



CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT

Botanical Gardens Wedding and Reception Policy

1. General Information about Facility Rentals for Weddings

- Weddings and receptions are allowed between 9:00 A.M. and 10:00 P.M.
- Included in the rental are the Bessie Mitchell Facility and the "Garden Court" area of the Botanical Gardens.
- The facility is booked for a minimum of 3 hours and a maximum of 9 hours. The reservation time includes all set up and clean up time; no additional time is allotted for these activities.
- The person who makes the reservation must remain on site at all times throughout the rental. Failure to remain on site may result in the loss of future reservation privileges.
- No amplified music.
- No eating utensils, tablecloths, office supplies or any other supplies or equipment are provided. The reservation group is responsible for providing all supplies as needed.
- A service gate is available to allow proximity access to the building for caterers and rental companies if necessary. If you believe you will need access for your facility rental, please contact the Reservation Specialist at 817.410.3470 PRIOR to your rental date for approval and gate access code.
- NOTE: Please turn the thermostat to OFF if opening the patio doors for an extended period of time. The units will not function properly while the patio doors are open resulting in added stress, wear, condensation and other negative impacts on the system. Patio doors should only be left open if the outside temperature is what is acceptable inside the building.
- Tables and chairs must remain in the facility at all times. Bistro tables and chairs must remain on the deck at all times.
- Tables and chairs must be returned to the original arrangement when the reservation is complete.
- The Bessie Mitchell Facility may also be reserved for additional time for a reception or post wedding activities.
- The City does not provide equipment for events in the gardens. One Grapevine City staff person will be assigned to each wedding for coordination and rules enforcement.

2. Locking System

- The Bessie Mitchell House door is on an automated locking system which is scheduled based on your rental times. It will unlock 5 minutes before your reservation begins and will relock automatically at the end of your reservation.
- Do not prop doors open.

3. Maximum Number of People

- Wedding only: 100 people.
- Wedding and reception: 80 people.
- The number of persons meeting at a facility shall not exceed the maximum number permitted according to fire code regulations. The maximum number of individuals is 80 for Bessie Mitchell House. Fire code regulations do not necessarily ensure comfortable use of the facilities.

It is recommended that a customer discuss the nature of the event with the Reservation Specialist. Customers are required to closely estimate the attendance.

- No gatherings allowed if the number of individuals 13-21 years of age is greater than the number of individuals 21 years and older.
- It is the client's responsibility to determine how many people can comfortably attend their function.

4. **Rental Fees**

- The rental fee includes both the Bessie Mitchell Facility and the "Garden Court" of the Botanical Garden.
- The rental fee of \$500 + \$150 for each additional hour for Grapevine residents or \$1000 + 200 for each additional hour for non-residents is required at the time the reservation is made and must be paid in full to secure a reservation. A rental deposit of \$400 will be required at that time as well.
- This fee includes tables and chairs in the Bessie Mitchell Facility, but does not include chairs in the gardens.
- All equipment utilized in the gardens must be pre-approved by a Parks & Recreation Department representative.
- The use of the garden is for wedding purpose only.

5. **Damage Deposit**

- The \$400 facility deposit is returnable as long as:
 - 1) There is no damage to the facility.
 - 2) All policies and city ordinances were followed during the reservation.
 - 3) Pictures need to be taken at the end of your reservation and emailed to srich@grapevintexas.gov within 1 hour of the end of your reservation. Areas that need to be photographed: main room, kitchen, deck and table storage area including vacuum rack.
- Deposit will be refunded within 10 business days of your rental.

6. **Cancellations**

- In the event the client cancels the reservation prior to the event, the City will refund a portion of the Rental Fee as follows:
 1. 50% of the Rental Fee shall be refunded for any cancellation prior to 8 weeks of the reserved event.
 2. 25% of the Rental Fee shall be refunded for any cancellation within 2 to 8 weeks of the reserved event.
 3. No refunds will be given for cancellations made less than two weeks of the event.
 4. Cancellation fees do not apply to facility deposit.

7. **Liability**

- Individuals and organizations reserving the facility/Garden Court are responsible for all damages to the facility/Garden Court and/or equipment that occur as a result of the reservation. If repair costs are in excess of Damage Deposit the client will be financially responsible. Failure to pay fees for damaged property will result in loss of future privileges and restitution available to the extent of the law.
- Individuals and organizations reserving the facility are responsible for any injuries to self or guest during their event.
- Individuals and organizations reserving the facility must comply with all applicable policies, ordinances and laws. Failure to comply may result in denial of any subsequent use of facilities and/or forfeiture of the facility deposit for indoor facilities. (See attached regulations on page 5.)

8. Decorations

- All decorations must be free standing and/or table top.
- No decorations may be adhered to any surface in the facility.
- Nails, thumb tacks, tape etc. may **not** be used to adhere decorations or signs on the any surface of the facility.
- No decorations, balloons or signs are allowed outside of facility.
- Piñatas, confetti, glitter and/or balloons are not allowed inside or outside the facility.
- Bounce Houses are not allowed inside or outside the facility.
- No decorations may be affixed to any garden plants, trees or on any structures in the garden.
- No balloons may be released.
- Bubbles may be used for weddings, but only outside of the Bessie Mitchell Facility.
- No rice or birdseed may be used in the Bessie Mitchell Facility or the Botanical Garden.
- All decorations must be removed from the garden at the end of the ceremony and picture taking.

