

Cylburn Arboretum and The Rawlings Conservatory

## **Terms and Conditions for Rental**

Thank you for choosing the Vollmer Visitors Center, the Cylburn Mansion, Arboretum and Greenhouses, or the Howard Peters Rawlings Conservatory and Botanical Gardens for your special occasion. For the purpose of identification of our facilities collectively, they will be referred to as "the Venue". Please read all of the terms and conditions for rental prior to signing a rental agreement.

Cylburn Arboretum and The Rawlings Conservatory are first and foremost public garden spaces owned and operated by the City of Baltimore Department of Recreation and Parks. In order to protect the gardens and our facilities, all renters, vendors and users are expected to be aware of and abide by our terms and conditions for use. These terms and conditions are established for the benefit of the venue, staff, clients and general public.

**Any infraction of the terms and conditions can result in loss of your deposit, in addition to any additional fees as assessed by the Event Coordinator. Upon signing your rental agreement, you agree to adhere to these terms and conditions.**

### **Scheduling of Events:**

- The Venue reserves the right to determine on a case-by-case basis whether a particular event is appropriate for the Venue.
- We will be happy to place a five (5) day hold on any available requested date, at which time a refundable security deposit for the facility must be received. If a deposit is not received within five (5) business days of placing your reservation, the reservation will be cancelled. No rental will be officially scheduled until the security deposit is paid in full and the event application has been received and approved.
- We only schedule one wedding event per day at our venues. There may be other events scheduled on our property on any given day (meetings, tours, classes, etc). but there is only one wedding event scheduled per day at our venues.

### **Hours of Operation:**

Each venue has specific days and hours of operation. As we are first and foremost a public garden, no publicly accessible spaces will be closed prior to their posted public hours.

- Cylburn Arboretum is open to the public Tuesdays through Sundays starting at 8am. In the Spring and Summer, the Arboretum closes at 8pm. In the Fall and Winter, the Arboretum closes at 5pm.
- The Rawlings Conservatory is open to the public Wednesday through Sunday from 10am to 4pm.

### **Date Restrictions:**

We do not schedule private events more than one year and one day in advance. Additionally, each venue has specific dates/days where scheduling of special events is limited or prohibited. Please contact the Event Coordinator for date restrictions.

An additional fee of \$500.00 will be applied to any rentals on the following days:

- New Years Eve/New Years Day
- Memorial Day weekend (Saturday and Sunday of Memorial Day weekend)
- Independence Day (July 4)
- Labor Day Weekend (Saturday and Sunday of Labor Day Weekend)
- Thanksgiving Day
- Christmas Eve/Christmas Day

### **Fees:**

All payments must be in the form of a Cashier's Check or Money Order, made payable to 'Director of Finance'. \*No personal checks or cash will be accepted.

## **Security / Damage Deposit:**

A Security /Damage Deposit is required with the signed contract and guarantees a client's reservation. Please refer to the Venue's Security Deposit and Rental Fees brochure regarding specific amounts. Your Security Deposit is, essentially, the damage waiver at the time of the event for damages or penalties incurred to the Venue by the client or the client's guests or vendors. All events require a security deposit.

## **Facility Rental Fee:**

The Facility Rental Fee does NOT include the Security Deposit, and is due in full 60 days prior to the date of the contracted event. For events booked less than 60 days in advance, all fees, including the Security Deposit, are due with the signed contract.

Should the cost of repairs, cleaning or rental time overage exceed the amount of the Security Deposit, the client will be billed for the difference. The Security Deposit refund will be issued by check to the client of record on the contract and the client is responsible for informing the Venue of any changes to the mailing address supplied on the facility rental contract.

