

Texas Discovery Gardens

3601 Martin Luther King Jr. Boulevard * Dallas, TX 75210 * 214.428.7476* Fax 214.428.5338

Website: www.TexasDiscoveryGardens.org

GENERAL RENTAL INFORMATION

- ◆ Saturday rental time options are from 9 am to 4 pm or 5 pm to midnight only, subject to availability.
- ◆ Additional Saturday rental hours are limited to one (1) hour per rental time option.
- ◆ Rentals begin when the first person arrives to setup or decorate and conclude when cleanup/tear down is completed, Post Event Checklist has been completed and signed by Licensee and the last representative for the Licensee/group has left the facility.
- ◆ Weekend/Weekday evening rates are effective for events beginning or ending after 5 pm Monday through Friday, all day Saturday and Sunday, and all day on holidays.
- ◆ Center Hall & Stage only not available on Saturdays.
- ◆ Events scheduled for a weekday (Monday through Thursday) after 5 pm will receive a 20% space rental discount.
- ◆ Gallery/Lobby, Discovery Gallery and Canopy Room are available for cocktail/hors d'oeuvres receptions beginning after 5 pm and require use of a Preferred Caterer.

GRAND HALL & GALLERY WEEKEND/EVENING RENTAL RATES

Texas Discovery Gardens' Grand Hall is on the National Historic Building Registry.

- ◆ Rental of Grand Hall, Gallery/Lobby, Discovery Gallery or Canopy Room entitles Licensee to the use of building kitchen facilities, restrooms and Bridal Room.
- ◆ Facility rates listed below are for seven (7) hours minimum, and may not be prorated.

WEEKEND RATES (Rates apply all day Saturday/Sunday and weekday evenings)

LOCATION	RENTAL RATE	DURATION	DAMAGE DEPOSIT
Grand Hall	\$2450.00	7 Hours	\$750.00
Center Hall & Stage	\$1650.00	7 Hours	\$750.00
Gallery ~ Lobby	\$950.00	7 Hours	\$500.00
Discovery Gallery	\$750.00	7 Hours	\$500.00
Canopy Room	\$750.00	7 Hours	\$500.00
Additional Hours ~ In	\$250.00	1 Hour	N/A
Wedding Rehearsal	\$250.00	2 Hours	N/A

GARDEN & LAWN WEEKEND/EVENING RENTAL RATES

- ◆ Garden rates listed below are for five (5) hours minimum, and may not be prorated. Limited setup permitted.
- ◆ In the event of inclement weather during a garden rental, tents or temporary shelters may not be placed on the grounds.
- ◆ Texas Discovery Gardens is not responsible for alternate event space due to inclement weather. To ensure inclement weather alternative, rental of the Grand Hall is recommended.
- ◆ Rental of any outdoor Garden area only will not allow Licensee the use of kitchen facilities, building restrooms or Bridal Room. Guests will only have access to public restrooms located across from the Greenhouse.
- ◆ Circular Lawn only can not be rented on a Saturday evening without rental of the Grand Hall.

WEEKEND RATES (Rates apply all day Saturday/Sunday and weekday evenings)

LOCATION	RENTAL RATE	DURATION	DAMAGE DEPOSIT
Grand Allee & Fountain	\$750.00	5 Hours	\$400.00
Circular Lawn	\$500.00	5 Hours	\$300.00
Gossip Lawn	\$450.00	5 Hours	\$300.00
Shade Garden	\$450.00	5 Hours	\$300.00
Heirloom Rose Garden	\$450.00	5 Hours	\$300.00
Additional Hours ~ Out	\$100.00	1 Hour	n/a
Wedding Rehearsal	\$250.00	2 Hours	n/a

GRAND HALL & GALLERY WEEKDAY RENTAL RATES

◆ Weekday rates are effective for events beginning and ending before 5 pm Monday through Friday.