9. Clean Up

- Individuals and organizations must remove all equipment and supplies at the end of their reservation time. Grapevine Parks & Recreation will not store nor be held responsible for any property and/or equipment left after the conclusion of a reservation.
- All trash must be placed in the proper receptacles.
- All Items must be removed from refrigerator and freezer.
- All doors and windows must be closed and secured.
- All tables and chairs must be returned to their original locations.
- All lights must be turned off.

10. Rehearsals

- A one-hour wedding rehearsal in the gardens will be provided at no-charge. However, a rehearsal may be held only when other City-sponsored events are not scheduled. You may call 3 weeks prior to the event to schedule the rehearsal.
- Rehearsals do not include use of the Bessie Mitchell Facility.

11. Sound

- Client is responsible for any sound system required. Only low amplification is allowed in respect of surrounding neighbors.

12. Miscellaneous Rules and Information

- Alcohol (Sec. 16-6, Ord. # 76-08)) and smoking (including vapor cigarettes) are not permitted in any City indoor facility.
- No alcohol or smoking allowed in Botanical Garden.
- The Grapevine Parks and Recreation Department reserves the right to terminate a reservation during the activity if conditions so warrant.
- No animals are permitted in the Bessie Mitchell Facility except service animals
- No vehicles are permitted to drive over curbs or sidewalks.
- Caterers must be licensed in Tarrant County.
- All independent contractors (caterers, florist, photographers etc.) must complete set-up and take-down within the allotted reservation time.
- No wedding will be scheduled on major holiday weekend recognized by the City of Grapevine.
- At no time will the Botanical Gardens be closed to public during weddings. "Wedding in Progress"

signs will be placed on the walkways leading to the gardens during weddings.

Items available for use during your event

INSIDE FACILITY:

- 10 60" round tables (each seat 8 people)
- 10 6'X30" rectangle tables (each seats 8 people)
- Television with Wi-Fi connectivity
- Refrigerator
- Ice maker
- Kitchen sink
- Private Restrooms
- Guest Wi-Fi

ON DECK:

- 10 bistro tables (each seats 2 people)
- 20 bistro chairs

*These are general reservation policies and address most reservation situations. For specific requests or questions, please contact Sheila Rich, Reservation Specialist at (817) 410-3470 or srich@grapevintexas.gov.

RENTAL CONTRACT

As a condition of reserving a City of Grapevine facility, or as authorized representative of my organization, I declare that I have received, read, understand and agree to abide by the conditions as set forth in the Botanical Gardens Wedding and Reception Policy. I understand that failure to adhere to the Botanical Gardens Wedding and Reception Policy on behalf of my organization or myself may result in forfeiture of future reservation privileges.

I hereby assume the responsibility for all damages to City property or injuries to City employees or officials arising out of the use of the facility due to negligence or any party using the facility.

The undersigned, and as an authorized representative of _____, do hereby release, relieve, quitclaim and indemnify the City, its officers, agents, officials, servants, employees, volunteers and contractors for all injuries and damages, including personal injury, death, all suits, claims, actions, judgements, including reasonable attorney's fees and costs, for all actions related to the use of the facilities, including the negligence or intentional acts of the City's indemnities.

Signature: _____ Date: _____

Botanical Gardens Code of Conduct

The following regulations are taken from the Code of Ordinances and are enforceable.

Sec. 6-16. Animal waste prohibited in parks and on trails.

Sec. 12-23. Littering prohibited.

Sec. 15-15. Vandalism prohibited.

Sec. 16-6. Alcoholic beverages are prohibited in parks.

Sec. 16-10. Vehicular traffic (motorized) is prohibited in public parks and on trails.

Sec. 16-13. Glass containers in parks prohibited.

Sec. 16-14. Park closings--Hours of operation.

- (a) All neighborhood parks (less than three acres) and joint-use school park sites, **shall be closed to the public from one-half hour after sunset to one-half hour before sunrise.**
- (b) All other park areas **shall be closed to the public from 10:00 p.m. until 5:30 a.m. each day** with the exception of those parks with lighted recreational facilities. These parks **shall be closed to the public from 11:00 p.m. to 5:30 a.m.**

Sec. 16-18. Tobacco prohibited in city parks

Sec. 16-47. Leash Law in effect.

Sec. 16-48. Explosives, firearms, other weapons, and fireworks prohibited in parks and on trails.

Sec. 23-63. No parking zones; restricted parking zones; no standing zones; no stopping zones.

NOTICE

- Reservations of facilities have priority use, for reservations call 817.410.3470.
- For clarification or information about these or related park ordinances, contact pardinfo@grapevinetexas.gov or for Ordinance description, click on Section Number in Code of Ordinances at www.grapevinetexas.gov