## **Deposit Refunds:**

The Security Deposit is refunded (without interest) within 60 days following the event, less any penalties. Penalties include, but are not limited to:

- Damages incurred to the Venue by the client, the client's guests or vendors, as determined solely by the Venue.
- Additional cleaning fees incurred by the Venue due to client, guest or vendor accidents or misuse.
- Outstanding charges for services provided by the Venue.
- Failure to remove garbage to its proper disposal site
- Failure to remove any signs, decorations or furnishings placed in or around the Venue.
- Vendor violations, including driving on the grass or other vehicular damage to the property
- Inappropriate conduct of a client or the client's guests or vendors
- Use of facilities not included in the contracted rental space
- Use of any additional unscheduled hours
- Damage to any Venue garden plantings or beds by the client, their guests or vendors due to objects being placed on or around trees, shrubs, annuals, or perennials
- A false fire alarm can result in the facility closing immediately. In addition, the entire Security Deposit will be forfeited
- If the Police or Fire Department must be called for any reason, the entire Security Deposit will be forfeited.

## **Cancellation of Reservation/Forfeitures:**

A reservation may be cancelled by the Venue

- At the discretion of the venue if a signed contract is not returned within two weeks of issuance,
- If a contract is returned without the required signatures and Deposit, or
- If the contracted Facility Rental Fee is not paid in full 60 days prior to the event. In this last instance, the client forfeits the Security Deposit.

## **Cancellation of Reservation by the Client:**

- A full refund, less a processing fee, will be issued if the cancellation is more than 61 days from the scheduled event date. (Processing fee is equal to 10% of the security deposit)
- In cases where the client must cancel a reservation between 30 and 60 days from the date of the event, the client will forfeit any Security Deposit.
- Cancellation of reservation by the Client 30 days or less from the scheduled event date will result in forfeiture of all paid fees.

## **Security:**

The Venue does not provide on-site security officers. However, the Venue reserves the right to require the client to provide additional security depending on the size or type of event.

- The use of illegal substances, fireworks, firearms or other weapons is strictly prohibited.
- We reserve the right to call proper legal authorities if anyone is found possessing illegal substances, weapons or trespassing in any areas deemed "off limits" to the public on Venue grounds.

- All events with a cash bar require additional security staff on the property, at the clients expense. Armed security must consist of off duty Baltimore City Police Officers only..

### **Privacy:**

As Cylburn Arboretum and The Rawlings Conservatory are public facilities, the gardens and grounds are open to the public during regular hours of operation. While most garden visitors are respectful of private events, the Venue is not responsible for other garden visitors behavior. The Venue is not responsible for the guest list.

### **Fire Prevention:**

- Smoking is NOT permitted indoors or in designated fresh air intake areas outdoors. Baltimore City Ordinance prohibits smoking within 50 feet of any facilities.
- Lighted candles are allowed and must be enclosed in glass.
- **NO OPEN FLAMES (including tiki torches, personal charcoal grills, fire pits, etc.) ARE ALLOWED.**
- **Fireworks, including sparklers are not allowed.**

### **Pets/Animals:**

Service animals only will be permitted indoors during private events. Pets and other animals are not permitted indoors during private events. The use of animals for ceremonies or for entertainment during events will be considered on a case by case basis and final approval will be at the discretion of the Venue and the Event Coordinator.

### **Ticketed Events:**

All ticketed events (fundraising events, concerts, etc.) must sell their tickets in advance of the event. **No tickets may be sold at the door. These events are permitted at the discretion of the venue. Any renter found selling tickets at the door will be asked to leave the facility immediately and will lose their deposit and all fees in their entirety.**

### **Tables and Chairs:**

Each facility has a separate inventory of banquet tables, round tables and chairs. Please see specific venue information regarding the sizes and quantities of tables and chairs.

- Venue tables and chairs may not be used outside.
- Tables and chairs for outdoor use should be rented from an approved vendor.

