

THE GARDENS/GARDEN HOUSE/MEADOW RENTAL CONTRACT
City of Marion Park and Recreation Department

General Guidelines:

1. You have exclusive use of the area for the times specified on your contract. **All setup/tear down/cleanup must be completed within this time period.**
2. City parks are designated for public use, therefore reserved parking is not provided for events. Parking or driving on the grass is prohibited as it is a violation of City Ordinance 37-1989.
3. Any damage done by you or anyone acting on your behalf will be billed to you. Please make everyone aware of this, including any rental company or caterer you may choose.
4. Please have your contract with you at the time of the event. You will be given a contact number for the staff member working the day of your event for any question, issues and closing.
5. A signed alcohol policy form is necessary should your event involve alcohol. No alcohol may be consumed outside the perimeter of the Gardens/Garden House/Meadow area during your event. State issued permits are also required.
6. You must leave the area as you found it and trash receptacles are provided for your use.
7. **NO SMOKING** within the perimeter of the Gardens/Meadow or in the Garden House. Please inform your guests of this policy. **Smoking is permitted at the end of the Garden House ramp and outside the gated entrances ONLY.**
8. There are **NO REFUNDS** for reservations less than **90** days prior to your event. You may reschedule your date for a processing fee of 10% of your total rental fee within 364 days of your original date. All changes must be paid at the time of the request. We accept Visa, MasterCard, Discover, cash and personal checks. Phone transactions require payment by credit card (3% additional fee).
9. The City of Marion and the Marion Parks and Recreation Department and its employees shall not be responsible for damage to/or loss of property upon city premises sustained by applicant or participant in a program or patron of the event held on city property. User waives all rights of recovery against the City of Marion and the Parks Department and its employees for all losses, damages or injuries to any of user's property or damage or injury to any person or participant affiliated with user, during use of the premises.

The Gardens and Meadow of Matter Park

1. Some gardens may not be in bloom or may be between plantings at the time of your scheduled event. While we make every effort to ensure the Gardens and Meadow are well tended, we cannot guarantee the conditions of the grounds the day of your event.
2. You have exclusive use of the Gardens for the time specified on your contract. All setup and tear down **MUST BE COMPLETED** within this time period.
3. The **ONLY** substances that may be dropped and left on the ground are **bird seed** and **real flower petals**. **ABSOLUTELY NO ARTIFICIAL PETALS**.
4. The Gardens/Meadow must be left as you found them. Any damage done by you or anyone acting on your behalf will be billed to you. Should it be necessary for maintenance to clean up the Gardens area after your event, you will be billed \$50.00 cleaning fee.

The Garden House

1. You have exclusive use of the Garden House for the times specified on your contract.
2. The patio area is included with the Garden House rental.
3. Decorations and displays are **NOT** to be nailed, stapled, glued or taped to the walls, ceiling or artwork. Directional signs may be placed in the ground outside the Garden House but must be removed when your party leaves.
4. **NO RICE, SEQUINS, GLITTER OR CONFETTI OF ANY KIND ARE ALLOWED ANYWHERE IN THE VENUE.**
5. Battery operated candles are permitted. **No real candles are allowed in the building.** Chafer wick fuel for chafing dishes is acceptable.
6. All trash must be bagged and put in outside trash receptacles.
7. The Garden House rental includes seating for up to 120 guests at your request.
8. You are responsible for your belongings and deliveries during your rental. If it is necessary to leave the building you must designate someone to be responsible on your on your behalf for the Garden House.
9. Hours for the Garden House are 9am-11pm. **All setup/cleanup/ tear down MUST be completed prior to 11pm as the Garden House will be locked at 11pm. NO EXCEPTIONS.**