
20. The Botanical Gardens reserves the right to facilities and thus cancel an event if renter is given at least 90 day notice. All deposits, rental fees, and membership fees will be returned along with an additional \$100 inconvenience fee.
21. **CANCELLATION POLICY:** Pre-paid rental fees will be returned only if the event is cancelled ninety (90) days prior to the scheduled event. Cancellation 45-89 days prior to event will result in forfeiture of 50% of rental fees, but return of the security deposit. Hazardous weather cancellation may be approved only by the Executive Director or his/her designated staff member one business day prior to an event after evaluating forecast of significant chance of dangerous or severe weather. In such case, the security deposit and rental fee shall be returned in full. Cancellation of a rental by the South Texas Botanical Gardens & Nature Center shall result in return of all rental fees and security deposit. Membership is non-refundable **Initial:** \_\_\_\_\_

**I have read and accept these rental policies. Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## South Texas Botanical Gardens & Nature Center

### MEMBERSHIP FORM

**Renewal**       **New Member**  
**PLEASE PRINT**

Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, St, ZIP: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Membership Categories MARK SELECTION

Individual	_____	\$35
Couple *	_____	\$45
Family *	_____	\$60
Grandparents **	_____	\$60
Sustaining <i>(includes 2 one-time guest passes)</i>	_____	\$100
Supporting <i>(includes 4 one-time guest passes)</i>	_____	\$250
Patron <i>(includes 6 one-time guest passes)</i>	_____	\$500
Benefactor <i>(includes 10 one-time guest passes)</i>	_____	\$1000

\*(Couple, Family: Must be Same Household)

\*\* (Grandparents: Includes grandchildren under age 18)

**Age 60+/Active Military may take 10% off the membership level of their choice**

#### PAYMENT INFORMATION

Amt \$ \_\_\_\_\_ Cash \_\_\_\_\_ Ck # \_\_\_\_\_

MC \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Acct# \_\_\_\_\_

Name on Acct. \_\_\_\_\_

Expiration \_\_\_\_\_ Billing Zip \_\_\_\_\_

3 Digit Security Code (back of card) \_\_\_\_\_

Signature \_\_\_\_\_

#### MAIL TO:

South Texas Botanical Gardens & Nature Center  
 8545 S. Staples Corpus Christi TX 78413 361-852-2100 [www.stxbot.org](http://www.stxbot.org)

### Annual Member Benefits:

- ✓ Free General Admission
- ✓ American Horticulture Society **Reciprocal Admission Program**  
*(free or reduced admission to 200+ Gardens in US) www.ahs.org*
- ✓ 10% Nature's Boutique (Gift Shop) Discount
- ✓ 10% BIG BLOOM Plant Sale Discount
- ✓ Substantial Class & Kids Camp Discounts
- ✓ Newsletter & Event Invitations, Car Decal
- ✓ **NEW!** 10% off at **Turner's Gardenland!**