**Rental Information and Guidelines**

**About Native Plant Trust**

The mission of Native Plant Trust is to conserve and promote New England’s native plants to ensure healthy, biologically diverse landscapes. Founded in 1900 as the Society for the Protection of Native Plants, We are the nation’s first plant conservation organization and the only one solely focused on New England’s native plants. Our headquarters, Garden in the Woods, is a renowned native plant botanic garden in Framingham, Massachusetts, that attracts visitors from all over the world. From this base, 25 staff and more than 700 volunteers work throughout New England to monitor and protect rare and endangered plants, collect and preserve seeds to ensure biological diversity, detect and control invasive species, conduct research, and offer a range of educational programs. We also operate a native plant nursery at Nasami Farm in western Massachusetts and have seven sanctuaries in Maine, Massachusetts, New Hampshire, and Vermont that are open to the public.

**The Education Center at Garden in the Woods**

At Garden in the Woods we offer rentals at our Education Center for organizational meetings and events, for groups up to 75 people. The Education Center is located on the ground floor and has handicapped accessible restrooms.

The Education Center is available to rent June through March, Monday-Friday between 10:00 a.m. – 4:00 p.m. We do not offer rentals during April and May. Rental guests are invited to enjoy our 45-acre botanic garden, featuring the largest landscaped collection of wildflowers in the Northeast, during public hours. We do not offer rentals in the garden.

The main function room is approximately 785 square feet and features a wall of windows overlooking the Garden. The main room can be set up in a variety of ways. The entire room can be used or the room can be divided with a soundproof partition. The room offers both air conditioning and heat, and is handicapped accessible. A kitchen off the main room is equipped with a refrigerator, microwave, and oven. Renters may use the vendors of their choice for food and beverage needs.

The Education Center also features a covered open-air stone patio with picnic tables, which provides space, in warmer weather, for small outdoor sessions and picnics.

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**Rental Furnishings**

The following items are available to Renters. The Renter is responsible for all other needs.

**Main Function Room**

We have rectangular tables, round tables, and chairs available:

* 10 Round Tables – 4 ft. diameter (fits about 6 chairs each)
* 10 Rectangular Tables – 6 x 2.5 ft. (fits about 6 chairs each)
* 10 Rectangular Tables – 6 x 2 ft. (fits about 6 chairs each)
* Chairs - 75

We have the following A/V equipment and applications available:

* 2 folding wooden easels with whiteboards
* 1 large whiteboard/chalkboard
* 1 12 ft. wall projection screen
* 1 digital projector
* 1 standing podium
* 1 table-top lectern

*\*Any other tables, chairs, or equipment must be obtained from another source.*

**Scheduling Your Event**

Please contact the Public Programs Coordinator, Lindsey Schreier by email at lschreier@nativeplanttrust.org or by phone at 508-877-7630 x3303

**Rental Fees**

Room rental fees are based on the size of the group and include the Education Center’s main function room, access to the kitchen, free parking, and free admission to the Garden for all attendees on the date of your event. You will also be asked to put down a $250 Cleaning & Damage Deposit. We can accommodate groups up to 75 people.

* 1-25 people is $400.00
* 26-50 people is $600.00
* 51-75 people is $900.00

**Rental Guidelines**

The intent of these guidelines is to assure the safety of guests and preserve the facilities for the use of others. Please familiarize guests with these guidelines. Failure to follow guidelines could result in the premature ending of the event. If you have any questions, special needs or suggestions, please do not hesitate to communicate them to the Public Programs Coordinator.

**Botanical Garden Access**

Rental guests are invited to enjoy our 45-acre botanic garden during public hours only. Guests may not enter the gardens after hours. From mid-April through mid-October, Garden in the Woods is open to the public. Therefore, events scheduled during hours of operation may be affected. The Garden is located in a residential area and event attendees are required to conform to the local laws and statutes of the Town of Framingham.

**Permitted Event Types**

Native Plant Trust does not rent the facility to organizations giving multiple session classes, lectures, or for independently produced ticketed performances.

**Parking**

The Garden has three small parking lots that can accommodate up to a total of 50 cars. Please contact the Public Programs Coordinator to accommodate any special parking needs that your event may require.

**Storage**

Storage facilities are not available for event furnishings and decorations before or after your event. We ask that the Renter makes arrangements to have these items delivered on the day of your event and/or removed promptly following your event. Native Plant Trust cannot be held responsible for items left once the Renter departs.

**Event Curfew**

Unless other arrangements are made with the Public Programs Coordinator, all events must conclude by 4:00 p.m.