WEEKDAY RATES (Rates apply Monday through Friday for events ending before 5 pm)

LOCATION	RENTAL RATE	DURATION	DAMAGE DEPOSIT
Grand Hall	\$1300.00	7 Hours	\$500.00
Center Hall & Stage	\$1000.00	7 Hours	\$500.00
Gallery ~ Lobby	N/A	N/A	N/A
Discovery Gallery	N/A	N/A	N/A
Canopy Room	N/A	N/A	N/A
Additional Hours ~ In	\$100.00	1 Hour	N/A
Wedding Rehearsal	\$100.00	2 Hours	N/A

GARDEN & LAWN WEEKDAY RENTAL RATES

WEEKDAY RATES (Rates apply Monday through Friday for events ending before 5 pm)

LOCATION	RENTAL RATE	DURATION	DAMAGE DEPOSIT
Grand Allee & Fountain	\$600.00	5 Hours	\$400.00
Circular Lawn	\$350.00	5 Hours	\$300.00
Gossip Lawn	\$250.00	5 Hours	\$300.00
Shade Garden	\$250.00	5 Hours	\$300.00
Heirloom Rose Garden	\$250.00	5 Hours	\$300.00
Additional Hours ~ Out	\$50.00	1 Hour	N/A
Wedding Rehearsal	\$100.00	2 Hours	N/A

TABLE & CHAIR RENTAL

- ◆ Final headcount and payment due 15 days prior to event.
- ◆ No refunds will be issued for prepaid, unused equipment.

60" Round Tables (Seats 8 –10)	\$6.00 ea.
30" x 8' Rectangular Tables	\$6.00 ea.
White Wood Garden Chairs	\$2.00 ea.

BOOKING & CANCELLATION REQUIREMENTS

- ◆ A deposit consisting of 50% building/garden rental fee (non-refundable) **PLUS** 100% damage deposit for each area reserved (refundable 45 days after the event) is due upon execution of the License Agreement.
- ◆ Balance of contract amount due no less than 60 days prior to event.
- ◆ Written notice of cancellation received 60 days in advance of event will result in 100% refund of damage deposit; the 50% building rental fee is non-refundable.
- ◆ Written notice of cancellation received 1-59 days in advance of event will result in 100% refund of damage deposit; forfeiture of entire building rental fee.
- ◆ No written notice will result in 100% forfeiture of building rental fee and 100% forfeiture of damage deposit.
- ◆ **Once Texas Discovery Gardens' license agreement is signed by a client for a particular date, any attempt on the client's part to reschedule for an alternate date is considered a cancellation.**
- ◆ **Relocation of event to another part of the facility for same date rental is not allowed. All cancellation fees will apply. No refunds will be issued by Texas Discovery Gardens.**

PAYMENT INFORMATION

- ◆ Texas Discovery Gardens accepts MasterCard and Visa.
- ◆ Pre-printed personal checks are accepted up to 30 days prior to event with valid Drivers License or ID Card.
- ◆ Cashier's checks and cash are also accepted.
- ◆ Rental rates subject to change without notice

Event Rental Coordinator ~ Sonja Foster: 214.428.7476, Option 290

Texas Discovery Gardens

Event Policies

All deliveries, setup, and tear-down must occur during the hours that you have rented our venue. Therefore it is important that you inform your vendors of the hours in which you have rented our facility. Deliveries/work must be within these hours unless otherwise arranged between you and the Event Rental Coordinator for Texas Discovery Gardens.

Damage Deposit

For the full Damage Deposit to be returned you must ensure that your guests and all vendors vacate the building at the departure time agreed upon in the contract, that clean up is satisfactorily completed, and that all decorations and items are removed from the facility.

Hours

Events must be over by midnight, with clean-up immediately following. All vendors, guests and equipment must be out of the building and Gardens no later than 1 am.

Security

You must provide security for your guests. One security guard is required for up to 200 people. Two security guards must be hired for more than 200 people.

