

# GARFIELD PARK CONSERVATORY AND SUNKEN GARDEN

## *Rental Policies for Afterhours Events*

2505 Conservatory Drive, Indianapolis, IN 46203  
(317) 327-7580 • [www.garfieldgardensconservatory.org](http://www.garfieldgardensconservatory.org)



### **RENTAL FEES:**

Conservatory- \$350/hr with a 6 hour minimum

Total = \$2,100.00.

Rental Add-on: Sunken Garden Overlook Patio- \$175 per hour with 6 hour minimum

Total for both areas = \$3,150.00

*Must use caterer from Preferred Catering List – copy of contract required within 30 days of booking*

### **DAMAGE DEPOSIT:**

*A \$250 deposit is required 30 days prior to event. Failure to abide by Park rules and/or contract may result in fines and loss of deposit.*

### **FACILITY CAPACITY:**

Conservatory: 120 people max

Conservatory + Garden Overlook Patio: 240 people max

### **RENTAL HOURS:**

5:00 p.m.– 12:00 a.m.

Facility may be unavailable during special programs and shows.

- All set-up must take place during rental time
- Event must stop at least one hour prior to rental ending for clean-up.
- Alcoholic beverage service must stop one hour prior to the end of the rental.

### **RESPONSIBLE REPRESENTATIVE:**

The person reserving the facility (or their representative) should arrive at least half an hour before the guests to take care of any last-minute arrangements.

- Representative is responsible for behavior and control of guests. All guests must abide by Park rules.
- Representative must be the last to leave in order to complete inspection of the facility with the staff.
- Person signing the contract is responsible for any damage to the facility and its grounds.

### **PAYMENT:**

- 50% of payment is required within 30 days to reserve the facility for your event. The total balance is due 30 days prior to your event
- Damage Deposit is due 30 days before event.

*If reservation is made less than 60 days before the event, total payment is due at time of placing the reservation.*

### **REFUND POLICY:**

No refund on rental time booked but not used.

For a cancellation 60+ days prior to event, total refund (minus \$20).

For a cancellation less than 60 days prior to event, no refund will be issued.

*Refund requests must be in **writing** and may take 4-6 weeks to process. Processing of refunds requires detailed information regarding reason for cancellation. Be sure to include your name and address.*



### **CATERING:**

All events must use a caterer from the Indy Parks Preferred Catering List. Contact staff for a copy of list. A copy of catering contract is required within 30 days of booking.

### **ALCOHOL:**

All State Alcoholic Beverage Laws will be enforced. Alcohol may only be purchased, and transported by a caterer licensed to do so on the Indy Parks Preferred Catering List. Alcohol may only be served by a licensed bartender. No self-service permitted. Alcohol may only be served at an event serving food. Alcohol service must end 1 hour prior to end of rental. Alcoholic beverages are not to be taken from rental area.

### **DELIVERIES:**

Any deliveries to the facility (such as floral, tables, equipment, cakes and entertainment) must be made within your reserved time.

Pick-up dates and times must be approved by the management.

### **FOR THE SAFETY OF GUESTS AND PLANT COLLECTION:**

- Guests must stay within rental area.
  - Children must be supervised at all times.
  - Guests must stay on paths and walkways and not move plant material or props.
- Damage occurred to plant collection or facility, may result in loss of damage deposit and additional fines.

### **SIGNAGE:**

If an outdoor sign is desired, please use a self-standing one. *Do not affix signs on trees, building, or any other Park property.*

All signs must be approved by Management prior to installation. All signs must be removed at end of event.

### **EVENT DECORATIONS:**

- Management must approve all decorations.
- Nothing can be attached to doors, walls, or windows in any area.
- All decorations must be removed at the conclusion of the event.
- **No confetti, glitter, sprinkles or sand may be used inside or outside**
- All candles must be enclosed.
- Clean-up and final walk-through must be completed by the end of rental period.

Indy Parks and Recreation staff reserves the right to summon a Park Ranger or Indianapolis Metropolitan Police Officer at any time during an event for enforcement of facility policies, city ordinances and state laws. Violation of these policies may result in the termination of the event and ejection from the facility.