### **Set Up and Clean Up:**

**Set up and clean up of the venue for any event is the sole responsibility of the client and/or their contracted vendors.** Neither the Venue nor its staff has any responsibility to assist in these functions. Set up includes the placement of tables, chairs, decorations, lighting, drapes, etc. Clean up includes sweeping, removal of garbage, removal of tables, chairs, decorations, lighting, drapes, etc. Furnishings that are a permanent part of each venue may not be moved or removed by clients or vendors without the express approval of the Event Coordinator. When loading in materials for your event or removing materials at the conclusion of your event:

- **NO vendor vehicles may drive on the grass or bluestone pavers at any location. Bluestone Pavers are immediately in front and behind the Vollmer Center and The Rawlings Conservatory.**
- Tables and chairs must be sufficiently cleaned, returned to their storage home and stacked properly at the end of the event.
- The client and/or their contracted vendors must remove all trash, debris, decorations, and ice from the premises. Please see site staff for location to dispose of trash.
- The client is responsible for supplying the cleaning materials, including rags, sponges, paper towels, trash receptacles and bags. Please see specific venue information regarding the requirements for cleaning materials for each venue.
- **If you are planning on a substantial amount of load in for décor for your event (ie, pipe and drape, stages, furnishings, chandeliers, additional interior lighting, etc.) please make sure that you have booked an ample amount of time to complete setup and teardown. All setup and teardown of décor, tables, chairs, catering, etc. must be performed within the contracted rental period.**
- **Any infraction of these Terms and Conditions may result in the forfeiture by the client of the security deposit, and if deemed applicable, being billed for additional charges.**

### **Balloons:**

**Balloons are not permitted outside on the grounds of either Cylburn Arboretum or the Rawlings Conservatory.**

- Balloons may not be attached to any signs, gates, archways, pedestals, trees, plants, porches or any other fixture or vehicle outside, as we do not allow balloons on the grounds of Cylburn Arboretum or The Rawlings Conservatory.
- Balloons may not be released under any circumstances-released balloons cause environmental and wildlife damage and death.
- Balloons may be used indoors only at The Vollmer Center, Cylburn Mansion and The Greenhouse Classroom. **NO balloons are allowed inside the Rawlings Conservatory.**
- All balloons inside the aforementioned venues must be secured; balloons may not be left to bounce along the ceiling or float freely throughout the rooms due to fire regulations.

### **Decorations:**

- The use of nails, tacks, glue, pins, tape, stakes or attaching anything to trees, shrubs, pavilions, gazebos, porches, buildings or any other part of Cylburn Arboretum or The Rawlings Conservatory is strictly prohibited inside or outside of Venue facilities.
- Signs or other materials may NOT be fastened to any trees or placed in any flower beds.
- All signs and all decorations, including floral arrangements, must be removed at the end of the event. Any signs and decorations left on the property or in the venue, without the express written consent of the Event Coordinator, will be disposed of.

### **Personal Property:**

- The client and the client's guests or vendors are responsible for the removal of all personal property at the end of the event.
- The Venue is NOT responsible for items left behind and the client may be charged a clean up fee if necessary.
- The Venue reserves the right to charge the client, at an hourly fee, for clean up/ removal of any tobacco products or trash left on grounds or in the buildings.

### **Parking:**

- Parking at Cylburn is limited to the parking lots adjacent to the Vollmer Center and the Greenhouse Classroom. Parking for the Rawlings Conservatory is in the designated parking area along Swann Drive, in the side parking lot or along the Yellow Brick Road.
- There is no parking available at Cylburn Mansion. Parking is prohibited next to Cylburn Mansion.
- The vendor pad area behind the Vollmer Center is for catering vehicles and vendor drop offs. It is not a VIP parking area or a limousine drop off area. Any vehicles (other than working catering trucks/vans) parked behind the Vollmer Center or on the Catering driveway behind the Vollmer Center will be asked to move and/or towed at the vehicle owners expense.
- All vehicles, including those of guests, vendors and wedding parties, must be parked in one of the designated parking areas. Please refer to specific rules for each venue regarding additional parking regulations.
- Parking on grass or sidewalks is prohibited.
- Assistance may be available for anyone with special mobility needs.
- All vehicles must be removed from the grounds at the end of the event. The venue is NOT responsible for any vehicles left overnight. If a vehicle is left overnight, it must be removed between 8am and 11am, the following day, or it will be towed at the owner's expense.
- Clients or Valet Services may not charge individuals for parking on this or any park property. However, clients are free to hire a Valet service to accommodate the parking needs of their guests attending their event.
- Parties or events with more than 150 guests are required to have additional venue staff to manage parking at a rate of \$150.00 per additional venue staff.
- Additional fees may apply for parking that exceeds lot capacity.

