



## Rental Policy and Guidelines for Special Event Rentals

Hatcher Garden and Woodland Preserve offers a beautiful, natural setting for your next birthday party, family reunion or small meeting. The paved paths meander through 13 acres of woodlands accented by perennial, shade, butterfly, and water gardens. The Jess Taylor Pavilion, Observation Deck, Gazebo, Stone Patio, Amphitheater, Garden of Hope and Healing, Activities Deck, and the Park offer many different choices for your special celebration or meeting. The Hatcher Garden Office Board Room is available for rent at special request and approval only. Please contact our office at 864-574-7724 to inquire about indoor facilities rental.

### **Rental Fees in the Garden:**

\$100 for a one-hour rental in the Garden and \$50/hour for each additional hour, with a refundable deposit of \$100.

### **Rental Agreement and Fee and Deposit Payments:**

A signed Rental Agreement with paid deposit of \$100 is due in order to confirm the reservation. All fees must be paid and special notices/certificates turned in full two (2) weeks prior to the event.

### **Rental Fees in the Hatcher Garden Office Board Room (Max Capacity of 20 people):**

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.

Contact: Hatcher Garden Office, 864-574-7724

## **Rental Guidelines**

The rental party must also abide by the written guidelines below as well as any additional verbal restrictions from Hatcher Garden staff during the event. Hatcher Garden and 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 and Woodland Preserve. If alcohol use is approved, the rental party must engage paid security through the City of Spartanburg's off-duty officer plan. This must be done through Extra Duty Solutions, and the current rate is \$38 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 two weeks 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) Please ensure that Hatcher Garden staff is aware of all set up for your event, including tents, chairs, tables, bounce houses, and other items brought in to the Garden. 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. Hatcher Garden will not be held liable for personal injury, property damage, or theft of items brought in by the rental party.
  - a. Please limit set up to the location(s) stated in your rental agreement.
  - b. Tents, chairs, tables, etc. may not block the entrance of the Garden or be placed in handicapped parking spaces.
  - c. For large tents (exceeding 10 feet), it is required by the City of Spartanburg to have a fire extinguisher at two corners of the tent.
  - d. Bounce houses must be approved by Hatcher Garden staff.
- 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 and include security through Extra Duty Solutions (see Guideline 1 regarding security information).
- 10) For dressing rooms, very basic restroom facilities are available in the Jess Taylor Pavilion by the parking lot.