



Facility Rental Information Packet

Your special occasion deserves a special location

Surround your next event with natural beauty, striking scenery, and the tranquility of *California's Native Garden*. Whether your needs call for an intimate setting or a spacious venue with room to dance the night away, you'll find a place at Rancho Santa Ana Botanic Garden. From milestone birthdays, anniversaries, weddings and private parties to celebration of life services, family gatherings, corporate meetings and business retreats, you can find a location at RSABG. With multiple venues and Garden settings to choose from, combined with the support of experienced event staff, the possibilities are endless.

A private, non-profit organization, RSABG is the largest botanic garden dedicated exclusively to California's native plants. Founded in 1927, the Garden is nestled into 86 acres in the city of Claremont, near the foothills of the San Gabriel Mountains. **Mission Statement:** *Rancho Santa Ana Botanic Garden promotes botany, conservation, and horticulture to inspire, inform, and educate the public and the scientific community about California's native flora. The Garden is devoted to the collection, cultivation, study, and display of native California plants and to graduate training and research in plant systematics and evolution. Through all its programs, the Garden makes significant contributions to the appreciation, enjoyment, understanding, and thoughtful utilization of our natural heritage.*

Thank you for your interest in using the facilities at Rancho Santa Ana Botanic Garden (RSABG).

RSABG is pleased to make its facilities available for private events. As the Garden is a living museum, there are restrictions placed upon its use. To help you with your decision regarding the use of the Garden, we ask that you consider the following information.

Because of the unique nature of our collection and our facilities, RSABG does not allow any activity or event which may result in damage or disturbance to the living collection or Garden facilities or which may interfere with normal public use during standard business hours. All activities or events must be consistent with the purposes of RSABG and appropriate for the facilities. All activities and entertainment must be approved in advance by the Garden. All decisions regarding the use of the facilities are made with these principles in mind. RSABG reserves the right to determine appropriate use and to interpret these guidelines. As a condition of the use, Lessees are required to indemnify Rancho Santa Ana Botanic Garden, its agents, officers, and employees with respect to any liability arising out of or resulting from use of RSABG facilities. Users are also responsible for any damage to facilities or collections and all costs associated with necessary repairs.

For more photos visit **Rancho Santa Ana Botanic Garden** on

facebook



Policies and other Regulations

RSABG event locations and venues are available for use by groups, organizations, and businesses when there is no conflicting Garden activity and/or the Garden is closed to the public. Your cooperation is needed in complying with the following policies and regulations to ensure the safety of all who visit, the success of your event, the security of the facilities, and to protect RSABG's valuable collections. Thank you!

- As RSABG is a private, non-profit institution, we do not allow activities that involve raising funds to benefit any organization other than the Garden. Facilities may not be used for political events, religious functions (*excluding wedding ceremonies, Bar and Bat Mitzvahs*), commercial promotions, and any other function that may conflict with the interests or mission of Rancho Santa Ana Botanic Garden.
- The Lessee shall only be entitled to use those portions of the Garden designated in its agreement with RSABG. No indoor back-up facilities are available for outdoor events unless specifically provided in the written agreement with RSABG. Rental of one RSABG venue does not confer any right to use any other portion of the Garden without prior written agreement with RSABG.
- Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of RSABG guests, personnel, visitors, collections or facilities are expressly prohibited. RSABG personnel may request that individuals engaging in such behavior leave the premises. RSABG personnel may terminate any event at any time, if, in their reasonable judgment, the event endangers RSABG, its guests, personnel, visitors, collections or facilities. Garden personnel shall strictly enforce the agreement and regulations. The Lessee is responsible for the behavior of its guests, invitees and agents while they are at the Garden.
- Facilities will be available to Lessees only during the hours indicated in the agreement with RSABG.
- Lessee agrees to take the utmost care not to damage any of the facilities. The Lessee will be responsible for all damages to buildings, equipment, fixtures, and furniture arising out of the use of the facilities. In addition, RSABG will not be liable to the Lessee, its guests, agents, performers, or employees for any loss or damage to personal property.
- All printed materials (invitations, announcements, press releases, etc.) relating to the event must be submitted to RSABG for approval before they are in their final printing stages.
- No decorations, temporary fixtures, or signs may be affixed to plants, trees, woodwork, buildings or any architectural feature unless specifically approved by the Facility Rental Coordinator. Twinkle lighting on tabletops and structures is permitted once approved by Garden personnel.
- Balloons may not be released in the Garden.
- Because of the RSABG's abundant wildlife and safety considerations, decorative confetti, bird seed, and rice are prohibited. Bubbles and flower petals are acceptable. *Thank you for your understanding.*
- All costs of food, rentals (tables, chairs and linens), and additional items (florals, entertainment, centerpieces, etc.) are coordinated separately from the Garden and are the responsibility of the host.
- RSABG does not have an area for the storage of personal belongings or rental equipment. Rental deliveries and pick-ups must be scheduled in advance and transported to the event site in approved vehicles. Rental Company personnel are required to transport rental items to and from the site under the supervision of RSABG personnel. Rentals must be delivered no earlier than one day prior to the event and picked up immediately following the event, or as early as practical on the next day.
- It is the responsibility of the Lessee to return the rental space to the condition in which it was found.
- Vehicular traffic is allowed only on designated Garden roads; unauthorized vehicles are not allowed on pathways at any time.
- Acoustical music is allowed. Amplified music may be permitted within considerations for wildlife, neighboring residents, or Garden visitors. All event music must be discussed with and approved by the Visitor Services Department.

