

ALTA VISTA GARDENS FACILITY USE CONTRACT

(Please Print) Date of Application: ___/___/2011 Event Date: ___/___/2011

Person/Organization Requesting/Sponsoring Event: _____

Person/Organization Address: _____

POC: _____ Phone: _____ ALT POC: _____ Phone: _____

Facility Requested: _____ Clubhouse: _____ Garden: _____ Both: _____

Number of Hours Requested: _____ Start: _____ Finish: _____ Estimated Attendance: _____

Additional Hours: _____ Start: _____ Finish: _____ Estimated Attendance: _____

Intended Use: Meeting: ___ Luncheon: ___ Party: ___ Wedding: ___ Reception: ___ Dinner: ___

Event Catered: ___ Event Not Catered: ___ Kitchen Use: _____ Live Music: _____ DJ: _____

Alcoholic Beverages Sold: ___ Alcoholic Beverages Served: ___ (Explained) _____

POC Initial _____

Name/Address/Phone of Licensed Caterer: _____

FEES

Basic Rent Total: \$ _____ ½ pay: \$ _____ \$ (Final Pay) _____

Additional Rent: \$ _____

Penalty Charges: \$ _____

Insurance: \$ _____

Alcohol: \$ _____

Security Deposit: (Paid in full 30 days prior to event) \$ _____

Cleaning Service: (Paid in full 30 days prior to event) \$ _____

Security Guard: (Paid in full 30 days prior to event) \$ _____

(NOTE) A booking fee of 50% of the Basic Rent is due at time facility is reserved. Cancellation refunds are described in facility Rules and Procedures. Any penalty charges will be made against the Security Deposit (See Facility Rules and Procedures).The applicant/organization hereby waives any and all rights to make a claim for any loss or damage that may accrue against the Alta Vista Gardens or the City of Vista.

Signature: _____ Date: ___/___/2011

Print Name: _____

Date of Application: ___/___/2011

ALTA VISTA GARDENS
FACILITY FEE SCHEDULE

Garden Weddings see page 3

Receptions and other Garden House Rentals

- Facility Rental Fee: (Additional) \$ 50.00 per hour (Rehearsal, Add Set-up/Clean up)
- Facility Rental Fee: (Additional) \$ 200.00 (Rehearsal Dinner (Inc. rehearsal), 3 hour use)
- Facility Fee: (Youth Group) \$ 20.00 per hour (3 hour minimum)
- Facility Fee: (Service Group) \$ 20.00 per hour (3 hour minimum)
- Facility Fee: (Private Group) \$ 50.00 per hour
- Facility Fee: (Commercial Use) \$ 50.00 per hour
- Private Security: \$ 25.00 per hour
- Alcohol (Resale) Fee: \$ 100.00
- Cleaning Service Fee: \$ 110.00
- Security Deposit: (Refundable) \$1000.00

Outdoor Locations

- Facility Fee Palapa- \$25.00/hour (3 hour minimum)
- Facility Fee Palapa (Service Group) \$20.00/hour (3 hour minimum)
- Children's Garden \$7.00 per child

Note: Chairs are available for use for an extra fee and are not included in the above listed fees

Fees. 50% rental fee must be paid when facility use application/reservation is submitted. Remaining rental fee and all Security/Cleaning Deposits will be paid in full 30 days prior to event.

Fees may be paid by Cash, Check or Money Order made payable to "Alta Vista Gardens".

Penalty Fees. will be made against the Security Deposit when:

- Additional cleaning (detailed cleaning) is required.
- Damage to Alta Vista Gardens Facility and Grounds.
- Event continues past approved time (\$50.00 per hour, fraction there of).
- Event continues past approved time, charge for Security Guard (Base rate).

I have read and understand the above Facility Fee Schedule.

Signature: _____ Date: _____

(Person Responsible)

Date of Application: ____/____/2011

Daytime Weddings

Daytime ceremonies are scheduled between the hours of 10:00 a.m. and 5 p.m.

Ceremony (2 hours plus 1 hour setup)

#of Guests	Jungle Patio	Reception Lawn
25	\$300	\$375
26-50	\$450	\$525
51-99	\$600	\$750
100-160	Not Available	\$950

Reception (3 hours plus 2 hours setup)

# of Guests	Jungle Patio	Reception Lawn
25 or fewer	Not Available	\$470
26-50	Not Available	\$660
51-99	Not Available	\$940
100-120	Not Available	\$1120

Ceremony & Reception Combined (5 hours plus 2 hours setup)

#of Guests	Jungle Patio	Reception Lawn
25 or fewer	Not Available	\$720
26-50	Not Available	\$1010
51-99	Not Available	\$1440
100-120	Not Available	\$1600

Evening Wedding Exclusive use of Alta Vista Gardens. Takes place after the Gardens are closed

Ceremony from 5pm to 7pm (2 hours plus 1 hour setup) **Saturday:** \$1275; **Sunday– Friday:** \$1125

Reception from 5pm-10pm (5 hours plus 2 hours setup) **Saturday:** \$2025; **Sunday– Friday:** \$1875

Ceremony and Reception Combined From 5pm-10pm (5 hours plus 2 hours setup)

Saturday: \$2475; **Sunday- Friday:** \$2100

Indoor Reception (Garden House) Day or evening, scheduled for a four-hour block of time. Up to 100 guests, \$750 for Daytime or \$940 for evening. More than 100 guests can be accommodated when surrounding patio and lawn area are included.

