SOUTH TEXAS BOTANICAL GARDENS & NATURE CENTER
RENTAL APPLICATION

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!

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 ($300 - 3-hour base rental) $_____

Additional Hours – Rose Garden (____ @ $75/hr) $_____

OTHER GARDENS (Plumeria, Picnic Area, Palapa Grande)

Other Garden Spaces (____ hours @ $50/hr) $_____

(Specify Site:_____)

EDUCATION STATION:

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

Additional Hours – Ed. Station (____ @ $50/hour) $_____

ADDITIONAL SERVICES:

Maint. 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 4/17/14)

South Texas BOTANICAL GARDENS & NATURE CENTER
FOR EDUCATION AND ENVIRONMENTAL CONSERVATION
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* $25/hour will be charged for <u>any rental time after 6 pm</u> to cover maintenance staffing charges.
3. A one-time after-dark fee electricity use of $25 will be assessed for garden rentals after sunset.
4. The base rental fee for the **Rose Garden & Pavilion** is $300 (in addition to membership) for the three (3) hour minimum rental during regular business hours. Additional hours are $75/hour (not including after hours maintenance staff fees).
5. The rental fee for **other garden facilities—Plumeria Garden, Palapa Grande, Picnic Area—**is $50/hour (in addition to membership) between 9 a.m. and 6 p.m. with a one (1) hour minimum. All facility rental fees are calculated in <u>full-hour</u> increments.
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 $50/hour (not including after hours maintenance staff fees).
7. We reserve the right to rent up to two (2) hours prior to a scheduled rental. If additional set up time is required, rental hours may need to be extended to include set up times.
8. Any use of facilities extending beyond the agreed-upon rate shall be charged at the rate of $75/hour plus any after business hours/after dark charges that apply.
9. Security will be required for **<u>all</u>** activities held after regular visitor hours <u>and</u> for all events for more than sixty (60) people <u>and</u> 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.
10. 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.**
11. 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.
12. 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.
13. 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.
14. 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.
15. Professional photographers associated with a rental agreement wishing to use the South Texas Botanical Gardens & Nature Center <u>outside of the rental hours</u> 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.
16. Annual memberships for clubs and societies at the $50 and $100 level entitle them to the use of the facilities one time per year at no charge during regular business hours.
17. 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.
18. Rentals for fundraisers require board approval.
19. **CANCELLATION POLICY:** Pre-paid rental fees will be returned <u>only</u> 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 <u>only</u> 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 *(includes 2 one-time guest passes)*	____	$100
Supporting *(includes 4 one-time guest passes)*	____	$250
Patron *(includes 6 one-time guest passes)*	____	$500
Benefactor *(includes 10 one-time guest passes)*	____	$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

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***!