

Instructions for completing this contract:

1. Read through the contents thoroughly – please note all of the Gardens’ policies and feel free to request clarification of anything that is unclear.
2. Initial each individual policy on the lines provided to indicate acceptance thereof.
3. Fill all possible fields (Information on the Wedding Details Agreement will be due 30 days prior to the event).
4. Sign and date.
5. Send to Hahn Horticulture Garden by mail or email at 200 Garden Lane, Blacksburg, VA 24061 or to hahngardenrentals@vt.edu.

Hahn Garden Wedding Rentals include the following:

1. Use of the Peggy Lee Hahn Pavilion, the adjacent patio, the tent lawn, Washington St. lawn, and other areas of the Garden.
2. Ability to rent a tent for the patio or tent lawn, as well as the ability to rent other items or decorate the garden and pavilion as you wish for your wedding ceremony and reception (without damage to the garden or facility).
3. Access to the pavilion the day before your wedding from 12:00 PM – 5:00 PM to decorate, set-up, or leave items as needed. The building will be locked at 5:00 PM.
4. A nine (9) hour rental the day of your wedding (midnight curfew).
5. A garden representative to file Virginia Tech paperwork as necessary for your wedding.
6. A garden representative to be onsite (or on call) the duration of your rental period. The garden representative does not function as a day of wedding coordinator, but will be available to assist vendors and wedding guests with facility questions.

GENERAL GUIDELINES:

_____ **Appearance of Garden**

- The Hahn Horticulture Garden will make every effort to ensure that the Garden is attractive for your event; however, given changing weather conditions and the seasonal nature of flower displays, the Garden’s appearance will change daily.
- The Gardens’ premises must be used as is on the day of the event, and must be kept in the same condition in which it was found. Art is on display throughout the garden August-September. Please do not touch or move the art.

_____ **Public Access**

- The Hahn Horticulture Garden is open to the general public daily. We are unable to restrict garden access to classes, students, and the general public who may be passing through the gardens. Our experience has been that students and visitors have been very respectful of special events.
- While we try to alert people to possible university and community conflicts that will increase traffic to the garden, it is ultimately your responsibility to check before booking. Events that might increase garden traffic include high school prom and homecoming dances, university graduations, university athletic events, and more.

_____ **Decorations**

- Decorations may not be hung with tape in the Pavilion or on outside structures. Items may be hung on nails already in place, but no new nails or screws may be added. You may also use zip ties or ‘No Damage’ strips to hang items. All decorations must be removed without leaving damages by the end of your rental period on the night of your event. If using zip ties they should be thrown away, not left in the garden.
- Glitter, confetti, rice, birdseed, balloons, and fireworks are not allowed. Bubbles and flower petals are permitted, but must be cleaned up thoroughly after the event.
- Candles, tiki torches, and sparklers are allowed. If candles, tiki torches, or sparklers are used, a burn permit must be obtained from the VT Environmental Health and Safety Services. We will take care of this for you, but you must inform us that you will need a burn permit at least one month before your wedding. You must also

extinguish the flames appropriately (i.e. provide sand buckets for sparklers).

- If it is necessary for clients to move any furniture items or potted plants they should be returned to their proper locations by the end of the reservation.

Smoking

- No smoking is allowed inside the building by law and no smoking within 25 feet of the building by University Policy.
- Cigarette butts should be disposed of in the proper receptacles located outside the building.

Parking

- There is a parking lot at the Garden that provides limited parking for your guests. There are other campus parking lots within walking distance to the Hahn Garden (we can send you a parking map of convenient locations for your guests). No parking permits are required in these lots during the weekend or after 5pm on weekdays.
- Under no circumstance should any vehicles be in the garden or on the garden paths. Only park in designated parking spots. Do not park on the grass. Please ensure fire hydrants and handicapped parking spaces are not blocked.
- Contact Virginia Tech parking services with questions at 540-231-3200, especially if you are having a wedding M-F. Here is a link to the Virginia Tech parking guide https://parking.vt.edu/content/dam/parking_vt_edu/parking-quick-guide.pdf.