Parking

Parking is free at Fair Park. However, if there is another event at Fair Park that involves a charge for parking, you must identify yourself as an attendee of an event at Texas Discovery Gardens and you will be waived through the gate.

Kitchen

- ❖ All equipment, food and beverages that are brought in for the event must be removed when your event is over. This includes dishes, linens, tables, chairs, decorations and any other items.
- ❖ All trash must be bagged and deposited in the dumpster outside the service entrance.
- ❖ Kitchen counters and sinks must be cleaned. (TDG does not provide any cleansers, paper towels or sponges for this purpose)
- ❖ Kitchen floor must be mopped before leaving. (TDG provides mop, bucket and fresh water)

These kitchen facilities are for your use:

- ❖ Commercial refrigerator/freezer
- ❖ Ice machine
- ❖ Two double sinks
- ❖ Portable Warming Unit

General Policies

- ❖ Texas Discovery Gardens **Does Not Provide Staff for Clean-up or Break Down!** Clients are responsible for the clean-up of any area rented, including kitchen, restrooms and Bridal Room. No exceptions.
- ❖ All candles must be enclosed in either a jar, votive or hurricane enclosure.
- ❖ **No confetti** is allowed inside or outside at Texas Discovery Gardens.
- ❖ **All decorations must be free-standing; they may not be attached to any part of the floor, walls, doors, glass or ceiling.**
- ❖ Do not slide or drag equipment across the floors, or lean objects against walls.
- ❖ **Electrical cords may be taped to the floor with wide masking tape or gaff tape. No other tape is permitted.**
- ❖ No material of any type may be applied to the floor for dancing purposes.
- ❖ Interior furnishings (including plants, displays and wall decorations) may not be moved around inside the facility or taken outside.
- ❖ Balloons may be used for decorations. Bouquets of balloons must have **18-foot** strings so that you can retrieve stray balloons from the 21-foot ceiling. Balloons can either be popped after the event and put in the trash or taken with you. They may NOT be let loose in Fair Park.
- ❖ **Once your event has concluded, the Grand Hall must be returned to the condition it was in prior to your arrival.**

Rental Equipment Delivery and Pickup Policy

All equipment rented from an outside vendor may only be delivered to Texas Discovery Gardens during contracted facility rental time and **MUST** be removed from the premises at the end of event clean up. This includes tables, chairs, linens, dishes, stemware, cooking equipment, portable bars, arches, columns, PA systems, etc. Due to limited storage space, other rental events and the work schedule of the Facility Manager, rental items may not be left in the building over the weekend. In extreme cases, and contingent upon space availability/rental schedule, special arrangements may be made to have items picked up on the Monday morning following the event. **Please be advised this storage time will be assessed a fee of \$300, which must be paid two (2) weeks prior to event date, and must be approved by the Rental Coordinator.** Texas Discovery Gardens will not be held liable for any damaged and/or stolen equipment.

Minor Children Event Rental Attendee Policy

All minors (children under 18 years of age) **MUST BE SUPERVISED BY A PARENT, GUARDIAN OR APPOINTED CHILD CARE PROVIDER** while in the Grand Hall, Lobby Area, Restrooms, Bridal Room or in any outside Garden area. Minors may not be allowed to run through the Gardens or facility, play in the water features, pick plants/flowers, dig in the soil, or walk in flower beds. If a minor is found wandering around the facility/Gardens without adult supervision, the minor will be asked by an Event Attendant to take him/her to the parent/guardian. The parent/guardian will be asked to be responsible for their minor throughout the remainder of the event. If the minor is found alone in the facility/Garden a second time, the parent/guardian and minor will be asked to leave the facility.

Please be advised that if a minor is found causing damage to any section of the building, Gardens or water features, the minor and parent/guardian will be asked to leave the facility. The cost of all damage to the facility will be deducted from the licensee's damage deposit. NO EXCEPTIONS.

