



## **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 AM and 10:00 PM.
- 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 Coordinator at 817.410.3455 PRIOR to your rental date for approval.
- 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 City of Grapevine staff member 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 15 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 Coordinator. 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**

- Garden Court Ceremony only:
  - Resident: \$450 | 2 hour max (\$150 each additional hour)
  - Non-Resident: \$550 | 2 hour max (\$150 each additional hour)
- Mitchell House Only:
  - Resident: \$500/3 hours (\$150 each additional hour)
  - Non-Resident: \$700/3 hours (\$150 each additional hour)
- Mitchell House & Garden Court
  - Resident: \$950/3 hours (\$175 each additional hour)
  - Non-Resident: \$1,400/3 hours (\$175 each additional hour)
- A refundable security deposit of \$400 is required at the time of booking and is subject for refund after the event concludes.
- Payment must be made in full at the time of reservation to secure the date/time.
- 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:
  - a.) There is no damage to the facility.
  - b.) All policies and city ordinances were followed during the reservation.
- 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:
  - a.) 50% of the Rental Fee shall be refunded for any cancellation prior to 8 weeks of the reserved event.
  - b.) 25% of the Rental Fee shall be refunded for any cancellation within 2 to 8 weeks of the reserved event.
  - c.) No refunds will be given for cancellations made less than two weeks of the event.
  - d.) 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.

#### 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
  - If using the TV to display a presentation/image, and your device does not have an HDMI port, please bring an adapter.
- 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 Sasha Maykus, Events Coordinator at 817.410.3455 or [smaykus@grapevintexas.gov](mailto:smaykus@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: \_\_\_\_\_

**City of Grapevine Parks & Recreation  
Code of Ordinances**

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

- Sec. 6-16** Animal waste is prohibited in parks and on trails
- Sec. 12-95** Placing refuse, etc., on public property unlawful
- Sec. 365.012** Health & Safety Code: Illegal dumping; discarding lighted materials; criminal penalties
- Sec. 15-15** Damage to public property prohibited
- Sec. 16-6** Alcoholic beverages are prohibited in parks  
(a) Except as provided by Subsection (b), it shall be unlawful for any person to possess or consume any alcoholic beverage in a public park of the city.  
(b) Consumption of alcoholic beverages is permitted at Grapevine Lake and the reservoir area as provided by Section 16-55.
- Sec. 16-9** Horses are prohibited in parks
- Sec. 16-10** Vehicular traffic (motorized) is prohibited in public parks and on trails
- Sec. 16-11** Bicycling and skating prohibited on tennis courts and basketball courts
- Sec. 16-12** Golfing in public parks (including athletic fields) prohibited
- Sec. 16-13** Glass containers in parks prohibited
- Sec. 16-14** Park closing—Hours of operation.  
(a) All neighborhood parks and joint use school park sites, being those parks that do not exceed three acres in size and serve residents within a limited area or neighborhood, have limited facilities, and are owned or leased by the City of Grapevine, shall be closed to the public from one-half hour after sunset to one-half hour before sunrise.  
(b) The following City leased parks, Lakeview Park, Meadowmere Park and Rockledge Park, will be closed to the public at the hours posted at the entrance of the parks. Anyone in the leased parks above after the closing of the park shall be in violation of the ordinance and punishable by fine. The city manager, or his designee, is authorized to establish the hours of said parks and to post signs at the entrance to said parks displaying the hours for the parks.  
(c) All other park areas owned or leased by the city shall be closed to the public from 10:00 p.m. until 5:00 a.m. each day, except as provided by authorization from the City Manager or the City Manager's designee.
- Sec. 16-16** Athletic Field Closure  
(a) It shall be unlawful for any person to trespass onto any athletic field that has been posted "Closed due to Maintenance/Field Conditions".  
(b) The city manager or his designated representative is directed to post signs giving notice that such action is prohibited in designated areas of public parks.
- Sec. 16-17** Fishing or jumping from bridges and right-of-way unlawful

- Sec. 16-18** Tobacco and e-cigarette free parks and park facilities
- Sec. 16-19** Youth programs standards of care
- Sec. 16-20** Firearms and other weapons  
(a) It shall be unlawful for a person, other than peace officers and those persons licensed to carry a handgun under the authority of Subchapter H, Chapter 411, Government Code, to possess, exhibit or display a firearm or air gun in any public park, athletic field, or recreational facility.
- Sec. 16-21** Permit required for non-sponsored organized groups and commercial trainers
- Sec. 16-46** Fires  
(a) Gasoline and other fuels, except that which is contained in storage tanks of vehicles, vessels, camping equipment, or hand portable containers shall not be carried onto or stored within Grapevine Lake or the reservoir area without permission of the city manager.  
(b) Fires shall be confined to fireplaces, grills, and not left unattended and must be completely extinguished prior to departure.
- Sec. 16-47** Leash Law in effect  
(a) No person shall bring or allow horses, cattle, or other livestock in camping, picnic, swimming, or other recreation areas except in areas designated by the city manager.  
(b) No person shall bring dogs, cats, or other pets into developed recreation areas unless penned, caged, or on a leash under six feet in length, or otherwise under physical restraint at all times
- Sec. 16-48** Explosives, firearms, other weapons and fireworks are prohibited
- Sec. 16-52** Sanitation – The improper disposal of such wastes on Grapevine Lake or the reservoir area is prohibited.

**NOTICE**

- Reservations of facilities have priority use. For reservations call 817.410.3450
- For non-emergency police issues, please call dispatch at 817.410.8127
- Priority use by City Sponsored and Co-Sponsored organizations on Athletic fields.
- For Ordinance descriptions in full, click on Section Number in Code of Ordinances at [GrapevineTexas.gov](http://GrapevineTexas.gov)