

PRIVATE EVENT PACKAGES



WEDDING PACKAGES

Customized packages are available upon request.
Our venue can accommodate up to 50-200 guests based on the space chosen

	Weekend \$6,000	Full Day \$4,000	Hourly \$300/hour up to 50 guests only
Days	Fri/Sat or Sat/Sun All Year	Friday or Saturday All Year	Sunday-Thursday All Year Fridays and Saturdays available July-Aug & Dec-Feb
Hours	10:00 AM – 11:00 PM Both Days	10:00 AM – 11:00 PM	6 Hour Minimum*
Tables (More tables and chairs available for rent from an outside company for a fee per table/chair)	Up to 100 guests*	Up to 100 guests*	Up to 100 guests*
Chairs Included*	Up to 100 chairs*	Up to 100 chairs*	Up to 100 chairs*
Tent with Lights For inclement weather needs Tenting of farmhouse patio only	20 x 40: \$1500	20 x 40: \$1500	Not Included
Security Security may be required based on guest count and alcohol menu	Included	Included	For events requiring security: \$320 security fee covers up to 4 hours for 2 officers. This is only required for large parties serving liquor Additional hours needed: \$80/hr
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 rental at \$30 each	Available for rental at \$30 each	Available for rental at \$30 each

One hour rehearsal included in all packages, but must be scheduled with Event Coordinator.

INCLUDED IN ALL PACKAGES:

- Choose 2 Venue Spaces from following list: Farmhouse, Farmhouse Patio Courtyard, Event Lawn, Cotton Gin House Exterior, Rose Garden, Georgia Native Garden, and Camellia Garden.
- 3 interior and 2 exterior restrooms (wheelchair accessible)
- Power outlets throughout all venue spaces
- Bridal Suite and Groom Suite access
- Use of Bluetooth Speakers in our Farmhouse & Patio Courtyard space
- Recommended Vendors List
- One Photo Session Fee waived for photography ahead of the event (save the date, engagement, etc.)
- Free Wifi throughout farmhouse
- One CBG staff member available throughout your event to assist with our venue logistics.

Contact our private events team at: RENTALSCBG@GMAIL.COM or (706) 412-5307

RENTAL FAQs

Reserve Your Date

A \$500 refundable security/damage deposit for Weekend and Full Day Reservations must be provided to hold your date(s). A \$200 refundable security/damage deposit is required for all Hourly Rate Reservations. Deposit will be refunded should no damages arise within 60 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), 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. Your event planner /coordinator or renter must be present at the time all deliveries are made. A wedding party representative is not required to be present when rental equipment is retrieved following your event.

Payment Schedule

Beginning the month after payment of your deposit, your remaining fees will be divided into monthly installments. 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 at the garden.

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 manager who will be on site to open the facility and back again one hour prior to your event until the end. 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 2 weeks prior to your event in the garden where your event

order will be created and signed. Any changes made after your final walkthrough and approved event order may result in a loss of security deposit.

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.

Alcoholic Beverages

Beer and wine 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. Professional bartenders and bartending companies are required. 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. Depending upon the guest count and package contracted, 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 parches. 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 does not provide extension cords.

Inclement Weather

In the event of inclement weather only, a 20 x 40 tent is an additional \$1500 fee. 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 only required to take with you what you brought to the garden. This includes all decorations and personal items. Together, the CBG and your caterer will handle the clean-up of the facility to include refuse, 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 from the garden by 11:00 PM the evening of the event unless additional hours are reserved or if you have booked under the Hourly Rate Reservation. All Hourly Rate Reservations are required to stay within the time frame in which they have booked, and which is notated in paragraph 2 of signed contract.

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. Hourly Rate Reservations must stay within the time frame in which they have booked, and which is notated in paragraph 2 of the signed contract. Event participants may remain on site no more that one hour past their allotted time for an additional fee. The fee for having event participants (guests, vendors, family) on site beyond the allotted time is \$200 per hour if you have not previously reserved an event extension, this fee will be removed from your security deposit.

Bridal Dressing Room

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

One security personnel is included with your reservation a the garden and they will assist with parking patrol. Because 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 church parking lot, we recommend contacting the church administration and making arrangements, as they may be willing to offer parking for a fee. The Columbus Botanical Garden is not associated with the Free Will Baptist Church. Blanchard Elementary School may also be willing to offer parking, but you will need to contact them to make those arrangements.

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
- Rice, confetti, glitter, or birdseed
- Balloons
- Silk flower petals outside
- 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
- Glass beverages
- 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