

# **Guidelines for Events and Facilities Use of U.S. National Arboretum**

## **Terms of Rental**

### **1) Hours of Rental**

The rental period is stated on the reservation agreement. This is the only period that you, your guests, participants and vendors may occupy the rental site.

### **2) Site Capacities**

The site(s) you have booked has/have a limited capacity. These limitations must be adhered to for the safety of your guests and visitors. Your confirmation letter states the capacity for your function.

### **3) Payments**

#### **3a) Rental payment**

The required down payment is 50% of the rental fee will be due at the booking in order to reserve a specific date and location. The remaining balance of 50% must be paid 5 working days prior to the event. An event will be canceled if payment is not received within the required time period. Certified checks should be made payable to The U.S. National Arboretum (USNA). The check face must have the complete name, address, and telephone number of the individual or organization making the payment. Second party checks will not be accepted. Payment can be made in cash, money order or certified check.

#### **3b) Security Deposit**

A refundable deposit will be collected at the time a reservation is made. In the event of building, property, or grounds damage or excessive cleaning is required following an event the deposit will be used for repair and remediation and the balance will be refunded within 30 days of the event date. In the event that cleaning requirements or damage to the building, property, or grounds exceeds amount of the refundable deposit, the deposit will be used in full, with additional charges billed and due within 30 days of billing. Damages to plants, grounds, facilities or equipment will be assessed on a value based on replacement costs, including labor.

#### **3c) Security**

Security will be required for any function held at the USNA to protect the safety and well-being of the guests, visitors, and the USNA. The number of officers needed for a function will be determined and provided by the National Arboretum. All costs for this service will be paid by the renter in advance of the function at the rate of \$40 per hour/per officer and will be included in the reservation invoice.

### **4) Reservation Termination**

An authorized representative of the National Arboretum may terminate any scheduled event if it is determined that the activities are endangering the health and safety of Arboretum visitors, interfering or infringing on the rights of others or damaging the Arboretum grounds, facilities and furnishings.

## Terms of Rental (continued)

### 5) Event Cancellation

**There may be times when it is necessary to cancel an event due to special circumstances. These circumstances may include, but are not limited to:**

**5a) Homeland Security Guidelines:** The National Arboretum is part of the U.S. Department of Agriculture and is a federal government facility. In the event of an elevation in the Department of Homeland Security warning code, an event might have to be cancelled or end earlier than the contracted rental period. In the event of such circumstances guests will be directed by security and USNA staff for information and instructions.

**5b) Extreme Weather Situations:** The National Arboretum monitors weather conditions with NOAA and is alerted when extreme weather is approaching the metropolitan Washington DC area. If an extreme weather warning is posted (e.g.: severe thunderstorm, tornado, high wind warning) the USNA staff may be required to cancel or close down an event. In the event of such a situation, guests will be alerted by USNA staff and security. If weather conditions result in an event cancellation, the Director will determine if a refund or rescheduling of the event is possible on a case-by-case basis.

## Facilities Use

### 1) Event setup and cleanup

Event space renters are responsible for ensuring the clean-up of their event site prior to their departure from the National Arboretum. Prior arrangements must be made to schedule the set-up and breakdown of tents, canopies, tables, chairs, staging and audio-visual equipment with the USNA Special Events Coordinator. The Special Events Coordinator will assess the site and a portion or the entire security deposit will be withheld if the event site is not found in the same condition at the beginning of the rental time period.

### 2) Vendor deliveries and storage

**2a)** All vendors supplying equipment or supplies for reservations must be listed on the vendor form provided with your confirmation letter.

**2b)** All vendor deliveries and pick-ups must take place within the rental period. Delivery of items prior to a function is prohibited due to the lack of storage space and secured areas.

**2c)** The National Arboretum is not responsible for equipment or property that is lost or damaged before, during, or after the rental period.

**2d)** Vendors must follow designated access routes. Vendors may not park or drive on the lawns at any time.

**2e)** All items left after the occupancy period is subject to disposal.

**2f)** It is the client's sole responsibility to inform independent contractors, vendors, and caterers of the facility rules, regulations, policies and procedures. A list of all vendors must be submitted to the Special Events Coordinator no later than 15 days prior to the event.

### 3) Tents and Canopies

Tent set-up will be scheduled at the discretion of the Special Events Coordinator.

#### **4) Dance Floors**

A dance floor may be required in selected areas of the Arboretum. This will be evaluated on a case by case basis with the renter and determine prior to the signing of a rental agreement.