### **Entertainment**

The Venue allows music to be played both indoors and outdoors. Due to Baltimore City Noise restrictions, music played outdoors cannot exceed reasonable levels in volume, and must end by 9:00pm Tuesdays, Wednesdays, Thursdays and Sundays; by 11pm Fridays and Saturdays. The Venue will evaluate on a case by case basis whether

music at a particular event may be extended through the use of non-amplified sound after 9:00pm. Please refer to specific rules for each venue regarding volume.

### **Catering and Alcohol**

**Licensed and insured caterers must be used for all events. No self-catering will be permitted. A licensed caterer must pour all alcohol. All food and beverages, including seated meals, must be served under cover, either inside a venue or under a tent. The porch covering two sides of Cylburn Mansion is considered under cover.**

### **Cooking**

The Venue does not operate a full catering kitchen; therefore, no cooking is allowed inside any of our facilities.

- **The use of ovens, broilers, deep fryers, smokers, grills, vertical ovens, pizza ovens or any other unit which could produce excessive heat, smoke or grease must be used outside in any of our vendor areas.** Each facility has specific areas where caterers may set up kitchen and prep functions that are convenient and safe to operate.
- Self-contained units such as electric or sterno steam tables are permitted on a limited basis.
- Counter tops must be protected from all metal units (popcorn machines, coffee pots, heating units, etc.)
- The Venue does not permit the use of any deep fryers in buildings or gardens-only in designated cooking areas.
- Failure to comply may result in the forfeiture of the security deposit paid by the renter; and if deemed applicable, the renter being billed for additional damages.
- **It is the responsibility of the renter to make their own arrangements with caterers.**
- No caterer is permitted to work at the Venue until they have met with a staff member and performed a walkthrough of the premises thirty (30) days prior to an event.
- All caterers using the facilities must be licensed and insured, and a copy of their current, up to date operational license and proof of liability insurance must be provided to the Venue. It is the responsibility of the client and/or the caterer to provide this information to the Venue. **If the license and proof of insurance are not provided, the caterer will NOT be permitted to enter the venue.**
- The Venue will make every effort to cooperate with the renter's needs, but reserves the right to reject any caterer or any other service with which the renter has contracted. Such rejection does not void the Rental Agreement or the obligations of the renter to pay for use of the facilities.

### **Alcoholic Beverages**

**A licensed caterer must pour alcohol. Kegs are allowed but are not self-serve, and the caterer must pour and serve from the keg. Cabaret service (open bottle placement on tables) is not allowed, as the Licensed, Insured caterer must pour all alcohol.**

- **Alcoholic beverages may NOT be stored at the venue overnight, either prior to an event or after an event- NO EXCEPTIONS.**
- The Venue retains the right to order the removal of, or the denial of alcoholic beverages to any person who appears intoxicated. Failure to comply may result in the immediate closing of the site and expulsion of the renter, caterer, other vendors and guests, and forfeiture of the security deposit paid by the renter, and if deemed applicable, the renter being billed for additional damages.

### **Tents:**

Tents are permitted for special events on a case by case basis.

- There is a minimum \$500.00 non-refundable fee to permit a tent up to 40' x 60'. **Larger or additional tents require additional fees. This does not include tent rental or set up costs.**
- It is the responsibility of the renter to secure their own tent rental and installation/removal crew.
- **Renters must coordinate tent set up and tear down with the Event Coordinator.** Tents should be set up for the minimum time possible, 48 hours is recommended. Tents will not be permitted to remain more than four (4) days due to excessive damage to the turf.
- **Should two events be scheduled on the same weekend that requires tents, the same tent company must be used.** If only one tent is used by separate parties, each party will still be charged the tent permit fee due to additional wear and tear on the turf under and around the tent.

