

**BIRMINGHAM BOTANICAL GARDENS  
GARDEN CENTER  
RULES AND REGULATIONS**

I. A. Opening hours for the Garden Center are subject to the availability of funds or personnel, etc. budgeted by the Park and Recreation Board.

B. Office hours shall be 9:00 a.m. to 5:00 p.m., Monday through Friday. The building shall be closed on those days authorized by the Mayor of the City of Birmingham as a legal holiday.

C. Use of the building after normal opening hours or on weekends or holidays must be approved in advance by the Botanical Gardens Director, subject to availability of personnel, and under the provisions of the reservation fees and charges for after hours.

II. A. During the month of May each year, for the coming fiscal year of October 1 – September 30, the Federated Garden Clubs, Birmingham Botanical Society and plant societies will present the Botanical Gardens Director a list of their meetings and events for the Garden Center for the coming year. These meetings will be reserved and will take precedent over all other requests. After May 31 requests by these groups will be served on a first-come, first-serve basis. (Reservations for outside groups cannot be confirmed until after May 31.)

B. Any variance from the regular scheduling of the Garden Center must be approved by the Park Board Director in advance. All other requests will be subject to the consideration of the Birmingham Park and Recreation Board, who will reject those requests for meetings and events which do not fall within the scope of the Garden Center.

C. Persons making reservations shall complete the application form for the consideration of the Botanical Gardens Director. **NO RESERVATION WILL BE CONFIRMED UNTIL THE ATTACHED APPLICATION FORM IS SUBMITTED WITH AN EXPLANATION OR DIAGRAM OF ROOM ARRANGEMENT** (tables, chairs, etc.)

III. Note: Reservation fees are for reservations made in advance. The Garden Center being a public building must be open to the public during normal business hours. Individuals and groups desiring to meet may do so without charge if room is available and the meeting falls within the scope of the activities permitted in the building. A reservation guarantees available room and exclusive use thereof.

A. **A \$100 non-refundable deposit must be paid at the time the reservation is made. The balance must be paid by no later than two weeks prior to the event. The reservation is subject to cancellation if the balance is not paid by that time. All fees must be paid by either money order or cashier's check.**

B. Schedule of Fees:

1. No Building Rental Fee – City of Birmingham (its departments and agencies), activities or programs sponsored by the Botanical Gardens staff, public hearings or meetings of widespread public interest, meetings of the Federated Garden Clubs and their member Garden Clubs, meetings of the Botanical Garden Society and its auxiliaries and plant societies. For plant societies maintaining collections in the Botanical Gardens a flat fee of \$10 shall be charged for their regular after hour meetings. A labor fee will be charged for shows, lectures, etc. which are open to the public and require the presence of a classified (Civil Service) Park Board employee.

The following rates apply in each relevant classification if the contract is signed and submitted by a resident of the City of Birmingham, or a member of the Birmingham Botanical Society or Federated Garden Clubs of District 3. **Rates will be doubled for non-residents.**

2. To qualify for the following civic, philanthropic, eleemosynary and educational meeting rates, the renter must submit a written description as to how the meeting’s purpose, program agenda, and audience qualify for this rate.

a. For civic, philanthropic, eleemosynary, and educational meetings, the following fees apply from 9:00 a.m. to 5:00 p.m. Monday through Friday:

- 1. Hodges or East Room .....\$15.00 per day
- 2. Ireland Room .....\$25.00 per day
- 3. Ruth B. Strange Auditorium.....\$40.00 per day
- 4. Lecture Hall.....\$40.00 per day

b. For civic, philanthropic, eleemosynary and educational **meetings after office hours**, rooms must be rented for the above fees plus labor and kitchen fees when applicable.

All Fees stated in 2 (a) and 2 (b) are non-refundable.

3. a. For purely social and private activities, the following fees apply from 9:00 a.m. to 5:00 p.m. Monday through Friday:

- 1. Hodges or East Room .....\$100.00
- 2. Ireland Room .....\$200.00
- 3. Ruth B. Strange Auditorium.....\$250.00
- 4. Lecture Hall.....\$250.00

b. For purely social and private activities after office hours the following rates apply plus labor, security fee, and kitchen fee when applicable.