**Other Policies**

Smoking is strictly prohibited on Garden premises. Alcohol may not be sold or served on premises. The use of tents, plant or bird-seed, glitter, confetti, rice, sparklers, fireworks, incense, or piñatas is strictly prohibited. Decorations may be used; however, nails, brads, push pins, staples, heavy duty tape and such other items that may cause damage to the facilities are prohibited. You may not attach items to the walls, ceilings, or any other fixtures of the Education Center without express consent of the Public Programs Coordinator. Please also consult the Coordinator before connecting any electrical device or appliance in the room. Please refrain from using the following machines: popcorn, peanut, snow, fog, bubble, spray string, confetti, and cotton candy. Please weight balloons. Wok cooking, barbecues and use of propane gas are prohibited. Amplified music is prohibited outside the Education Center. All exits shall remain free from obstruction at all times. Any filming for commercial or professional use must be cleared with Native Plant Trust prior to the event, contact the Public Programs Coordinator for more information.

**Liability** **Required Documents**

Event without a Caterer: Sponsors of an event should provide the Public Programs Coordinator, at least one week before the event, with a **Certificate of Insurance** from your liability insurance company with evidence of $1,000,000.00 of Comprehensive General Liability, naming Native Plant Trust as “an additional insured” on the day of the event. In addition to a Certificate of Insurance from the Renter, all vendors employed for the event must supply the Public Programs Coordinator at Native Plant Trust proof of a Certificate of Liability Insurance policy of at least $1,000,000.00, naming Native Plant Trust as “an additional insured” on the day of the event.

The Renter is responsible for the actions of all of his/her guests, catering, and other vendors. The Renter is liable for any loss of equipment, breakage or other damage to the facility and agrees to pay for such loss in full. The Renter must remove all personal equipment and materials from the Education Center and the Garden at conclusion of the rental time. Native Plant Trust accepts no responsibility regarding the safety of the Renter and his/her guests, catering, and other vendors on the property.

Submit the following items to the Public Programs Coordinator at Native Plant Trust at least one week before your event:

* **Certificate of Liability Insurance** policy of at least $1,000,000.00, naming **Native Plant Trust** as “an additional insured” on the date of your event.
  + For Corporate or Non-Profit with a Caterer: You must hire a caterer with a liability insurance policy of at least $1,000,000.00 A Certificate of Insurance, naming the Native Plant Trust as “an additional insured” for the date and time of the event must be provided to the event coordinator at least one week before the event.

**Caterer Required Documents**

In order to have a caterer, you must follow these guidelines and submit the following items to the Public Programs Coordinator at Native Plant Trust at least one week before your event:

* **Permit to Operate a Temporary Food Service Operation**

For catered events, please make sure your caterer has the proper license from the Town of Framingham, “Permit to Operate a Temporary Food Service Operation. TEMPORARY FOOD SERVICE PERMITS are the responsibility of the vendor, and must be applied for through the Board of Health. This permit is required even if you already have a general food service permit and even if the food is prepackaged. The application can take up to three weeks so apply early! There is a fee and other required documentation. This permit must be displayed at the event in order to serve food! The permit application and procedural info is available online at <http://www.framinghamma.gov/documentcenter/view/4964>

For questions, please contact the Board of Health directly at: 508-532-5470. A copy of the permit must be given to the Public Programs Coordinator at least 1 week before event.

* **Caterer must supply a Certificate of Liability Insurance** policy of at least $1,000,000.00, naming **Native Plant Trust** as “an additional insured” on the date of your event.

Please read the following information carefully:

* Details of all deliveries must be cleared with the Public Programs Coordinator.
* All food and drink and its consumption are restricted to the Education Center and the patio.
* Renters may use the full-size refrigerator, stove, counter space, sink, microwave oven, and catering racks, hot water urns, coffee urns.
* Use of the kitchen does not include any kitchen utensils or dishware.
* Small candles for chafing dishes and small candles in jars for table decorations are allowable.

**Discounts**

Group and Group Plus members receive 20% off one room rental fee. These discounts do not apply to any of the additional fees (e.g., cleaning & damage deposit, staffing charge, etc.). Members must present their current membership card.

**Payment**

A signed copy of the Rental Contract is needed to secure the event date. Payment is made in full on the day of the event. Please bring two checks made out to Native Plant Trust, one for the rental fee and the other for the $250.00 Cleaning & Damage Deposit. Any additional charges incurred during the event will be due within 5 business days following the completion of the event. Payments by credit card (Visa or MasterCard), money order, personal and/or corporate check will be accepted.

**Cleaning Checklist**

The Renter agrees to leave the Education Center and the Garden in the same condition in which it was supplied.

* Clean up any spills and spots on the carpet.
* Clean up any spills and spots in the kitchen.
* Clean kitchen counters, cabinets, floors and refrigerator
* Pick up all debris inside and out of the facility and place in trash.
* Bag and securely tie closed trash and put next to the kitchen’s outside door.
* Remove all decorations, food, and drinks.

\*If all of the above is completed and there are no damages to the facility, your $250.00 Cleaning & Damage Deposit will be returned to you when you leave the day of the rental.

**Cancellation Policy:**

Please provide written notice of cancellation at least one week prior to the rental date. If Native Plant Trust needs to cancel due to an emergency situation in the Garden or on the access road (such as extended power outage, weather damage, or snow and ice accumulation), the primary contact on the Rental Contract will receive notification by email.