

PRIVATE EVENT PACKAGES

WEDDING PACKAGES

Our venue can accommodate up to 300 guests based on the space chosen

	Rehearsal Dinner \$800 (The night before)	Full Day \$4,500 (any day all year)	Hourly \$350/hr (Excluding peak months April/May/ October)
Hours	Includes 4 hours for ceremony rehearsal & dinner	10:00 AM – 11:00 PM	6 hour minimum
Tables	Up to 100 guests*	Up to 100 guests*	Up to 50 guests
Chairs Included*	Chairs: ceremony & reception	Chairs: ceremony & reception	Chairs: ceremony & reception
Security Security may be required based on guest count and alcohol menu	Required above 50 guests	Required above 50 guests	Up to 50 guests
Setup and breakdown of tables/chairs	Included	Included	Included
Clean up of tables and receptacles	Provided by our approved caterers	Provided by our approved caterers	Provided by our approved caterers
Linens	Available for rent at \$30 each	Available for rent at \$30 each	Available for rent at \$30 each
Garden Decor Inventory + Lawn Games	Included	Included	Not Included
Bridal and Grooms Suite	Included	Included	Included
Recommended Vendors List	Included	Included	Included
One Photo Session Fee waived	Included	Included	Included
One CBG Staff Member available	Included	Included	Included



RENTAL FAQs

Reserve Your Date

A \$500 refundable security/damage deposit for use of the garden applies to your event. Reservations must be provided to hold your date(s). Deposit will be refunded should no damages arise within 90 days post event.

Bridal or Engagement Photos

If you have reserved the Columbus Botanical Garden farmhouse and surrounding grounds for your wedding and/or wedding reception, there is no fee for having your engagement, save the date, or bridal portraits taken at the garden. The CBG will provide the venue only. You must schedule and pay the photographer and coordinate any other details. The farmhouse is available during normal business hours (9 AM to 4 PM Monday through Friday), but must be reserved in advance and may be used for taking photos and changing clothes. Please make an appointment for your photo session at least one week in advance. NOTE: IF YOU HAVE NOT RESERVED THE GARDEN FOR YOUR EVENT (6 hour min), STANDARD PHOTOGRAPHY FEES APPLY.

Rental Equipment Delivery

The CBG staff must be notified in advance of the time and date of deliveries. The CBG staff must also be present for deliveries if items will be delivered inside the house. No storage of decor may be left before your event. CBG assumes no responsibility for decor left on site.

Payment Schedule

Beginning the month after payment of your deposit, your remaining fees will be put on a payment schedule. The last one being due no later than thirty days prior to your event. You may pay cash, check, or credit card. If you have reserved the CBG within thirty days of your event, all payments must be made within one week of your event and all payments made are non-refundable. Failure to make any of the payments on time may result in the cancellation of your event and forfeit all fees paid to date. Additional rentals within 30 days are subject to availability.

On-Site Preparation

The set-up of tables and chairs for your event is done the day of the event. All decorating is the responsibility of the renter, wedding party or event planner/coordinator. The only garden staff guaranteed at your event is the security personal and venue coordinator who will be on site during your rental period. Any string lighting, tenting, or other large installation must be pre-approved by the Columbus Botanical Garden Venue Coordinator and installed by a professional with proper licensing and insurance. A final walkthrough will be done no more than 2 weeks prior to your event in the garden where your event details will be finalized.

Catering

The Columbus Botanical Garden works with the most elite catering companies in the business who are dedicated to excellent food quality and service. For that reason, only

catering companies from our approved list may be used for your event. The override fee will be waived for cultural and/or religious practices.

Alcoholic Beverages

Alcohol may be served during events at the garden. Renters are required to ensure that guests are not over-served, that only those of legal drinking age are served alcohol, that inebriated guests do not drive, and that any irresponsible behavior is prevented. Renters must have a licensed bartender. Alcohol may not be brought inside the gates of the Columbus Botanical Garden by anyone without a beverage license. If alcohol is served, security is required. Renter may be liable for security costs.

Music

Entertainment, either live or DJ, may be provided during events at the garden. The Columbus Botanical Garden allows for the use of the Bluetooth speaker system which has speakers throughout the Farmhouse and over the brick patio and porches. Renters should advise CBG staff if they intend to use the speaker system for their event prior to the day of their event and at the final walk-through. Music must be provided from the renter's mobile device and paired with our speaker system. A microphone is not provided. Music outdoors must cease by 10:00 PM per city ordinance and it must not be loud or offensive and must be kept at a volume that does not disturb the adjoining neighborhood. If Musicians or DJs intend to put speakers any distance from the farmhouse, they will need to provide their own large-diameter extension cords. The garden has extension cords available for rent.

Inclement Weather

In the event of inclement weather only, a tent will incur additional charges. The tent must be reserved a minimum of two weeks in advance. Tents reserved within two weeks of the event cannot be guaranteed.

Clean-Up

You and your vendors are required to take with you what you brought to the garden. This includes all decorations and personal items. Renters will handle clean-up of the facility and all refuse must be removed by you and/or your caterers.

CBG is responsible for all tables and chairs. Under no circumstances may trash and/or food be left outside on the ground along the pathways or in and around planted areas.

All personal items should be removed by the end of your rental period.

Site Departure

All event participants including vendors, cleaning staff, musicians and wedding participants, must leave the grounds by 11:00 PM the day of the event which is notated in paragraph 2 of the signed contract. A fee for late departure starts at \$300/hr.

Bridal & Groom Suite(s)

This room included 2 bathrooms, plenty of natural lighting and

several outlets. It is large enough for the bride and their bridesmaids to get ready – to include a sofa and chairs and a large standing mirror.

Parking

Parking is limited, please note that the Free Will Baptist Church property (adjacent to the garden) prohibits parking on its property without prior arrangements. Unauthorized parking in the church's parking lot may result in towing and a fine. If you would like to use the adjacent parking lot, they may be willing to offer parking for a fee of \$150 subject to availability. The Columbus Botanical Garden is not associated with the Free Will Baptist Church.

NOT ALLOWED

There is a very small, but important list of items not allowed at the garden. Evidence of these items may result in the loss of your security deposit.

- Smoking/ E-cigarettes
- Rice, confetti, glitter, or birdseed
- Silk flower petals outside
- Balloons (**ONLY ALLOWED IN FARMHOUSE & PATIO**)
- Fires
- Fireworks – if sparklers are to be used, CBG's Venue Coordinator must be advised
- Candles in the farmhouse or on porches – If candles are to be used they must be inside of a container
- Illicit drugs
- Propane heaters – 10 ft from the farmhouse and barn and cottage structures surrounding the lawn.
- Garden plantings, hanging baskets and planted containers shall not be removed
- CBG Inventory – to include but not limited to tables and chairs must not be moved from the location in which it was originally arranged
- If floral or party decorations are desired, they must be installed in such a way to prevent damage to the rented premises
- Do not staple, tape, tack, glue or nail decorations to any surface or structure
- No furniture or furnishings may be damaged or moved or removed from the premises without prior permission in order to prevent forfeiture of security deposit