- If renting a tent from a vendor of your choice or from the Venue's recommended list, we recommend either a 40' x 60' or a 30' by 60' tent. A 40' by 60' tent provides seating for 60 to 160 guests depending on type and size of tables selected. If renting a tent larger than 40' by 60', you must notify the Venue for approval prior to contracting with a vendor to ensure that adequate setup and breakdown time is available. The client is responsible for coordinating and securing appropriate lighting and sidewalls for the rented tent.
- **All tents, tent stakes and support equipment such as generators must be a minimum of 15' from any garden or tree.**

## **Rental Items and Equipment Drop Off**

### **Non-Venue Rental Items:**

Items such as tables, chairs, linens, dance floors.

All rental items deliveries and pick ups must be coordinated with the Event Coordinator in advance of every event. We do not have sufficient storage space to store rental equipment and furnishings, therefore if you are renting items for your event, there is a strong possibility that those items will need to be picked up by the rental company on the same evening or the next morning.

- **Any additional expenses incurred due to vendor charges for weekend delivery or pickup and setup/breakdown fees of rented equipment are the client's responsibility.**
- The Venue is not responsible for the set up or breakdown of external vendor rental items and the Venue reserves the right to determine appropriate setup and breakdown times for rental items.
- **If the venue is contracted to provide setup and tear down services, these services are for venue tables and chairs only.** The Venue will, on a case by case basis, consider offering setup and teardown services for vendor furnishings, and is solely responsible for determining any additional fees for set up of vendor furnishings.
- **Overnight storage of rental equipment is at the discretion of the Venue and is NOT guaranteed.** Additional fees may apply for overnight storage.
- The Venue is NOT responsible for any tents, tables, chairs or other equipment left outdoors overnight.

### **Vendors:**

Vendors (florists, bakers, musicians, rental contractors, etc.) must adhere to these terms and conditions.

**Vendor adherence to established guidelines is the client's responsibility. It is solely the clients' responsibility to share any applicable information in our terms and conditions with their vendors.**

- A Vendor List must be completed and returned to The Venue sixty (60) days prior to an event. Vendors may enter the Venue and begin to set up or install items during the contracted period and not before.
- It is suggested that the contracted period include at least two (2) hours for set up and one (1) hour for breakdown. This may require that additional hours are contracted.
- All floral displays must be placed on saucers or protective covers when on tables or other surfaces inside any of the facilities.
- Any violation of the terms and conditions may result in a penalty charge, the amount of which will be determined by the Venue.

### **Truck Routes and Loading Zones**

Vehicular damage to any lawn area, including areas along the roadways can result in loss of part or all of the client's security deposit. Please see specific rules for each venue regarding deliveries, parking regulations and other delivery instructions.

## **Special Considerations for Weddings**

**All activities, including set up, decorating, cleanup and removal of decorations, vendor items, other rented items, etc., must happen within the contracted rental hours.** Your contracted rental period will be listed on your invoice. For example, if your contracted rental period is from 4pm to 12am, you may enter the facility to begin setting up, decoration, etc., at 4pm. If you discover in advance that more time is needed, **\*and scheduling allows\***, you can purchase additional time in your venue.

**It is the responsibility of the client to share the terms and conditions with their vendors, event planners, wedding and/or day of coordinators, etc.**

## **Rehearsals and Photo Shoots**

Please meet with the Event Coordinator to discuss rehearsals and photo shoots. Time and accomodations for Bridal photos for clients renting event space is included in the rental.

## **Set Up for Weddings:**

Bridal parties and wedding coordinators **may not enter the venue spaces earlier than the beginning of their contracted time.**

**If you are planning on a substantial amount of load in of décor for your wedding (ie, pipe and drape, stages, furnishings, chandeliers, additional interior lighting, etc) please make sure that you have booked an ample amount of time to complete setup and teardown. All setup and teardown of décor, tables, chairs, catering, etc. must be performed within the contracted rental period.** Any vendor, bridal party member, wedding coordinator and/or other guest arriving early to begin set up before the designated arrival time, will be asked to return at the appropriate time or will be in violation of these terms and conditions. Any violation of the terms and conditions may result in the loss of some or all of the security deposit, the amount of which will be determined by the Venue.

