



## Facility Rental Information Packet

*Your special occasion deserves a special location*

**Thank you for your interest in using the facilities at Rancho Santa Ana Botanic Garden (RSABG).** RSABG is pleased to make its facilities available for private events. Whether your needs call for an intimate setting or a spacious venue with room to dance the night away, you'll find a place at Rancho Santa Ana Botanic Garden. From milestone birthdays, anniversaries, weddings and private parties to celebration of life services, family gatherings, corporate meetings and business retreats, the Garden has a venue, setting, and the support of experienced staff to make your event special.

A private, non-profit organization, RSABG is the largest botanic garden dedicated exclusively to California's native plants. Founded in 1927, the Garden is nestled into 86 acres in the city of Claremont, near the foothills of the San Gabriel Mountains. Rancho Santa Ana Botanic Garden's mission is to promote botany, conservation, and horticulture to inspire, inform, and educate the public and the scientific community about California's native flora. The Garden is devoted to the collection, cultivation, study, and display of native California plants and to graduate training and research in plant systematics and evolution. Through all its programs, the Garden makes significant contributions to the appreciation, enjoyment, understanding, and thoughtful utilization of our natural heritage.

As the Garden is a living museum, there are restrictions placed upon its use. To help you with your decision regarding the use of the Garden, we ask that you consider the following information.

---

---

### Policies and Regulations

- Because of the unique nature of our collection and our facilities, RSABG does not allow any activity or event which may result in damage or disturbance to the living collection or Garden facilities or which may interfere with normal public use during standard business hours. All activities or events must be consistent with the purposes of RSABG and appropriate for the facilities. All activities and entertainment must be approved in advance by the Garden. All decisions regarding the use of the facilities are made with these principles in mind. RSABG reserves the right to determine appropriate use and to interpret these guidelines. As a condition of the use, Lessees are required to indemnify Rancho Santa Ana Botanic Garden, its agents, officers, and employees with respect to any liability arising out of or resulting from use of RSABG facilities. Users are also responsible for any damage to facilities or collections and all costs associated with necessary repairs.
- RSABG event locations and venues are available for use by groups, organizations, and businesses when there is no conflicting Garden activity and/or the Garden is closed to the public. Your cooperation is needed in complying with the following policies and regulations to ensure the safety of all who visit, the success of your event, the security of the facilities, and to protect RSABG's valuable collections.
- As RSABG is a private, non-profit institution, we do not allow activities that involve raising funds to benefit any organization other than the Garden. Facilities may not be used for political events, religious functions (*excluding wedding ceremonies, Bar and Bat Mitzvahs*), commercial promotions, and any other function that may conflict with the interests or mission of Rancho Santa Ana Botanic Garden.



