Western Kentucky Botanical Garden

PO Box 22562 Owensboro, KY 42304 25 Carter Road Owensboro, KY 42301

Rental & Catering Guidelines

---Both parties should sign re: these points & retain a copy---The Rental Checklist should be completed---The down payment is non-refundable---The down payment is the base amount of the rental---The Security Deposit (typically the Identical amount of the base rental) is returned following the event provided all agreements have been kept with greatest importance being placed on the property being returned in the same condition in which it was received---Should the serving of special beverages (alcoholic) be involved, all laws and facility guidelines must be observed---The renter/host agrees to be responsible for the conduct of all guests---The renter/host holds harmless The Garden and all its personnel as regards any injuries/accidents that occur during use of the facility.

Rental Fees

Entire Garden	$1000	
Garden House	$ 600	
Gazebo	$ 250	
Garden Suite	$ 200	(includes Daylily, Wren, Foxglove & Kitchen)
Tent	$ 300	
Magnolia	$ 100	
Patio	$ 100	
Kitchen Use	$ 75	

Misc. Gardens To Be Negotiated

Educational Classroom	$250	
Play House in The Garden	$ 75	(Within Garden Operating Hours; Negotiable Otherwise)
Tables	$ 10	

---Typical Block of Rental Time: 4 hours With A Surcharge For Additional Time---

Paper Products/Garbage Bags: Starter Supply On Hand; Remainder By Renter/Host

Professional Photography Permits: $30 (one day) or $300 (yearly); one day permits are included with all facility rentals; permits are not required by amateur photographers & visitors to The Garden.

Signatures:

Renter/Host_____Date:

Garden Representative_____Date:

WKBG/1/09