- 1. Hodges or East Room .....\$200.00
- 2. Ireland Room .....\$400.00
- 3. Ruth B. Strange Auditorium.....\$500.00
- 4. Lecture Hall.....\$500.00

4. a. It is the policy of the Birmingham Park and Recreation Board that it cannot donate its funds for charitable purposes. Therefore, regardless of the charitable intent of a group or organization, they shall conform to the schedule of fees and charges.

b. Recognized IRS non-profit organizational fund-raising events will be charged at the non-resident rate, which is doubled the social and private rate as shown in Section 3 (a) and (b) above, plus labor and kitchen fees when applicable. Once an admission fee is charged, anyone paying the price of admission must be admitted provided the standards of dress, etc, are met. This applies to advance tickets or collection at the door.

c. Events which in their preparations, rehearsal, decorating, etc. which exceed regular opening hours, pre-empt the building or any room from other use may be assessed the weekday or after hours fees. No portion of a day shall be prorated.

d. Private individual fundraising events with intent to profit will not be permitted.

e. Private closed activities (for example; class reunions, high school dances) charging admission to that group's members to cover only expenses will be charged the private rate.

f. **Any event serving alcoholic beverages is not permitted without the expressed written consent of the Park and Recreation Board.** In addition, any activity charging a fee, having music and serving alcoholic beverages is not permitted without the Board's written consent. The renter must contact the Park Board in writing for such permission.

g. **The service of an off-duty uniformed Birmingham police officer will be required for any activity serving alcohol or for any after-hours activity with over 100 guests (one officer per 100 guests.)** The Director reserves the right to use discretion for groups of less than 100 where the safety and welfare of the public are involved. The Botanical Gardens will arrange for a police officer to be present. **The renter will pay the officer directly at the event.** (The officer's pay is not included in the room rental fee.)

#### IV. Charges

a. Food and beverage charge - this \$20.00 fee is assessed to groups for any activity or meeting at which any equipment or supplies of the kitchen are utilized.

b. Clean up fee - In addition to the regular reservation fees, all groups or organizations shall pay a \$20.00 per person hour fee of all over two hours involved in clean-up. No portion of an hour shall be pro-rated.

c. An after hours reservation is defined as any time the building is normally closed. During such time, all groups and organizations will be charged for a (Civil Service) Park Board employee to supervise the building (open and lock-up the building, answer the telephones, handle emergencies, etc.) A minimum of four hours pay is required. Additional time beyond what is listed on the contract will be billed at the current hourly rate. **Periods of more than 15 minutes will be rounded to the next hour. The employee will open the building at the time listed on the contract.** Therefore, allow plenty of time for setting up the room, caterer, band, etc. No parties will last past 12 midnight. Everyone including caterers, musicians, and guests must be out of the building no later than 1:00 a.m.

d. For any required additional Park Board personnel, over the normal complement of the building, charges shall be assessed on the basis of the number of employees times the regular hourly rate. This is also in addition to the reservation fees and other charges.

e. Charges will be assessed against any group or organization for vandalism at the Botanical Gardens and/or Garden Center based on the repair or replacement cost.

## V. Miscellaneous Rules and Regulations

a. Thermostats are set in this municipally owned building according to government regulations at that time. No exceptions will be made.

b. Anything to be affixed to the walls, floors or ceilings for meetings, parties, etc. must have the consent of the Botanical Garden's Director or his representative.

c. The glass tables and oriental rug in the Ireland Room may not be moved under any circumstances.

d. Persons wishing to tour the Garden Center are permitted to do so without charge, as long as they do not interfere with any activity in preparation or in progress.

e. Persons willfully violating these rules or using the Garden Center for a purpose for which it is not intended are subject to arrest and prosecution.

f. The Botanical Gardens, grounds and the facilities located thereon are open to the public for its use and enjoyment. The Botanical Gardens cannot therefore ensure the safety of any property left by any one on or about its grounds, property or in any facilities located thereon. The Botanical Gardens hereby states that in, its Directors, officers, agents or employees are not responsible for any losses due to theft, accident, fire or through any other act or circumstance for any items left on the premises of the Botanical

Gardens, grounds or any facility located thereon by any person, company or corporation, whether for the use by any person, company or corporation, lessee of such facilities, invitee, guest or caterer of any person, company or corporation or other such person using or visiting or otherwise on the property, grounds or facilities of the Botanical Gardens. Should any person choose to leave any item of personal property on the grounds or property of this facility, it will be at their own risk should a loss occur.