Date of Application: ____/____/2011

ALTA VISTA GARDENS

RULES AND PROCEDURES

GOVERNING USE OF GARDEN FACILITIES AND GROUNDS

General Information.

Applications to reserve the use of the Alta Vista Garden facility must be filled out and presented to Alta Vista Gardens Facility Coordinator. Minimum age to reserve the Alta Vista Garden facility is twenty-one (21) years of age. A site/set-up plan is required thirty (30) days prior to the event.

Event may last a maximum of five (5) hours, with additional set-up and clean-up times, for a total of eight (8) hours. All events must stop serving alcohol and playing music at 10:00 p.m. You will pay for a cleaning service to empty trash, clean restrooms, mop, and sweep; and leave facility in an acceptable manner. You are responsible for any set-ups, decorating, and take down of table and chairs for your event and for the immediate removal of any rental equipment, decorations and any out of the ordinary clean up.

All groups are responsible for controlling noise that would be disturbing other activities or surrounding neighborhoods. Ice, alcohol, hot/cold beverages, etc., will not be dumped on any landscaping areas. Children must be under adult supervision at all times. No smoking indoors at any time.

Insurance.

Alta Vista Gardens requires a minimum of one million dollars (\$1,000,000.00) in liability insurance coverage for facility usage. Before final application approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as additional insured, the "Alta Vista Gardens, its trustees, employees, and agents". The name of the insured on the certificate/endorsement must match the name of the host organization or person renting the facility. Insurance coverage must be maintained for the duration of the event to include set up, tear down, and clean up.

Fees.

50% rental fee must be paid when facility use application/reservation is submitted. Remaining rental fee and all Security/Cleaning Deposits will be paid in full thirty (30) days prior to event. Fees may be paid by Cash, Check, or Money Order made payable to "Alta Vista Gardens". Security Deposit will be returned as long as no damage to facility is endured. Portions of the security deposit will be retained for "Penalty Charges" when necessary. There will be an Alcohol (Resale) Fee when alcohol is SOLD.

Penalty Charges.

Will be made against the Security Deposit when:

- Additional cleaning (detailed cleaning) is required.
- Damage to Alta Vista Gardens facility and grounds.
- Event continues past approved time (Additional time, \$50.00 per hour, fraction thereof).
- Event continues past approved time, charge for Security Guard (Base rate).

Date of Application: ____/____/2011

Cancellation Policy.

- If a cancellation is made a minimum of ninety (90) days prior to the event, 100% of the booking fee will be refunded.
- If a cancellation is made a minimum of sixty (60) days prior to the event, 75% of the booking fee will be refunded.
- If a cancellation is made a minimum of thirty (30) days prior to the event, 50% of the booking fee will be refunded.
- If a cancellation is made less than thirty (30) days prior to the event, 0% of the booking fee will be refunded.

Alcohol.

Whenever alcohol is SOLD, a \$100.00 alcohol fee will be charged.

Licenses/permits will be secured to sell alcohol, including Responsible Servers Training (RST).

Alcohol may not be consumed prior to having a security guard on duty.

Events serving alcohol may not last more than five (5) hours.

Alcohol served is limited beer, wine, or champagne.

Alcohol served is limited to and may not exceed 14% proof.

An event with alcohol must have:

- One (1) Security Guard for any number of participants up to one hundred (100).
- Two (2) Security Guards for any number of participants up to one hundred and fifty (150).
- Three (3) Security Guards for any number of participants up to two hundred (200).
- One (1) additional Security Guard is required for each additional fifty (50) participants.

Music.

Live music and/or DJ are permitted. Amplified music will be allowed at a low level within the regulations of the City of Vista Noise Ordinance. No music will be allowed within the Moonlight Amphitheatre schedule.

Security Information.

Security guard services are provided by the Alta Vista Gardens through a private company contracted by the City of Vista. Applicants are charged the contractor-based fee, which can fluctuate. Security Guards must be present for the entire time of the event plus an additional ½ hour before event begins and ½ hour after event ends. The number of guards required is at the discretion of the Alta Vista Gardens and its officers. All facility parking regulations must be obeyed. Park Rangers may site violators.

An event with alcohol or live music must have:

- One (1) Security Guard for any number of participants up to one hundred (100).
- Two (2) Security Guards for any number of participants up to one hundred and fifty (150).
- Three (3) Security Guards for any number of participants up to two hundred (200).

