



Rental Policy and Guidelines for Special Event Rentals

Hatcher Garden & Woodland Preserve offers a beautiful and tranquil setting, surrounded by the gentle sounds of nature. The paved paths meander through 10 acres of woodlands accented by perennial, shade, butterfly and water gardens. The stone patio and waterfall, gazebo, observation deck overlooking the lower pond and Garden of Hope & Healing with its covered pavilion and large brick terrace with stone step entrance provide a variety of venues for special event rentals.

Wedding/Event Rental Fees in the Garden (21–75 people):

\$250 refundable security deposit + \$1,250 per hour for events up to 75 participants. There is a \$10 per person fee for each additional guest after 75. Additional hours are \$1,250 each, with a limit of 4 hours per any single event.

Small Wedding/Event Rental Fees in the Garden (20 or fewer people):

\$250 refundable security deposit + \$650 per hour for events up to 20 participants. Additional hours are \$650 each, with a limit of 4 hours per any single event.

Rental Agreement and Fee and Deposit Payments:

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

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Cancellations and Deposit Refunds:

In case of cancellation or inclement weather causing cancellation, the fee is fully refundable. Once the special 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 special event was held, the pre-paid deposit will be refunded with a check to the special 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) Golf cart rental is available for \$100 per hour. Only Hatcher staff members can operate the cart or Gator. The cart/Gator allow for transport of one passenger at a time, plus driver.
- 6) Moving garden furniture is prohibited unless (a) advance permission is received from the garden office and (b) it is returned to the exact location.
- 7) 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.
- 8) No dangerous activity will be allowed, and no activity damaging to the garden property will be allowed.

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- 9) Signs and decorations may be used to indicate that a private event is in progress as long as they are removed from the garden after the event.
- 10) Free parking is available in designated areas only. For events involving seventy-five (75) or more vehicles, special arrangements must be made for parking.
- 11) For dressing rooms, very basic restroom facilities are available in the Jess Taylor Pavilion by the parking lot.
- 12) The use of confetti, bubbles, or rice is not permitted in the garden; however we do allow birdseed to be used during special events.