### **HILL GARDEN RENTAL**

The Hill Garden will be the only area designated for outdoor activities on the grounds of the Botanical Gardens. Restrooms for this area will be confined to the public restrooms located at the end of the Plaza. Tables and chairs will be the responsibility of the renter and must be set-up and removed within the limits of the rental contract. (The Botanical Gardens will not be responsible for items left in the Hill Garden.) No Kitchen facilities are provided for this area, so caterers must bring prepared food which will not require refrigeration/heating. Clean up will be the responsibility of the renter and if the area is not left clean, a \$20.00 per person hour fee will be assessed for cleanup.

Rental fee for the Hill Garden after 5:00 p.m. on weekdays or on weekends excluding holidays will be \$435.00 per day plus all groups and organizations shall be charged for a supervisory (Civil Service) Park Board employee. Four hours pay is guaranteed. Activities held Monday through Friday (excluding holidays) between 8:00 a.m. and 5:00 p.m. will be charged at a flat rate of \$250.00.

Tents, decorations or other equipment must be installed and removed the day of the activity or no later than 8:00 a.m. the next day. After this time a charge of \$250/day will be assessed until the tent is removed and/or other equipment. Electrical power will be limited to the outlets provided in the Garden.

The use of a room in the Garden Center in case of bad weather must be reserved separately in advance at the respective rate. If the event is cancelled and no backup facility has been scheduled, the \$435 minus the \$100 deposit will be refunded.

Loud music will not be permitted. All rules which apply to the Garden Center will also be applicable to the Hill Garden. There will be no backup facility available in the event of rain.

**BIRMINGHAM BOTANICAL GARDENS  
RULES AND REGULATIONS  
OUTSIDE WEDDING RESERVATIONS  
205-414-3900**

**RESERVATIONS AND FEES:** A pre-paid, non-refundable fee of \$100.00 per hour will be assessed for weddings held on the ground of the Birmingham Botanical Gardens and is payable when the reservation is made. **Personal checks and credit cards are not accepted.** Payment may be made by **money order** or **cashier's check**. The fee and reservation may not be transferred to another person. The fee may not be applied to the rental of any room in the Garden Center. Reservations may be made by visiting the Garden Center Monday through Friday, except holidays from 8:30 a.m. to 4:30p.m. Reservations are not accepted over the telephone. A reservation is not confirmed until the fee has been paid. Additional information may be obtained by calling 414-3900.

**REFUNDS:** There will be **no refunds** except where the Gardens are responsible for cancellation due to circumstances beyond our control.

**WEDDING SIZE:** Due to limited space, weddings are restricted to 100 people including the bridal party (bride, groom, minister, bridesmaids, groomsmen, musicians, etc.) and guests. This will help your guests to see and hear the ceremony as well as protect the gardens.

**LOCATION:** Weddings may be held in only the Rose Garden, Camellia Garden, or Japanese Garden. **Being a public facility, these areas cannot be roped off for private use.** Weddings will not be scheduled for the Conservatory, which is used only in case of inclement weather (See "BAD WEATHER" section below). Weddings are to be held only on the walkways or on the lawn areas. Please use care to avoid damaging flower beds or plants. Plant identification tags, signs, plaques, etc., may not be moved. The person signing the reservation contract will be responsible for any damages caused by or arising out of the use of the premises.

**TIME:** Weddings may be held between 7:00 a.m. and 7:00 p.m. The Director of the Gardens reserves the right to adjust these hours according to the amount of daylight available and subject to any other activities scheduled on the grounds and in the Garden Center Building.

The wedding must be performed and all pictures taken **within the one hour period.** If more time is required for photographs, an additional hour should be booked at the time the wedding reservations are made at the rate of \$100.00 per hour. The Gardens cannot guarantee that extra time will be available unless the additional time is listed on the original request.