## **Wedding Party Dressing Areas:**

We do not have any Bridal Suites or Green Rooms available in any of our venues. However there are some limited opportunities for dressing rooms for bridal parties. The Event Coordinator will discuss these arrangements with you.

## **Releases:**

The release of butterflies or balloons is strictly prohibited on Venue property at any time. Dove releases are permitted on a case by case basis.

## **Departure of the Bride and Groom**

The departure of the Bridal couple may be celebrated outdoors, on grassy areas only, with bubbles, birdseed or the tossing of real, fresh flower petals only.

## **Artificial flower petals, confetti, etc.**

- For ceremonies or departures, we do not allow rice to be thrown in/outside any of our facilities.
- Real flower petals may be used outside, silk or artificial flower petals may be used inside. Confetti may be used inside our facilities only. If you're planning on something creative, please check with the Event Coordinator before making plans.
- Any materials scattered on walkways or in flowerbeds must be removed at the end of the event. Excessive cleanup may result in a charge against the security deposit.
- Please contact the Venue if you have questions regarding what is appropriate for departure.

## **Rain Plan:**

If an outdoor ceremony is contracted and the weather is prohibitive, we will strive to provide an appropriate indoor space (if available). It is strongly recommended that "Plan B" be thoroughly considered prior to signing any contract for rental. Access to indoor spaces will be limited to the time contracted for outdoor ceremony and may not be extended. It is recommended that 2-3 days prior to the ceremony, the renter watches the weather forecast and makes a decision to use the "back up" space. The Venue does not guarantee space availability and the Venue is not responsible for weather related incidents. Should you have any additional questions regarding rental space, please do not hesitate to contact our Event Coordinator.

## **Cake Drop Off and Set Up:**

Cake drop off and set up should be scheduled during the set up period of the contracted rental period. In order to guarantee early drop off of wedding cakes, additional hours should be contracted.

## **The Howard Peters Rawlings Conservatory**

### **Availability:**

The Rawlings Conservatory and Botanic Garden are available for rentals (all or part) Wednesdays thru Sundays. South Pavilion rentals only are available between 8am and 4pm, Wednesday through Friday. Entire facility rentals are only available between 4pm and midnight. The Conservatory is closed on Mondays and Tuesdays and is not available to rent on those days. Rental space is very limited during any of the Annual Flower Shows or during installation of the shows. (The Spring Flower Show is held around Easter and the Holiday Display in December.)

### **Smoking:**

Smoking is permitted outside in designated areas where there are sand-filled flowerpots or other smoking receptacles. Smoking is not permitted within fifty (50) feet of the facility.

### **Tents:**

Tenting is permitted in the garden in specified locations on the North Side of the building. Please see the separate tenting section elsewhere in this document for specific tenting instructions.

### **Truck Routes and Loading Zones:**

Vehicular damage to any lawn area, including areas along the roadways can result in loss of part or all of the client's security deposit.

Delivery access is from the rear on the "Yellow Brick Road".

Vendors may not drive on the grass.

NO vehicles are permitted on the blue flagstone or the mosaic at the front of the Conservatory.

### **Garden Ceremony Chairs are available for a separate rental fee.**

### **Exterior Lighting:**

Limited exterior lighting exists. Supplemental exterior lighting may be rented through an outside vendor. Please consult the Event Coordinator prior to contracting an outside vendor.

## **Cylburn Mansion and Gardens**

The mansion is an historic Victorian era home which contains original woodwork, stained glass and other decorative features from the turn of the 20<sup>th</sup> century. We know that everyone using the Mansion will take extra care in decorating and general use of the Mansion for their special event. Due to the age and historic nature of the Mansion, special care is needed to protect the facility.

### **Dancing and Music**

**No dancing is allowed inside the Mansion.** If renters would like to have a dancing area, they may contract a tent with a dance floor from an independent rental contractor. Dancing is allowed on the porch.

### **Smoking**

Smoking is not permitted on the porch of The Mansion. Smoking is prohibited within 50' of any facility.

