



Rental Policy for Birthday Parties, Family Reunions and small Meetings

Hatcher Garden & Woodland Preserve offers a beautiful, natural setting for your next birthday party, family reunion or small meeting. The paved paths meander through 10 acres of woodlands accented by perennial, shade, butterfly, and water gardens. The Observation Deck, the Gazebo, the Stone Amphitheater, and the picnic tables in The Park offer many different choices for your special celebration or meeting. No indoor facilities are available for rental.

Rental Fees in the Garden:

\$100 for a one hour rental in the Garden and \$50/hr for each additional hour

Rental Agreement and Fee and Deposit Payments:

A signed Rental Agreement with paid deposit of \$50 is due in order to confirm the reservation. All fees must be paid in full two (2) weeks prior to the event.

Rental Fees in the Hatcher Garden Office Board Room:

Please contact the Hatcher Garden Office for information at 864-574-7724.

Cancellations and Deposit Refunds:

In case of cancellation or inclement weather causing cancellation, the fee is fully refundable. Once the rental event has occurred and a “grounds condition assessment” has been completed by a Hatcher Garden staff member, if there is no damage to the Garden grounds in the area where the rental event was held, the pre-paid deposit will be refunded with a check to the event renter within two weeks after the date of the scheduled event.

Rental Guidelines

The rental party must also abide by any additional verbal restrictions placed on it during the event. Hatcher Garden & Woodland Preserve reserves the right to cancel or terminate the event at any time the party is not abiding by the guidelines or verbal restrictions.

- 1) No alcoholic beverages are permitted in the garden without prior approval of the Board of Trustees of Hatcher Garden & Woodland Preserve. If alcohol use is approved, the rental party must engage paid security through the City of Spartanburg's off-duty officer plan. Current rate is \$30 per hour with a 3-hour minimum. This rate is set by the City and is subject to change at their discretion. Written confirmation of the security arrangement must be provided to Hatcher staff before the date of the event.
- 2) No fires, candles, or grilling are permitted in the garden.
- 3) Children in the garden must be attended by an adult at all times.
- 4) All event attendees must remain on pathways.
- 5) Moving garden furniture is prohibited unless (a) advance permission is received from the garden office and (b) it is returned to the exact location.
- 6) Tents, chairs, and tables are the responsibility of the rental party. Due to limited garden staffing absolutely no setups are provided by the garden staff members.
- 7) No dangerous activity will be allowed, and no activity damaging to the garden property will be allowed.
- 8) Signs and decorations may be used to indicate that a private event is progress as long as they are removed from the garden after the event. The use of confetti, bubbles, or rice is not permitted in the garden; however we do allow birdseed to be used during special events.
- 9) Free parking is available in designated areas only. For events involving seventy- five (75) or more vehicles, special arrangements must be made for parking.
- 10) For dressing rooms, very basic restroom facilities are available in the shelter area by the parking lot.