Tear down of the Grand Hall includes (responsibility of Client):

- ❖ Neatly stacking all chairs on pallets, and placing chairs and tables in the storage room in their proper place
- ❖ Spot mopping Grand Hall to remove spills or sticky residue
- ❖ Dust mopping Grand Hall

Garden Areas

- ❖ **No decorations or lights may be attached to the landscaping or placed in the beds. No exceptions.**
- ❖ All trash must be cleaned up and thrown away in the dumpster at the end of the loading dock.
- ❖ **Birdseed, bubbles or flower petals may be used at the bride and groom's departure, and only outside the building. Please be advised all flower petals must be picked up at the end of event. Sparklers are not allowed.**
- ❖ No parking is allowed in the Loading Zone, Handicap area or in the Fire Zone. Violators are subject to tickets and possible towing.

Insurance Requirements for Caterers and Alcohol Servers

1. Licensee's caterer must maintain the standard \$1 million minimum Liability insurance.
2. Caterer, establishment or individuals who are bringing alcohol onto the TDG premises must have a permit from TABC and standard Alcohol Liability Insurance.
3. Alcohol must be served by bartenders who are licensed by TABC.
4. Texas Discovery Gardens must be named as Certificate Holder on General Liability and Alcohol Liability insurance policies, and a copy sent to the Event Rental Coordinator.

Event Alcohol Policy for Texas Discovery Gardens

All alcohol must be brought into Texas Discovery Gardens by a TABC certified, licensed server or caterer. An individual appointed by the licensee may deliver alcohol to the facility prior to event start time but **no other alcohol may be delivered after beginning of event.** If alcohol supply runs low and needs to be replenished, the licensed caterer must be responsible for handling purchasing and delivery of alcohol. **Individual event attendees may not, under any circumstances, bring alcohol to Texas Discovery Gardens.** This policy will be strictly enforced by Texas Discovery Gardens and Event Security. **NO EXCEPTIONS WILL BE MADE.**

Please direct all questions or comments to:

Sonja Foster ~ Event Rental/Facilities Coordinator

214.428.7476, Option 290

rental@texasdiscoverygardens.org

2009 Preferred Caterer List

CATERERS

Affordable Dreams: 972.222.2722
Contact: Jo Ann Johnson
Affordabledreams1@tx.rr.com

Aspen Catering: 972.401.4777
Contact: Allison Brett
www.aspencatering.com

Beyond The Box: 214.828.2228
Contact: Angela Ragsdale

Bridal Concepts: 972.346.2025
Contact: Melissa Wilburn
www.bridalconceptscatering.com

CN Catering: 214.821.2514
Contact: Kristen Prezbindowski
www.cncatering.com

Chocolate Angel: 972.234.8099
Contact: Marcia Clingan
www.chocolateangel.com

Creative Cuisine: 469.461.0428
Contact: Geni Morin
www.creativecuisinegroup.com

Creative Events of Dallas: 214.887.1626
Contact: Chef Tonne Bobsaith
www.creativeeventsofdallas.com

Culinary Art: 972.744.0660
Contact: Vivian Morgan/Steve Parker
www.culinaryartcatering.com

Elegant Touch: 214.598.2840
Contact: Natasha Williams
www.elegant-touch.org

Food Glorious Food: 214.461.7190
Contact: Beth Albright
www.foodgloriousfood.biz

G-Texas Custom Catering: 817.665.1303
Contact: Dena Eichhorst
www.gtexas catering.com

Gil's Elegant Catering: 972.237.0353
Contact: Brenda Donnelly
www.gilselegantcatering.com

Glory House Catering: 972.259.1123
Contact: Jo Ann Goin
www.gloryhousecatering.com

Guess Who's Coming to Dinner?: 214.340.0061
Contact: Phillip Luna
www.guesswhoscomingtodinnercaterer.com

Jim Lee Events: 214.219.2002
Contact: Sean Carey
www.jimleeevents.com

No Worries Catering Company: 214.426.4600
Contact: Brad C. Parr
www.noworriescatering.com

