

Texas Discovery Gardens Rental FAQs

TIMING, SETUP AND TEARDOWN

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

A. Yes, from the moment you or your outside vendors arrive at Texas Discovery Gardens, your contracted time begins. On average, it takes at least two hours for setup and one hour for breakdown. Many vendors or DIY events need more time.

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

A. No, it is not included in the rental of your equipment. Setup & Tear Down is usually done by our Onsite Service Company, Sugar City sweets&celebrations, or a third party vendor. Some caterers offer this service, but not many.

VENDOR EQUIPMENT/SUPPLIES DROP OFF AND PICK UP

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

A. Multiple events take place at TDG daily, and we cannot allow items to be dropped off before your contracted time period. *Items that arrive early will be assessed a fee of \$200 per additional hour used, or if no space is available, may be turned away.*

Q. Can my vendors pick up equipment on the following business day, or do they have to pick it up the 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.

SECURITY

Q. Is security required at my event?

A. Yes, one officer per 200 guests is required. You can reserve security through TDG at a rate of \$50 per hour per officer and is required by the contract. This fee is paid at the final walkthrough meeting no less than 15 days before your event.

CATERING AND ALCOHOL SERVICES

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

A. Although we encourage you to use our onsite services company, Sugar City, or one of our approved caterers it is not required. You may use an outside caterer for an additional fee of \$250. This fee is paid at your 60 Day Meeting.

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. You, the client, is responsible to communicate all policies and restrictions to outside vendors. They are welcome, and encouraged, to join us at your 60 Day or Final Walk Through Meetings.

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 a service company during rental time and served by a TABC certified & insured server. 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.

INCLEMENT WEATHER AND TENTING

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

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

Q. Can we set up a tent in the Gardens?

A. The use of tents is limited and must be approved by Texas Discovery Gardens. If a tent is allowed by TDG, the following rules apply. 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. The tent may not have a floor, and no dance floor may be placed on the grass.

GARDEN VISITORS AND OTHER GARDEN EVENTS

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 business hours (daily from 10 am to 5 pm), there is a possibility the general public will be touring the property.

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

A. It is not likely that we will have two concurrent events; however, it is possible. If 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.

BRIDE AND GROOM SEND OFF

Q. What can we use for our send off?

A. Texas Discovery Gardens allows 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 within Dallas City Limits.