BOOKING:

Reservation Process

- In order for clients to officially reserve a wedding date they must submit a signed rental contract with guidelines initialed and signed, as well as pay a **non-refundable reservation deposit of 50% of the amount due**. *Your date is not confirmed* until The Hahn Horticulture Garden has received a copy of your signed rental contract and your reservation deposit.
- The remaining balance of your rental fee is **due one month** before your event date.

Damage Deposit

- A refundable damage deposit of \$250 is also **due one month** before your event date. The damage deposit will be destroyed after your wedding unless there is failure on your part to abide by the policies stated in this contract including but not limited to damage to the property or theft of garden items.

Payment Methods

- The Hahn Garden only accepts cash, checks, or money order. Checks should be made out to **Treasurer, VT**.
- Your final payment and damage deposit should be two separate checks.

Rescheduling/Unforeseen Events

- There are no refunds for events canceled by a change of plans. If possible the Hahn Garden will allow the client to reschedule their wedding if they have already paid their reservation deposit.
- If any 'Act of God' were to occur preventing the event from taking place as scheduled, the Hahn Garden will allow for the event to be rescheduled, pending availability.
- The client cannot hold the Hahn Garden responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities.

WEDDINGS

Peggy Lee Hahn Garden Pavilion (50 guest capacity inside; 150 guest capacity with tent rental on lawn or terrace):

- The rental of the Hahn Horticulture Garden includes the use of ten (10) 6 foot rectangular banquet tables (seats 6-8 people), six cocktail tables, and 50 chairs. A limited kitchen facility is available.
 - The Hahn Garden's tables and chairs must be put up inside by the end of your rental period.
- Wedding rentals are for nine hours the day of your wedding (midnight curfew) which includes the set-up, event,

and breakdown of event. You also have access to the facility the day before your wedding from 12:00 PM - 5:00 PM.

- All events (including clean up) must end by 12:00 AM; therefore, guests should be excused at the appropriate time to allow for breakdown and clean up.

Rain Plan

- The Peggy Lee Hahn Pavilion is the only indoor space available on your wedding day, and can only fit 40-50 people. We strongly recommend that all events planning to utilize the outdoor space have an inclement weather plan in place.
- We suggest that weddings with 50 or more guests rent a tent for the lawn or terrace to expand the amount of covered space in the event of inclement weather. We can recommend a rental company for you.

Event Coordinator

- The Hahn Garden suggests that you designate an Event Coordinator, who is not involved in the wedding party, for the day of the event. Your day of Event Coordinator should be made aware of all of the Garden's rental rules and regulations. Please make sure the Hahn Garden Representative has your Event Coordinator's contact information.

Rehearsals

- You have access to the pavilion the day before your wedding from 12:00PM-5:00PM. You may have your rehearsal during this timeframe (you and your guests will need a parking pass before 5:00 PM, the Hahn Garden can give out 5 passes). If you will need more than 5 passes you should contact parking services. You may have your rehearsal in the garden after 5:00 PM, but the pavilion will not be open.
- You are welcome to host your rehearsal dinner at the pavilion, however there is an extra event fee associated with keeping the pavilion open and staffed.

Liability

- Insurance is required for all weddings and similar events. Your Certificate of Insurance must have a minimum general liability coverage of \$500,000; the certificate must list "Virginia Polytechnic Institute & State University and Commonwealth of Virginia" as certificate holders and additional insured.
- Your Certificate of Insurance must be submitted no later than one month prior to your event. Please see http://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/event/Certificates%20of%20Insurance.pdf for VT's insurance requirements.
- The client agrees not to hold the Hahn Horticulture Garden, Virginia Tech, and staff, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at The Gardens.
- Facilities are not locked during times of rental and the Hahn Horticulture Garden is not responsible for personal articles left unattended during an event or left after the conclusion of the event.

Music

- The Hahn Garden can accommodate a DJ or live band at your wedding reception.
- Hahn Garden's policies regarding Music:
 - Amplified Music (DJ, Karaoke, Live Band, etc.) is not recommended inside of the pavilion. Please alert the Garden to any musicians that will be playing at your wedding.
 - Amplified music must end by 11:30 PM (DJ/Live Band etc.).

Vendors

- Clients may select any vendor when holding a wedding or reception at the Hahn Garden. This includes, but is not limited to: caterer, florist, wedding planner, photographer, etc.
- All vendors onsite the day of your wedding must submit a Certificate of Liability to the Hahn Garden or sign a waiver.