### **Parking at the Mansion**

There is no public parking available at Cylburn Mansion. Guests attending events at the Mansion are asked to park in the parking areas adjacent to The Vollmer Center or the parking area next to the Greenhouse Classroom.

Guests with mobility issues or handicaps may be dropped off at the Mansion for events and retrieved afterwards. Special mobility needs does not include the wearing of high heeled shoes.

Please inform the Event Coordinator of approximately how many individuals will require drop off and pick up at The Mansion. Cylburn Arboretum is a pedestrian experience and the pathways and drives leading to and from the Mansion are busy with children, families and pets.

## **Mansion Shuttles**

If your event is in any of the Gardens adjacent to Cylburn Mansion, in Cylburn Mansion or a tented space near Cylburn Mansion and you would like to shuttle your guests up to the Mansion area, the following vehicles are approved shuttle types and sizes:

- o Standard vehicle (automobile or pick up truck)
- o Horse drawn carriage or other specialty vehicle (i.e. Golf Carts) approved by the Event Coordinator
- o Shuttle or “party” busses no bigger than 23 feet. School busses or school bus sized shuttles are prohibited-NO EXCEPTIONS.**

## **Tent Placement**

Tenting sites include, but are not limited to the East Lawn, Formal Garden, Stone Patio and adjacent to The Sugar Maple tree. Tenting any area outside of the areas mentioned previously requires explicit written approval from the Chief of Horticulture. Please contact the Event Coordinator regarding tent location questions.

## **Lighting**

The gardens and areas around the Mansion do not have night lighting.

Limited supplemental exterior lighting may be rented through the venue.

Additional supplemental lighting may be rented through select vendors and is subject to the approval of the venue.

All supplemental lighting must be removed by the end of the rental period.

## **The Vollmer Center at Cylburn Arboretum**

The Vollmer Center is a state of the art green building designed specifically to enhance the spectacular views across Cylburn Arboretum as well as provide a sustainable and environmentally friendly, modern, multi-purpose space for community use.

**Due to the unique construction and function of the composting toilet system, there are a few additional guidelines.**  
Abuse of the composting toilet system will result in the forfeiture of the security deposit.

### **Cleaning Products:**

- Simple Green is the only cleaning product permitted in the building. Bleach and antibacterial products are prohibited.
- No antibacterial hand soaps or antibacterial treatments are allowed in The Vollmer Center.
- NO cleaning products may be dumped in the sinks or toilets.
- If Bleach or antibacterial products are needed to ensure food safety standards, please coordinate with the Event Coordinator to ensure that there is no risk to the Composting system.

### **Excess Liquids:**

- Liquids exceeding Ten (10) gallons is prohibited from being poured into the drains.
- Excessive ice may not be dumped into the sinks or toilets.

### **Composting Toilets:**

No glass, plastic, diapers, matches, trash, food or feminine products are to be disposed of in the composting toilets.

### **Floors:**

**No tape may be applied to the floors. Wires, extension cords may NOT be taped to the floors-NO EXCEPTIONS.**  
There are a limited number of floor mats that are available for securing extension and electrical cords-please ask the Event Coordinator. Damage to the floors can result in forfeiture of the security deposit.

### **AV Equipment:**

- The Vollmer Center has integrated audio-visual equipment which may be rented.

- The client must inform the Event Coordinator of the specific equipment needed for an event prior to arrival to ensure the equipment is available and in working order.
- The Venue does provide technicians to support the audio-visual equipment during events for a fee of \$150.00. Use of the AV equipment for more than four (4) hours may require additional fees.
- **We strongly recommends that an audio visual test run be completed one week prior to your event. We cannot guarantee that your audio visual content will be successfully displayed unless an A/V test is completed. Tests completed in less than one week from the date of your event, or no A/V tests being performed, run the risk of not being able to be used during your event. If a client does not schedule an appointment prior to the event date and a test was not performed, the Venue cannot be held responsible for any issue connected with the Venue's equipment.**

#### **Smoking:**

**By City Ordinance, smoking is not permitted within 50 feet of any City owned building.** Smoking is not permitted on the flagstone areas. Butts must be disposed of in appropriate containers.