Location Descriptions and Schedule of Fees – Private Facility Rental

California Courtyard - \$1200*

A spacious open air location featuring beautiful views of the San Gabriel Mountains to the north. Located adjacent the main Administration Building, the courtyard can accommodate 400 guests in 'theater-style' seating or over 200 comfortably at tables for a banquet. Size 60'x80' with additional space for catering setup. Can be tented; electricity available.



California Natives Container Garden - \$850*

Located on the west side of Indian Hill Mesa this open air venue features an artistic overhead structural with colorful shade sails. Wooden partitions create a 'gallery-effect' showcasing the many beautiful container plants on display in our collection. With mountain views and tall trees surrounding, this venue can seat over 150 'theater-style' or 100 comfortably for a meal. Size 40'x60' with additional space for catering setup.

California Cultivar Garden with Large Gazebo - \$1200*

Located in the beautiful two acre Cultivar Garden, this area is immersed within colorful and shapely plant forms. The large wooden Gazebo (25'x25') is the perfect focal point for your event, featuring a flowing fountain and reflecting pool. Seats up to 80 at tables 'banquet-style'.



California Cultivar Garden with small Gazebo - \$650

Covered by native California grape vines, the small gazebo (11'x14') is an ideal location for an intimate event, vow renewal, or wedding ceremony, with surrounding standing room for 40 and/or seating for up to 80 at tables 'banquet-style'.



Walter and Gracie Lantz Outdoor Classroom - \$750

This versatile covered structure can be transformed for any occasion, whether a formal event or casual gathering. This space can be converted from an open-sided ramada to a private event space with roll-down canvas walls. Seats up to 120 'theater-style' or 60 comfortably at tables, and is equipped for AV presentations. Size approximately 26'x35' (covered), with additional space uncovered. Restrooms located in adjacent building. Has limited kitchen facilities onsite and ceiling lighting.

East Classroom - \$350 (up to 4 hours) / \$550 (up to 8 hours)

Located within RSABG's main Administration Building, this functional and convenient space is perfect for corporate gatherings, meetings, or conferences. Indoor size approximately 26'x31' with additional adjacent outdoor space 25'x30', partially covered. Indoor area seats up to 60 'theater-style' or 35 seated comfortably at tables. Restrooms located in building. Has limited kitchen facilities, AV presentation capabilities, two chalkboard walls, and internal/external access.

**Price will be discounted when rented in conjunction with Gourmet Gourmet Catering event package.*

Lenz Horticultural Classroom - \$300 (up to 4 hours) / \$500 (up to 8 hours)

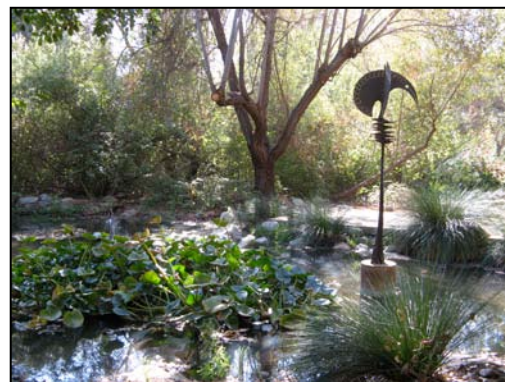
This functional and convenient space is perfect for corporate gatherings, meetings, or conference presentations. Indoor size approximately 20'x30'. Seats up to 30 'theater-style' or 20 seated comfortably at tables. Restrooms located in adjacent building. Has AV presentation capabilities, dry erase boards, and external access.