#### **5) Decorations, Flyers and Signs**

**5a)** The use of nails, tacks, and tape or similar materials to affix decorations is prohibited. Attachment of flyers, posters, signs and similar items to the interior or exterior of the building, utility poles, or any plant materials is prohibited. All decorations, flowers and signs must be removed by the renter from the building and grounds by the end of the reservation period.

**5b)** Directional signs will be provided by the National Arboretum to direct guests to event parking and event site.

Distribution of pamphlets and flyers are prohibited on the Arboretum grounds.

#### **6) Furniture**

The National Arboretum does not provide tables and chairs for outside events. Furnishings from the buildings may not be used outside. Event furniture must be rented from an authorized vendor. The USNA provides chairs in the auditorium for lectures and formal programs. All USNA facility furniture must be returned to its original position at the close of the event if it was moved as part of an event set up.

#### **7) Kitchen Supplies**

The National Arboretum does not provide catering supplies or equipment, linens, ice, or drink containers or coolers. If setting up a bar, bar mats must be provided to protect all surfaces. The Administration Building has a small warming kitchen that may be used by the caterer when the Auditorium and Lobby have been contracted. Caterers must provide a catering tent for outdoor events. Outdoor grilling will be limited to licensed caterers on a case by case basis.

#### **8) Catering / Food Service**

All food served at functions held at the National Arboretum must be provided by one of the licensed caterers from the National Arboretum's authorized list of licensed caterers. Firms may be added to the list if they meet the Arboretum's criteria. Allow 30 days for a new firm to be authorized. All caterers must make an appointment with the Special Events Coordinator no later than two weeks prior to the event.

#### **9) Restrooms**

Portable rest rooms may be required to be provided by the renter, depending on the number of guests and location of the event. The USNA must pre-approve all restroom locations.

#### **10) Trash Removal**

All trash, debris, and recyclable materials generated by an event must be removed from the premises at the close of the event by the client or their caterer. Clients/caterers must provide their own trash receptacles for all rental sites with the exception of the Administration Building. The National Arboretum will provide trash receptacles when

an event is located in the Administration Building. The client/renter is responsible for removal of all trash by the end of the rental period.

## **Parking**

### **1) General Parking**

Parking is limited in some event locations. A site map indicating designated parking areas and the number of available spaces is enclosed with the facilities request confirmation. Parking is available on a first-come, first-served basis.

### **2) Wedding Parking**

Spaces may be reserved for wedding parties, by advance arrangement in the Dogwood/Gotelli Collection Parking lot. Guests must park in designated parking spaces on the road adjacent to the Dogwood Collection.

## **Client Rules and Regulations**

### **1) Smoking**

District of Columbia and Federal policies prohibit smoking or the use of tobacco products within any of the National Arboretum buildings.

### **2) Alcohol**

**2a)** The serving of wine and beer after public hours (8:00 a.m. to 5:00 p.m.) is permitted at functions with written approval from the Director of the National Arboretum. Hard liquor or distilled spirits are not permitted.

**2b)** A bar must be set up and all alcoholic beverages must be served by the glass. "Bring Your Own Bottle" functions are not permitted.

**2c)** Caution is strongly urged in the serving and consumption of alcoholic beverages. The renter is responsible for all actions resulting from drinking.

No persons under the age of 21 may consume any alcoholic beverages. Red wines are not permitted in the National Bonsai and Penjing Museum.

### **3) Music**

The playing of music or creation of other noises of a decibel level high enough to be heard outside of the USNA is prohibited.

### **4) Grounds**

Please note: Garden beds and displays are changed periodically. During changeovers and upon certain weather conditions and unforeseen circumstances the gardens beds may be free of plantings or sparsely planted. Nothing may be added or removed from any outdoor landscaped areas.

### **5) Plants/Trees/Wildlife**

In accordance with National Arboretum rules and regulations, no plants or wildlife shall be disturbed from their habitat. Spraying or active elimination of bugs, bees, gnats or other insects is prohibited without prior approval.

**6) Facility Damage**

Clients are responsible for any damage to the buildings, gardens and grounds caused by clients and their guests and event vendors.

**7) Public Safety**

The National Arboretum adheres to the District of Columbia and Federal Government fire codes. Clients are prohibited from blocking emergency exits or roads. Clearance must also be maintained around sprinkler heads and nothing may be attached to them. The use of flammable material, open flames, unprotected candles or other such devices is prohibited. Small candles are permitted on tables during events.

**8) Items Not Permitted**

Rice, confetti, birdseed, potpourri, butterflies, doves and similar items. Fireworks are also prohibited on the Arboretum grounds. Small bottles of bubbles are permitted. Flower petals are permitted as long as they are cleaned up prior to leaving the site.