Old Mill Inn: 214.426.4600
Contact: Theresa Rynell, Marketing Manager
www.pappascatering.com

Pappas Catering: 972.669.0364
Contact: Yvette Audrain
www.pappascatering.com

Peaches Party Package Catering: 972.274.9788
Contact: Latasha Cummings
www.peachespartypackage.com

Tejano Brothers "Black Tie" Catering: 214.647.4899
Contact: Patrick Smith
www.tejanobrothers.com

The Festive Kitchen: 972.437.1523
Contact: Sandy Korem
www.festivekitchen.com

Two Sisters Catering: 214.823.3075
Contact: Stephanie Gill
www.twosisterscatering.com

Wendy Krispin Caterer: 214.748.5559
Contact: Wendy Krispin
www.wendykrispincaterer.com

Use of one of our preferred catering vendors is preferred. If you choose to use an outside caterer, please be aware there will be an additional charge of \$250. If your caterer is interested in being added to our Preferred Caterer List please have them contact the Event Rental Coordinator, Sonja Foster, at 214.428.7476, Option 290.

MISCELLANEOUS VENDORS

This list of vendors is for information purposes only. Use of one of these vendors is not required. There is no additional fee for using a vendor not on this list.

ENTERTAINMENT

Melodies & Memories: 972.572.7207
Contact: Melody Gaultiere
www.MelMemdj.com

J. Loren Norris: 214.783.9854
Contact: J. Loren Norris
www.ThatGuyRocks.com

DJ Pistol Pete: 972.312.9205
Contact: Pete Cormican
www.PistolPete.com

Billy Casey Mobile DJ: 817.991.6584
Contact: Danielle Kunkle
www.djFortWorth.com

Hep Cat Enterprises, Inc.: 504.896.8190
Contact: Adam Shipley
Hepcaten@bellsouth.net

Richmond Punch, Violinist: 214.823.4269
Contact: Richmond Punch
www.RichmondPunch.com

EVENT PLANNERS

Bride Associates: 940.210.1391
Contact: Chelsey Dane
www.Bride-Associates.com

Events Plus: 214.348.9899
Contact: Giselle Fisher
www.EventsPlusDallas.com

Ricardo Tomas Weddings: 214.908.3830
Contact: Ricardo Tomas
www.RicardoTomasWeddings.com

Cocktails & Caviar: 214.698.6300
Contact: Angela Ragsdell
www.CocktailsAndCaviar.com

Peaches Party Package Catering: 972.274.9788
Contact: Latasha Cummings
www.PeachesPartyPackage.com

One Event Design: 214.274.1831
Contact: Stephanie Kuykendall
www.OneEventDesign.com

SECURITY

Platinum Security: 214.232.0028
Contact: Don Dirocco

Dallas Police Department Events
Contact: Sonja Foster 214.428.7476, Option 29
Event Rental Coordinator at Texas Discovery Gardens

AUDIO VISUAL

Edwards Audio Visual: 214.948.9700
Contact: Dwayne Edwards
www.EdwardsAudioVisualServices.com

RENTALS

TLC Event Rentals: 214.634.1100
Contact: Cedric Durham
www.tlcEventRentals.com

SET UP/BREAK DOWN SERVICES

James Johnson: 469.767.4398

FLORIST/EVENT DESIGNS

Darrell Ward Designs: 214.948.7440

MISCELLANEOUS

Fiesta Freeze: 214.507.0151
Contact: Sales Team
www.FiestaFreeze.com

Hotel Indigo: 214.741.7700
Contact: Tracey Taylor Schorsch
www.Hotelindigo.com/dallastx

Gold Crown Valet Parking: 972.470.0000
Contact: R.W. Raabe

Luxury Car Services: 214.287.2311
Contact: Phillip Green

Frequently Asked Questions

(Updated 7/28/2009)

Q. Do we need to account for setup/break down in our contracted time period?

A. Yes, from the moment you or any of your vendors step foot on Texas Discovery Gardens property, your contracted time begins. Please note that on average it takes two (2) hours for setup and one (1) hour for break down.