- One (1) additional Security Guard is required for each additional fifty (50) participants.

An event without alcohol must have:

- One (1) Security Guard for any number of participants over one hundred and fifty (150).
- Two (2) Security Guards for any number of participants over two hundred (200).

Date of Application: ___/___/2011

Caterer/Contractor Information.

The caterer must have the following:

- City of Vista business license;
- County Health permit;
- Certificate of Insurance including the following: one million dollar (\$100,000,000.00) liability policy which includes contract liability; business auto insurance; product (food) insurance; property damage; and workers compensation (statutory).

Caterer must provide an on-site supervisor to be on premise throughout the entire event.

Caterer must leave facility and equipment in a condition satisfactory to staff.

Caterer is responsible for all food/beverage related clean up.

Rental Equipment Company, Equipment and Caterer must be out of the facility in the time frame allotted in the contract or the Additional Rental Fee (hourly rate) will be charged.

(POC Initial _____)

Decorations.

Caterer/contractor will provide set-up.

The only candles that can be used are votives in a glass container.

Decorative lights may be gently placed on top of shrubs and around veranda pillars. Lights will not be placed in trees or on any other portions of the Gardens.

Table decorations and freestanding decorations are allowed.

No plastic coverings on lawns; carpet is acceptable.

No luminaries, per the Vista Fire Department.

No nails, staples, scotch tape, etc., is allowed to attach decorations or signage on facilities.

No signage of any type will be allowed on the facility buildings.

No throwing rice, birdseed, rose petals, confetti, or anything of this nature is allowed.

All decorations will be removed at the end of the event.

Tenting and canopies may be brought in once a site plan has been received, reviewed and approved by Alta Vista Garden Facility Coordinator.

Facility user should provide Rental Company with an approved site plan.

Rental Equipment Company, Equipment and Caterer must be out of the facility in the time frame allotted in the contract or the Additional Rental Fee (hourly rate) will be charged.

Barbeques.

There are three (3) approved locations for barbeques:

1. In front of the garage door next to the handicapped parking space.
2. On the platform below the stairs leading to the deck in the rear of the Garden House.

3. In the Outdoor kitchen Area (extra fee applies for use of this area)

Barbeques must not be placed under the veranda and plywood will always be used under the barbeques while in use.

Date of Application: ____/____/2011

Cleaning Information.

A cleaning service is contracted by the Alta Vista Gardens through a private company contracted by the City of Vista. Applicants are charged the contractor-based fee, which can fluctuate. A “facility Usage Checklist” will be used during event and signed by responsible party. The cleaning service/company is responsible for sweeping, mopping, taking out the trash, etc.. Facility user is responsible for any additional clean up. All items (including decorations) are the renters’ responsibility.

Requests for Waiver: Requests for waivers of fees and/or rules must be submitted in writing to the Board of Trustees. The Board of Trustees decision to grant or deny a request is final.

Please remember that Alta Vista Gardens is a Botanical Garden sit and must be respected for its preservation. The Botanical Garden is for public use; please leave it as clean as you found it for the next person to use.

(NOTE) Prices and information are subject to change. Alta Vista Gardens reserves the right of full access to all activities at anytime in order to ensure that all Garden Rules, Park Regulations, City of Vista Ordinances, and State/Federal Laws are being observed.

I have read and understand the above “Rules and Procedures”. I understand that I am responsible to ensure compliance with the above “Rules and Procedures” helping to preserve the Alta Vista Gardens.

Signature: _____ Date: _____

(Person Responsible)

**See Following Page for General
Garden Etiquette**

GARDEN ETIQUETTE



Thank you for visiting Alta Vista Gardens today. Alta Vista Gardens Garden is a living museum open to the public and will feature one of the most diverse plant collections in the United States. We are excited to provide an educational experience for you and your group.

All visitors are required to observe the following Garden rules:

- Please respect the Botanic Garden (i.e., do not treat it in a way you would not treat your own home).
- Children must be accompanied by an adult chaperone at all times
- Stay on the paths
- Skating, skateboarding, rollerblading, kites and Frisbees are not permitted.
- Cars are allowed only in designated areas
- Trash containers are located throughout the Garden for your convenience.
- No climbing, running or sports and games
- Picnic only at tables, benches and lawn
- Pets are welcome, but must be under tight control. Dogs must be leashed. Please clean up after your dog, as per City of Vista ordinance.
- No smoking, no fires
- Please place all litter in the bins provided.
- Climbing of trees is prohibited.
- It is strictly forbidden to remove plants or parts of plants from the Garden. Please refrain from picking flowers so that all can enjoy

The Garden can accommodate a limited number of children at any given time. If you choose to drop-in to the Garden on *any* day in the future, your group may be turned away. Parking is never guaranteed.

I have read and understand the above "Garden Etiquette". I understand that I am responsible to ensure compliance with the above "Garden Etiquette" and in helping to preserve the Alta Vista Gardens.

Signature: _____ Date: _____

(Person Responsible)

