



Rental Guidelines and Agreement

Thank you for considering Trees Atlanta for your meeting or private event! We are pleased to have you as our guest and look forward to working with you to create a memorable occasion.

As a TreeSource Center and demonstration site for planting and caring for urban trees, the need for protection of our treasured trees and plants is primary. Also, Trees Atlanta's design and renovation included special energy-saving features and guidelines that must be followed. To ensure the safety of your guests and preserve the Center's natural environment, we respectfully request that you keep the following regulations in mind:

Candles: For everyone's safety, candles must adhere to fire code standards and are subject to approval. All candles must be contained in a glass container taller than the top of the candle flame.

Catering: If you are planning to offer food at your event, Trees Atlanta will need to review the menu and catering information prior to the event. This allows us to assure the quality of your event's food service and keeps delivery traffic from unfamiliar vehicles to a minimum on environmentally sensitive property. If Lessee plans to have food and beverage outdoors at the Center, approved containers and disposable items must be approved to ensure proper recycling containers are available and that the grounds are protected.

Certificate of Insurance: You will be required to supply a certificate of insurance that names Trees Atlanta as an additional insured for the duration of the event. Some homeowners' insurance policies can be endorsed to cover the Center for the event.

Environmental Protection: Due to the sensitive nature of the Center's grounds and horticulture, the use of sparklers and/or fireworks, the releasing of balloons, and the throwing or placing of rice, confetti, birdseed, or rose/flower petals is strictly prohibited. Pets and animals are not permitted unless they are specifically trained as an assist animal, properly identified as such and accompanied at all times by the individual who is responsible for them.

Floor Plan: To assure that your setup needs are met in a timely manner, you will be asked to provide a floor plan to the Trees Atlanta staff at least two (2) weeks prior to your event. In most cases, your caterer or event coordinator will provide this service. Catering staff is responsible for setting up the necessary tables and chairs for the event according to their floor plan and clearing the room at the end of the event.

Invitations: To ensure that your event is in keeping with this agreement and the Center's guidelines, Trees Atlanta asks to pre-approve your event invitation. Upon approval and printing, please provide a copy of the invitation and/or any announcement so that we may alert our staff of any special arrangements your guests will require upon arrival.

Maintenance: Trees Atlanta's Maintenance contractor will maintain the restrooms and other facilities during your event, and the event rental space will be in clean condition upon your arrival. Cleanup of foodstuffs, ice and other event-related refuse is the responsibility of the caterer and/or the client. Trees Atlanta staff will check that this has been taken care of at the end of the event.

Overtime Fee: An overtime fee of \$200.00 per hour or per increment of an hour will be charged for events starting in the rental space before, or remaining in the rental space after, the contracted rental period.

Parking: Trees Atlanta will request the number of cars expected to ensure that spaces will be available to accommodate your guests and your vendors. Should your needs be larger than the available spaces we will request that you plan for shuttle services and off-site parking in your budget.

Permissible Events: Trees Atlanta strives to create a welcoming environment for people of all ages, cultures and abilities. In observance of the Center’s educational mission and non-profit status events will be approved on a case by case basis to ensure that there is not a conflict of interest.

Reservation status: A rental reservation is booked and considered binding after the date, time, guest count and location are agreed upon in writing by Trees Atlanta staff and a Facility Rental Agreement has been signed by both parties.

a) A non-refundable deposit of 50% of the rental rate is due at the time of signing; the remaining balance is due two weeks prior to the event, and an invoice will be issued at the conclusion of the event for any incidental expenses.

b) A refundable \$250 damage/excessive garbage deposit is also due at the time of signing; this deposit will be refunded at the conclusion of event once all invoices and fees have been paid in full.

Security: Please discuss any safety-related concerns during your event and Trees Atlanta staff will assist you.

Smoking: Smoking is not permitted anywhere in the buildings or on the grounds of the Center. **THERE ARE NO DESIGNATED SMOKING AREAS.**

Tables and Chairs: The Center can provide up to 150 stackable chairs and up to 12 round tables (60”) and 20 rectangular tables (4’). Additional chairs or other event setup needs may be rented from an outside rental company, and must be removed at the conclusion of the event. The Center is not responsible for any lost or stolen equipment.

Rental Rate (if applicable): _____

Rental Date(s) and Rental Duration: _____

Please sign and date, below, to confirm that you understand the above guidelines and that you will comply.

Printed Name

Signature

Date

Signature of Trees Atlanta Representative