



## Terms and Conditions

The Sunshine Coast Botanical Garden is a community treasure where visitors can enjoy interacting with nature. As a public attraction, the grounds remain open to visitors during published hours of operation. Because you have chosen to hold your event in the Garden, we know that you respect this and will ensure the Garden is carefully protected and that all Federal, Provincial, and local laws are adhered to.

### **Booking & Damage Deposit**

Rentals are booked on a first-come, first-served basis. A non-refundable deposit (equivalent to half of the rental fee) is required to secure a booking. The remaining 50% rental fee is due 14 days prior to the event date. The Security Deposit is due the day of your event.

### **Set-up & Take-down**

Rental period begins when set-up starts and concludes when clean-up is complete, and the last event representative is gone. An additional fee of \$85/hour will be applied if any rental paraphernalia is left on site after the rental period. **Friday and Saturday evening events must end by midnight. Sunday through Thursday events must end by 11:00 pm. No music may be amplified outdoors after 10 pm.** The Sunshine Coast Botanical Garden Society (SCBGS) is not responsible for any items left on the premises after the event.

### **Clean-up**

The renter is responsible for ensuring the site is left in the condition it was found by the end of the contractual rental period. After the event, all floors must be swept (Main Hall, lobby, kitchen, and bathrooms) and mopped (if necessary). All kitchen surfaces must be clean, and the fridge cleared out. Any necessary additional cleaning will be charged to the Renter at \$100/hr.

### **Garbage & Recycling**

The Botanical Garden is striving to be a zero-waste venue; to reduce as much as possible the amount of waste we send to the landfill, we ask that you adhere to this objective when planning your event. Please take every possible step to reduce your impact on the Garden's natural amenities, by following these guidelines:

- Avoid the use of balloons in your event décor
- Use the bins provided for mixed recycling, organic waste, and non-recyclable trash. Please use the appropriate container to dispose of the waste produced at your event.
- Take off-site at the end of your rental period ALL foam packaging, soft plastic, and glass items. These items are not accepted by our recycling provider.
- Remove your excess – If your event produces more waste than will fit in the containers provided by the Garden, you must remove any surplus and dispose of it at your own expense.

**Waste and trash left behind will result in the forfeiture of a portion of your damage deposit.**

Thanks for helping to keep the Botanical Garden clean, green, and on our zero-waste path.

**Insurance**

The Renter is required to have \$2 Million liability coverage specific to the event. A Certificate of General Liability Insurance must be submitted to Garden staff no later than 14 days prior to the event. Individuals or groups should contact their Homeowners, Renter's, or Business insurance provider for appropriate coverage.

**Liquor**

Alcoholic beverages are permitted with a Special Occasion License obtained from any BC Liquor Store. A copy of the liquor license must be provided to Garden staff prior to the event.

**Pets**

No pets except service dogs are allowed on the premises.

**Guest Behavior**

The Renter is responsible for all guests' safety and their appropriate behaviour. Please ensure guests stay out of garden beds. They contain plants that may not be visible but will be damaged by foot traffic. No SCBGS display is to be moved or obstructed without prior consent from Garden staff.

**Décor, Tents, and Candles**

Only smokeless, dripless candles in fireproof containers are permitted in the Pavilion. No open flames are allowed. You may toss flower petals or use bubbles outside, but NOT confetti, birdseed, or rice. These products are detrimental to the health of our wildlife. Please do not pick flowers or other vegetation from the Garden.

Due to their significant environmental impact, the use of balloons is not allowed.

Nothing may be hung from the fire sprinkler heads. You may hang lightweight décor items from the art rails and staff can supply extra cables. No adhesive tape or pins may be used on any surface of the building.

Placement of tents must be pre-approved by Garden staff at the time of booking, please check with staff to determine if extra set up and take down may be required.

**Deliveries**

The SCBGS is not responsible for any damage to, or loss of, equipment on site before, during, and after the rental period. Staff is not available to receive deliveries or coordinate event set-up.

**Parking**

The Garden parking lot holds approximately 55 cars including 2 designated handicap spots. Vehicles are not permitted on any grass or meadow surfaces. The Renter is to ensure that the fire lane is not blocked. Additional parking is available on Mason Road.

**Smoking**

The Pavilion is a non-smoking facility. Smoking is limited to the brick terrace surrounding the Pavilion. The Renter is to provide ashtrays and ensure that cigarettes are disposed of responsibly. In order to avoid an additional cleaning charge, the Renter is to ensure that no cigarette butts are left on the grounds.

**Electrical, Plumbing, Heating**

Additional electrical outlets are located on the exterior of the building. The SCBGS assumes no responsibility for failure of the plumbing, lighting, and heating systems.

**Music**

Music is permitted but must not be amplified over the entire grounds and must not create a nuisance to adjacent neighbours. **There can be no amplified music outdoors after 10 pm.** Exterior speakers must be oriented towards the building.