



GARDEN IN THE WOODS RENTAL SPACE - ADDITIONAL DETAILS

FURNISHINGS, EQUIPMENT, INSURANCE REQUIREMENTS, AND GUIDELINES

Rental Furnishings and Equipment

The following items are available to renters. The renter is responsible for all other needed items.

- Rectangular tables (6 x 2.5 ft.) and folding chairs
- Refrigerator, stove, and microwave (Please note: Caterers may serve from the kitchen but may not prepare meals there.)
- Dishes and eating utensils

The following A/V equipment is available:

- 2 folding wooden easels with whiteboards
- 1 large rolling whiteboard
- 1 12-ft. wall projection screen
- 1 ceiling-mounted digital projector
- 1 laser pointer
- 1 standing podium
- 1 table-top lectern

Decorations

- You may use interior decorations; however, nails, brads, push pins, staples, heavy-duty tape, and other such items that may damage the facilities are prohibited. You may not attach items to the walls, ceilings, or any other fixtures of the Education Center without express consent of the Public Programs administrative assistant.
- If you plan to bring auxiliary equipment, please notify the Public Programs administrative assistant before the rental.
- All exits shall remain free from obstruction at all times.
- Any filming for commercial or professional use must be cleared with Native Plant Trust prior to the rental. Please contact the Public Programs administrative assistant for more information.

Storage

Storage facilities are not available for furnishings and decorations before or after your rental. We ask that the renter make arrangements to have these items delivered on the day of your rental and removed promptly after your rental. The renter must remove all personal equipment and materials from the Education Center at the

conclusion of the rental period. Native Plant Trust cannot be held responsible for items left behind after the renter departs.

Required Liability Documents

At least one week before the rental date, renters must provide the Public Programs administrative assistant with a **Certificate of Liability Insurance** for a policy carrying at least \$1,000,000 (one million dollars) of comprehensive general liability coverage, naming Native Plant Trust as “an additional insured” on the date of the rental. Any vendors you use will also need to carry the same coverage. Please see below.

The renter is responsible for the actions of guests, caterer, and other vendors. The renter is liable for any loss of equipment, as well as breakage or other damage to the facility and agrees to pay for such loss in full. Native Plant Trust accepts no responsibility regarding the safety of the renter and their guests, catering, and other vendors on the property.

Please submit the following items to Native Plant Trust's Public Programs administrative assistant at least one week before your rental:

- **Certificate of Liability Insurance** policy of at least \$1,000,000 (one million dollars), naming Native Plant Trust as “an additional insured” on the date of your rental.
- If you use any vendors who will be performing work on the premises: Each vendor must carry a liability insurance policy of at least \$1,000,000 (one million dollars). Each vendor must provide to the Public Programs administrative assistant, at least one week before the rental, a Certificate of Insurance naming the Native Plant Trust as “an additional insured” for the date and time of the rental.

RENTAL GUIDELINES AND POLICIES

The intent of these guidelines is to ensure the safety of guests and preserve the facilities for the use of others. Please familiarize guests with these guidelines. Failure to follow guidelines could result in the premature ending of your rental. If you have any questions, special needs, or suggestions, please communicate them to the Public Programs administrative assistant.

Access to Botanic Garden

Rental guests are invited to enjoy Garden in the Woods, our 45-acre botanic garden, during public hours (10:00 a.m. to 4:00 p.m.) and may not enter the Garden after hours. From mid-April through mid-October, Garden in the Woods is open to the public, and rentals scheduled during hours of operation may be affected. The Garden is located in a residential area, and rental attendees are required to conform to the local laws and statutes of the Town of Framingham.

Types of Events Not Permitted

Garden in the Woods does not rent space for weddings, parties, multiple-session classes, lectures, or independently produced, ticketed performances.

Parking

The Garden parking lot accommodates a total of 40 cars. Please contact the Public Programs administrative assistant if you anticipate any special parking needs for your meeting. Two handicapped-accessible parking spaces are available. If the rental takes place between June and mid-October, when the Garden is open to the public, please consider asking your guests to carpool.

Rental Curfew

Unless other arrangements are made with the Public Programs administrative assistant, all activity in the rental space, including clean-up, must conclude by 4:00 p.m.

Other Policies

- Smoking, alcohol, indoor cooking, outdoor barbecues, and use of propane gas are prohibited everywhere on Garden premises.
- Details of all deliveries must be cleared with the Public Programs Coordinator.
- All food and drink and its consumption are restricted to the Education Center and the patio.

Payment

A signed copy of the Rental Agreement Form is needed to secure your rental date. Payment must be made in full on the day of the rental. Please bring two checks made out to Native Plant Trust, one for the rental fee and the other for the \$250 Cleaning & Damage deposit. Any additional charges incurred during the rental will be due within 5 business days following the rental. We also accept payments by credit card (Visa or MasterCard), money order, personal and/or corporate check. After completing a satisfactory inspection, we will return the deposit at the end of the rental.

Cleaning Checklist

The Renter agrees to leave the Education Center in the same condition in which it was supplied.

- Remove all decorations, food, and drinks.
- Clean up any spills and spots on the carpet, floor, and all surfaces used during the rental.
- Pick up all debris, bag it in trash bags.
- Securely tie trash bags and place them in the large trash receptacle outside the kitchen's exterior door.

If all of these tasks are completed and there are no damages to the facility, your \$250 Cleaning & Damage deposit will be returned to you when you leave on the day of the rental.

Discounts

Group and Group Plus Native Plant Trust members receive 20% off one room rental fee. These discounts do not apply to any of the additional fees, such as the Cleaning & Damage deposit. Members requesting rental must present a current membership card.

Cancellation Policy

Please provide written notice of cancellation at least one week prior to the rental date. If Native Plant Trust needs to cancel due to an emergency situation in the Garden or on the access road (such as extended power outage, weather damage, or snow and ice accumulation), the primary contact on the Rental Contract will receive notification by email.