Thorne Council Ring - \$250

Located at the north end of Indian Hill Mesa, this forested area is ideal for intimate ceremonies or gatherings. Trailside seating for 12 plus additional standing space. Restrooms located in adjacent building.

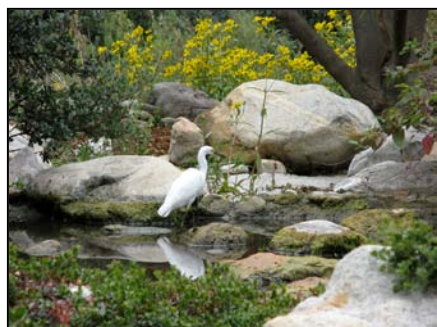
Percy Everett Fern Garden - \$250

Located in the East Alluvial Gardens, this beautiful hillside site is ideal for intimate ceremonies or gatherings. Limited seating plus additional standing space for 15. Restrooms located nearby.



Upper Pond - \$350

This peaceful setting is located in the heart of Indian Hill Mesa, featuring a small, vegetated pond, sculpture, and elevated wooden platform (10'x20'), surrounded by tall trees. Seating for up to 20 plus additional standing space. Nearest restrooms located at Administration Building.



Benjamin Pond - \$200

A beautiful hillside pond setting that faces the evening sunset, perfect for an intimate ceremony or vow renewal, and may even be reserved for a well-planned proposal! Constructed platform at water's edge provides space for limited seating plus additional standing space. Conveniently located near the Garden's main entrance and ADA accessible; restrooms are located at adjacent Administration Building.

Conference Room - \$150 (up to 4 hours) / \$275 (up to 8 hours)

Located within RSABG's main Administration Building, this functional space is perfect for corporate meetings or retreats. Size approximately 10'x20'. Seats 10 comfortably around conference room table. Restrooms located in building. AV presentation capabilities, chalkboard, drop down screen and internal hallway access.



Included in the rental fee are the following items

- Use of the location for the contracted time
- Facility Rental Coordinator
- Additional hours for set-up and breakdown of the event
- Garden Admission for you and your guests the day of the event, and Garden Maps as needed
- Dressing rooms (if applicable)
- A negotiable rehearsal time the week of your wedding (if applicable)
- A final walk through (if applicable)
- On site event coordination
- Signage from admissions to your venue
- Complimentary parking for your guests
- Complimentary tram service beginning one hour prior to your scheduled event
- Security/staffing during your event (if applicable)

Courtesy Discounts May Apply

Courtesy discounts on base rental fees may be available. Please inquire with Eric Garton, Director of Visitor Services, at egarton@rsabg.org or by calling 909-625-8767 x251 with additional questions.

- 15% - *Benefactors and above, Board of Overseers, Board of Trustees*
- 20% - *Non-profit organizations*
- 40% - *Memorial or Celebration of Life Services*
- *Business Member and Corporate Sponsorship discounts also apply*

Event Catering

Gourmet Gourmet Catering is the exclusive caterer of Rancho Santa Ana Botanic Garden

Visit www.gggourmetgourmet.com

Or contact 909-920-6400 / Vanessa@gggourmetgourmet.com

Gourmet Gourmet offers the finest in:

- **Superb Cuisine** - Food that is pleasing to the eye as well as the palate! *Gourmet Gourmet's* chef has received the highest credibility throughout Southern California.
- **Highly Trained Staff** - *Gourmet Gourmet* staff will offer you professional, cutting edge service.
- **Creative Event Ideas** - Let *Gourmet Gourmet* assist you with over 18 years of experience! From tabletop presentation, to personalized designer menus, you'll be sure to keep your guests talking.



Facility Rental Inquiries

To inquire about facility rental availability or additional information:

Contact Eric Garton at egarton@rsabg.org or 909-625-8767 x251

Thank you for supporting Rancho Santa Ana Botanic Garden.