Caterer Responsibilities

- If your event is catered, your catering company is responsible for the set-up, break-down, and clean-up of the

catered site.

- While a Hahn Garden staff member may be present for the duration of the event, the caterer must provide staff from the beginning to the end of your event.
- Allow appropriate time for break-down and clean-up. Caterers are responsible for removing **ALL** trash and putting it in the dumpster at the far end of the Pavilion parking lot. We provide two trash cans with two extra liners per can. Any additional trash cans or liners are the responsibility of the caterer. Recycling should be placed in clear bags (if possible) and placed **BESIDE** the dumpster.
- Caterers are responsible for sweeping and mopping kitchen and dining areas if using indoor facilities. Please clean laminate floors with a damp mop only.
- It is you or your Event Coordinator's responsibility to make sure your caterer follows these rules and cleans appropriately after your event. If your caterer does not remove trash or clean, up you will be responsible for cleaning.

Serving Alcohol

- In order to serve alcoholic beverages at your wedding you or your caterer must have a VA ABC License. A Banquet License can be obtained for private one-day events such as wedding receptions, retirement parties or company celebrations. Visit <https://www.abc.virginia.gov/ebanquet/public/welcome.do> for more information.
- A copy of your ABC License must be submitted to the Hahn Garden at least one month before your wedding so that the appropriate VT Police Department Alcohol & Security Forms can be submitted and approved.
- Beer and wine may be served in outdoor areas; however, because of the sensitive nature of the gardens, guests will not be permitted to pour any liquid onto the ground. Garbage and Recycling receptacles will be provided for the proper removal of all containers and debris.
- We recommend hiring a bartender for weddings with 50 people or more. If you are not having a bartender you must let the garden know the percentage of attendees that will be under the age of 21 and how you intend to prevent underage drinking.
- Alcohol must stop being served at least 30 minutes before the end of your rental timeframe. It is your responsibility to make sure all alcoholic beverages containers are cleaned up and all trash is taken to dumpster at the end of the night.

EVENT LOGISTICS

Event Setup

- Vendors such as florists, bakers, and musicians must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them. Set up for your event may not begin before the contracted rental time on the day of the event. *The only vendor allowed to drop off or set up items before or after your contracted rental time frame is your rental company, please see Rentals Items.*

- The Contracted Rental Time for your wedding is:

Day before your Wedding	Day of Wedding
Date:	Date:
Time: 12:00 PM – 5:00 PM	Time*:

*Can be changed up to one month before wedding.

- The Pavilion is only open on the weekends for event rentals and will not be opened or unlocked except for your contracted rental time. Any vendor, coordinator, or other guests that arrive early to begin setup before the designated setup time will not be able to access the pavilion.
- Decorations, supplies, rentals, musical instruments, and/or other items can be dropped off the day before your wedding between 12:00 PM – 5:00 PM. You are welcome to do some setup and decorating at this time as well.
- **RENTAL ITEMS** – If you are using Tents-R-Us or Aztec for items such as a tent, tables, or chairs your Hahn Garden representative will work out an appropriate time for them to set up and drop off items before and after your wedding day. The rental items do not have to be removed the night of your wedding. However, dance floors cannot be left out overnight and must be disassembled the night of your wedding. Items should not be stacked up on the lawn, they should be left out to be picked up later or stacked up on the cement pad.

____ **Photographer Protocol**

- Please respect our garden. Do not stand in the beds or trample flowers to take photos.

DUE ONE MONTH BEFORE YOUR WEDDING:

- The *Wedding Details Agreement* is required 30 days prior to the event.
- ABC License (if serving alcohol).
- Damage deposit and final payment (2 separate checks).
- Please email all logistical plans you might have including day of wedding schedule, ceremony and reception start times, the choice of caterer, rental company, decorations, entertainment, and all set up and delivery/pickup schedules to hahngardenrentals@vt.edu at least 30 days before your wedding.

Contact Information:

Name of Bride and
Groom:

Address:

City,
State:

Zip Code:

Phone #:

Email:

Signing this contract means you have read through and agree to all of the Hahn Garden's Rules and Conditions:

Date Contract Signed: _____

Contract Signature: _____

Garden Staff Signature: _____