Only one wedding at a time will be allowed on the grounds. The Director of the Botanical Gardens reserves the right to limit the number of weddings which maybe held on any given day.

On any particular weekend, there may be several weddings and other events scheduled on the same day. The Gardens makes every effort to ensure that each ceremony runs as smoothly as possible. To prevent parking problems and control pedestrian traffic on the grounds, please plan to arrive **no earlier than 30 minutes** before the scheduled time.

**BAD WEATHER:** In the event of rain or bad weather, a wedding may be moved to the Conservatory. Plants may not be moved; available space must be used as is. Plant identification tags, signs, plaques, etc., may not be moved. The Conservatory will comfortably hold only the immediate wedding party (approximately 25 persons).

**RESCHEDULING WEDDING DATES:** A wedding may be rescheduled ONE time upon written notice no later than 14 days prior to the original date. The person signing the original reservation request must write a letter to the Director of the Gardens indicating the original date, the new date requested and a brief explanation as to why the date needs to be changed. Other guidelines also apply. Information is available by calling 414-3900.

**MUSIC:** There are **no electrical outlets** in the Gardens. Music must be live (guitar, flute, etc.) or battery operated (tape or compact disk). No piano or other heavy equipment is allowed (including portable generators). **As a safety precaution, extension cords may not be run from the Garden Center building or any other facility into any of the gardens.**

**REHEARSALS:** A rehearsal may be held the day before or sometime prior to the wedding date at no additional charge **if time is available**. Reservations for rehearsal time must be made in the same manner as the wedding.

**RECEPTIONS:** Receptions are not allowed on the ground of the Botanical Gardens. If you want to rent one of the rooms inside the Garden Center, contact the office at 414-3908 to make reservations. The availability of a room for the reception should be checked before scheduling the outdoor wedding.

**PARKING:** Cars for the bride and any elderly grandparents or handicapped person may be parked in the greenhouse parking lot by using the service entrance off Cahaba Road (the back side of the Gardens). All other guests must park in the main parking lot on Lane Park Road.

**GENERAL GUIDELINES:** The Botanical Gardens provides only the space for the wedding. You must arrange for the minister, etc. A kneeling altar or arch, flower stands and baskets and are allowed if such items can be place in position and removed within the time reserved for the wedding. The person signing the contract is responsible for arranging for the removal of all such objects immediately after the wedding. **NO DECORATIONS OF ANY KIND, OTHER THAN THOSE LISTED ABOVE.**

Chairs (which must be provided by the wedding party) are limited to four for the grandparents. All other guests must stand. Chairs may not be taken from the Garden Center or any other building and used on the grounds.

To protect flowerbeds, plants, and underground water lines, stakes and signs may not be placed in the ground including parking lots. Signs may not be attached to trees or any other plants. We recommend that you assign someone to direct your guests to the location of your wedding.

The Botanical Gardens accepts no responsibility for the delivery of any item (wedding gifts, flower arrangements, bouquets, etc.) or for the storage or safekeeping of any personal items left during the wedding (clothing, purses, cameras, etc.) Such items left on the grounds; in any building or structure is the personal responsibility of the owner.

Flowers may not be stored in the refrigerator located in the Garden Center building; the groups may use the refrigerator only for food storage. The rooms inside the Garden center may not be used as a dressing area.

Because of the problems and costs associated with clean-up no rice, birdseed, flower petals, etc., may be thrown on the grounds. Balloons may not be used as decorations.

**No pets are allowed on the grounds of the Botanical Gardens.**

As a city-owned facility, the Botanical Gardens must comply with the provisions of all City of Birmingham ordinances and all policies set by the Birmingham Park and Recreation Board.

The City of Birmingham, the Park and Recreation Board, and the Botanical Gardens will not assume any responsibility for accidents or injuries. The applicant is responsible for any damages caused by or arising out of the use of the premises and for indemnifying the Park and Recreation Board in the event of any such claims.

The Director of the Botanical Gardens may modify the above guidelines as necessary to maintain the safety of the public and protect the facilities.