



5941 Mason Road, P.O. Box 1518 Sechelt, B.C. V0N 3A0
www.coastbotanicalgarden.org

POLICIES, TERMS AND CONDITIONS

The following facility use policies, terms and conditions are to be obeyed along with all Federal, Provincial and local laws.

- Facilities rental will be scheduled on a first-come first-served basis, and may be booked up to 12 months in advance.
- A 50% Non-Refundable deposit is required at time of booking. The remaining 50% rental fee, plus security deposit (if required) is due 14 days prior to event date.
- Rental period begins when set-up starts and rental period concludes when clean-up is complete and the last event representative is gone.
- Friday and Saturday night events must end by 1:00 am the following day. Sunday through Thursday events must end by 11:00 pm.
- Because the Botanical Garden Society is a private non-profit institution, activities or events are not allowed that could conflict with the interests or mission of the Society, or events which the Garden is unable to serve appropriately or adequately.
- Smoking is only permitted in the parking lot where an ashtray is provided.
- Do not pick flowers or other vegetation.
- No open flames are allowed. Only smokeless, dripless candles are permitted in the buildings and these must be inside a fireproof container.
- No Sunshine Coast Botanical Garden display is to be moved or obstructed without prior consent from the Rental Coordinator.
- Electrical outlets are located on the exterior of the building. Music is permitted, but cannot be amplified over the entire grounds and must not create a nuisance to adjacent neighbours.

- The use of tents must be pre-approved and their placement coordinated no later than 30 days prior to the reservation date. Please note that additional fees may apply.
- Parking is provided in the parking lot. Additional parking needs above what can be accommodated by the parking lot must be coordinated by the Renter.
- You may toss flower petals or use bubbles, but NOT confetti, birdseed or rice. These products are detrimental to the health of our wildlife.
- Staff is not available to receive deliveries or coordinate event set up.
- Please remember that this is a public facility and difficult to maintain. Please check your site before and after the ceremony. The Sunshine Coast Botanical Garden Society cannot be responsible for any items left on the premises. Please carry out all items you bring on site.
- As a public space, the Sunshine Coast Botanical Garden grounds remain open to other visitors. Classes and tours may also be taking place on the grounds. We cannot guarantee privacy for your event unless arrangements are made prior to event.
- Please return all indoor or outdoor furniture to its original location at the conclusion of your event.
- No garbage is to be left inside or outside the building, except in the disposal dumpster if prior arrangements have been made. Failure to clean up or remove garbage will result in additional cleaning fees and forfeiture of all or part of the Security Deposit.
- The Renter and guests are responsible for their children's safety and appropriate behavior.
- Any equipment rental arrangements, large decorations, musical equipment and other large items being brought into the event, must be cleared through the Rental Coordinator at least 14 days prior to the event date.
- The Sunshine Coast Botanical Garden Society assumes no responsibility for failure of the plumbing, lighting and heating systems to operate properly, and the Renter hereby releases SCBGS from all damages or claims of every kind which may result from such failure.
- Violations of terms and conditions for facility use may result in the immediate termination of the event if such violation is determined to be of a serious nature that presents an unsafe environment, threat to persons and property or illegal activity. In case of such termination there will be no refund of any fees received.

In the event that any part of the rented facility or grounds are damaged by the Renter or event attendees, the Renter will be fully responsible for reimbursing the Sunshine Coast Botanical Garden Society for all costs associated with returning the facility or grounds to its original condition

inclusive of any expenses incurred in recovering said sums including reasonable attorney's fees. The Sunshine Coast Botanical Garden Society is not responsible for lost, stolen or damaged personal property.

These regulations and any agreement between the Renter and SCBGS may not be waived or modified unless such waiver or modification is in writing and duly executed by the Rental Coordinator.

INDEMNIFICATION

The Renter reserving spaces(s) at the Sunshine Coast Botanical Garden agrees to indemnify, hold harmless, save harmless and defend the Sunshine Coast Botanical Garden Society against any and all claims, damages, demands, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from any breach or default on the part of the contracting party in the performance of any of the terms and conditions of this document or arising from any act of negligence or fault of their guests. Further, the Renter agrees that in the event they require their guests, licensees, or participants to execute a waiver, release or form concerning the Renter's liability to such individuals, or causes such form to be delivered to the Renter, the contracting party shall also include the Sunshine Coast Botanical Garden as a party to such waiver, release or form, to the same extent and capacity as the Renter.

INSURANCE

The Renter may be required to have liability coverage specific to the permitted event. If required, a Certificate of Insurance must be submitted to the Sunshine Coast Botanical Garden Society no later than 10 days prior to the event. Individuals or groups should contact their homeowners, Renters or business insurance provider for appropriate coverage.

Proceeds from facility rental help Grow the Garden and support our educational programs throughout the year. Thank you for your support!