#### **Tents**

A catering tent may be placed on the lower rear patio only for catering service at no charge, by prior arrangement. Tents in any other area, including the upper patio, are governed by the tent guidelines elsewhere in this document and require a tent fee.

#### **Privacy:**

The upstairs lobby and the upstairs restrooms are open to the public from 10:00am to 4:00 pm Tuesday through Sunday. The Lower Lobby and Auditorium can be closed for private parties during the business day.

Clients may use the Upper Lobby during that time but the Venue is not responsible for any items in the lobby nor will garden visitors be prohibited from entering.

After 4:00pm, the building is closed to the public although it is the client's responsibility to manage the guest list.

**QUICK REFERENCE RENTAL RULES  
CYLBURN ARBORETUM AND THE RAWLINGS CONSERVATORY**

This is a brief but to the point (aka kind of blunt) quick reference guide to the Terms and Conditions for Rental at Cylburn Arboretum and The Rawlings Conservatory. This is not the complete rules for our facilities but rather a quick reference for frequently asked questions. Failure to comply with the complete Terms and Conditions of Rental will result in the loss of some or all of your rental deposit and is at the discretion of the Event Coordinator.

No fireworks, sparklers, fire pits, fire walking, open flames inside or outside any of our facilities (including no sparkler send-off's for wedding receptions). The tree museum does not like fire.

No balloons outside-no balloons on signs, trees, scrubs, directional indicators, etc. No balloon releases of any kind for any reason. Balloon releases cause environmental damage, litter and can compromise the health and life of wildlife both on land and in the sea-very bad karma for you.

No parking or driving on any grassy area, lawn area, flower bed, woodland trail, etc. Cars and trucks must park in designated parking areas only. There is no parking at Cylburn Mansion for any vehicle other than a catering vehicle. The vendor area behind The Vollmer Center is for catering vehicles and vendor drop-offs. It is not a VIP area, limousine drop off area, etc. Vehicles parked improperly at Cylburn Mansion or the Vollmer Center will be asked to move and./or towed at the vehicle owners expense.

Set up time (including time to decorate any space, catering setup time, etc.) and clean up time (including removal of decorations, cleaning of the facility by the caterer and/or renter, etc.) is part of your rental period. For example, an 8 hour rental could be divided as follows: 2 hours for set up, 5 hours for your event, 1 hour for cleanup. If you feel you will need more time for setup or cleanup, additional hours can be purchased in advance. It is more economical to purchase additional hours in advance than it is to accidentally go over your rental period.

Your caterer is the only entity allowed to serve alcohol at any events in our facilities-NO EXCEPTIONS.

Rental deliveries and pickups must be confirmed with the Event Coordinator in advance. Please do not assume that rentals for a Saturday wedding can be dropped off on Friday and picked up on Monday. We will do everything we can to accommodate special delivery or pickup times, but we can't help you if you don't ask us in advance. All requests for special delivery or pickup times must be in writing.

We are a pet friendly venue, but your pets activity is solely your responsibility. If you would like your pet to participate in your event, you must inform the Event Coordinator in writing and get approval from the Event Coordinator in writing. Pet housing is required to be made available just in case your pet gets overwhelmed by the sounds, smells and people at an event, and requires crating. We will make every effort to make your pets comfortable, but pet sitting is not the responsibility of the venue staff.

If you have a question about an event activity, idea, possibility, etc.-ask. We cannot help you make your event fabulous if we can't answer your questions. There are very few questions we haven't either been asked or haven't thought about over the years. If you don't see a specific answer to your questions in the Terms and Conditions, we would request that you ask us, in writing, so that the Event Coordinator can provide you with an answer, in writing, regarding your question or request. Please do not assume that, just because its not listed in the Terms and Conditions, than an activity will be "ok".

Please provide copies of the Terms and Conditions to your vendors. This will help answer their questions as well as establish the rules so that their activity does not inadvertently affect your event or deposi