Q. Is setup and break down included in the rental of tables and chairs?

A. No, setup/breakdown is not included in the rental of our equipment. This is usually done by your caterer or a third party vendor like James Johnson, whom most of my clients contract with for setup/breakdown/cleanup services. James can be reached at 469.767.4398.

Q. Is it okay if my vendors drop off items for my event before the scheduled contract time?

A. Unfortunately, we have several events that take place at TDG throughout the day and cannot allow any items for to be dropped off before your contracted time period. Any items that come before that time will start your contracted time period and will be assessed a fee of \$200.00 per hour for additional time used.

Q. Can my vendors pick up their equipment on the following business day or do they have to pick it up on the day/night of the event?

A. All equipment, decorations, linens, etc. must be picked up by the end of your contracted event rental time. TDG does not store any equipment left behind. TDG will impose a \$300 storage fee for any equipment that is left on our property past your approved contracted rental period. This fee will be deducted from your damage deposit.

Q. Is security required at my event?

A. Yes, one (1) officer per every 200 guests is required. You can reserve security through TDG at a rate of \$40 per hour per officer or you can contact TDG's approved security vendor Platinum Security at 214.365.9499.

Q. Can we bring in our own alcohol?

A. Yes, you can supply your own alcohol; however, it must be brought onto TDG property by your caterer or an appointed individual during the setup period of your rental time and served by a TABC certified server. Please note that if you are interested in doing a cash bar, you must have a seller's permit to do so. Please contact the TABC for detailed information at 214.678.4000.

Q. Do we have to use one of your preferred caterers?

A. Although we encourage you to use one of our preferred caterers, you may use an outside caterer for an additional fee of \$250. Please note: The caterer you use must be licensed, meet our insurance requirements and provide TDG with a copy of their liability insurance listing TDG as an additional insured party.

Q. Will another event be taking place at the same time as my event?

A. It is not likely that we will have two events taking place at the same time; however, it is possible. In the event that there are two events taking place at the same time we will do everything in our power to keep the events separate as not to interfere with each other.

Q. Will the general public be allowed into the Gardens while my event is taking place?

A. Texas Discovery Gardens is a public facility. If your event is scheduled during regular business hours, there is a possibility the general public will be touring the property. Please check with the Event Rental Coordinator to discuss TDG's operating hours.

Q. What happens if it rains and I have scheduled an outside wedding?

A. In the event that there is inclement weather or you suspect inclement weather on the day of your event, we suggest that you book the Grand Hall for backup or have a backup plan. **TDG does not give refunds due to inclement weather.**

Q. Can we setup a tent in the Gardens?

A. The use of tents is limited and must be approved by the Event Rental Coordinator. In the event usage of a tent is allowed by TDG, the following provisions must be observed: No staking of the grass or ground is allowed. If a tent is brought in, you can use sandbags or water barrels depending on the location of the proposed tent. The tent can not have a floor and no dance floor may be placed on the grass. Please advise Event Coordinator of any plans to use a tent for specific information.

Q. What can we use for our send off? Are sparklers ok?

A. We only allow birdseed, bubbles and flower petals for your send off from the Gardens. All flower petals must be picked up at the end of the event. Sparklers are considered fireworks and are not allowed in Dallas City limits or the Gardens and surrounding areas due to fire hazards.

If you have questions or need additional information please contact Sonja Foster - Event Rental/Facilities Coordinator at 214.428.7476, Option 290 or via email at Rental@TexasDiscoveryGardens.org.



The mission of the Texas Discovery Gardens is to have a positive impact on the future of Texas by teaching people effective ways to restore, conserve, and preserve nature in the urban environment through the use of native and adapted plants that illustrate the interrelationship of butterflies, bugs and botany.