- The Lessee shall only be entitled to use those portions of the Garden designated in its agreement with RSABG. No indoor back-up facilities are available for outdoor events unless specifically provided in the written agreement with RSABG. Rental of one RSABG venue does not confer any right to use any other portion of the Garden without prior written agreement with RSABG.
- Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of RSABG guests, personnel, visitors, collections or facilities are expressly prohibited. RSABG personnel may request that individuals engaging in such behavior leave the premises. RSABG personnel may terminate any event at any time, if, in their reasonable judgment, the event endangers RSABG, its guests, personnel, visitors, collections or facilities. Garden personnel shall strictly enforce the agreement and regulations. The Lessee is responsible for the behavior of its guests, invitees and agents while they are at the Garden.
- Facilities will be available to Lessees only during the hours indicated in the agreement with RSABG.
- Lessee agrees to take the utmost care not to damage any of the facilities. The Lessee will be responsible for all damages to buildings, equipment, fixtures, and furniture arising out of the use of the facilities. In addition, RSABG will not be liable to the Lessee, its guests, agents, performers, or employees for any loss or damage to personal property.
- All printed materials (invitations, announcements, press releases, etc.) relating to the event may be subject to approval by RSABG before they are distributed.
- No decorations, temporary fixtures, or signs may be affixed to plants, trees, woodwork, buildings or any architectural feature unless specifically approved by the Facility Rental Coordinator. Twinkle lighting on tabletops and structures is permitted once approved by Garden personnel.
- Balloons may not be released in the Garden.
- Because of the RSABG's abundant wildlife and safety considerations, decorative confetti, bird seed, *artificial* flower petals, and rice are prohibited. Bubbles and natural flower petals are acceptable. *Thank you for your understanding.*
- All costs of food, rentals (tables, chairs and linens), and additional items (florals, entertainment, centerpieces, etc.) are coordinated separately from the Garden and are the responsibility of the Lessee.
- RSABG does not have an area for the storage of personal belongings or rental equipment. Rental deliveries and pick-ups must be scheduled in advance and transported to the event site in approved vehicles. Rental Company personnel are required to transport rental items to and from the site under the supervision of RSABG personnel. Rentals must be delivered no earlier than one day prior to the event and picked up immediately following the event, or as early as practical on the next day.
- It is the responsibility of the Lessee to return the rental space to the condition in which it was found.
- Vehicular traffic is allowed only on designated Garden roads; unauthorized vehicles are not allowed on pathways at any time.
- Acoustical music is allowed. Amplified music may be permitted within considerations for wildlife, neighboring residents, or Garden visitors. All event music must be discussed with and approved by the Facility Rental Coordinator.
- Unless otherwise indicated, venue reservations (ceremony only) are for 2 hrs, (plus 1hr set-up and 1 hr for take-down).
- If the event exceeds the allotted time slot set forth in this contract, the Lessee agrees to pay an additional rental fee of fifty dollars (\$50) per half-hour. Any remaining balance due for additional rent is the personal obligation of the Lessee.
- Should you need insurance, [one-day policies are available](#) for purchase through the Garden's broker.
- Smoking is permitted only at one designated location adjacent to the venue; otherwise, smoking is strictly prohibited at the garden. It is the responsibility of the Lessee to aid in the enforcement of this policy.

## Venue Descriptions – Private Facility Rental

(Contact RSABG Facility Rentals for pricing information)

### California Courtyard

Spacious open air location featuring beautiful surrounding foliage and garden landscapes. Located adjacent the main Administration Building, the courtyard can accommodate up to 400 guests 'theater-style' for a ceremony or 280 seated at tables for a reception. Size 60'x80' with additional space for catering setup. Can be tented; electricity onsite, restrooms adjacent.



### Container Garden

Located on the west side of Indian Hill Mesa this open air venue features an artistic overhead structural with colorful shade sails. Wooden partitions create a 'gallery-feel' showcasing beautiful container plants on display in our collection. With mountain views and tall trees surrounding, this venue can seat over 150 'theater-style' or 100 comfortably for a meal. Size 40'x60' with additional space for catering setup. Electricity available.

### Cultivar Garden *Large Gazebo*

Located in the beautiful two acre Cultivar Garden, this area is immersed within colorful and shapely plant forms. The large wooden Gazebo (25'x25') is the perfect focal point for your event, featuring a flowing fountain and reflecting pool. Electricity available.



### Cultivar Garden *Small Gazebo*

Covered by native California grape vines, the small gazebo (11'x14') is an ideal location for an intimate event, vow renewal, or small wedding ceremony. Suitable for seating up to 20 or 30 guests standing.

## **East Classroom**

Located within RSABG's main Administration Building, this functional and convenient space is perfect for corporate gatherings, meetings, or conferences. Indoor size approximately 26'x31' with additional adjacent outdoor space 25'x30', partially covered. Indoor area seats up to 60 'theater-style' or 35 seated comfortably at tables. Restrooms located in building. Has limited kitchen facilities, AV presentation capabilities, two chalkboard walls, and internal/external access.

## **Lenz Horticultural Classroom**

This functional and convenient space is perfect for corporate gatherings, meetings, or conference presentations. Indoor size approximately 20'x30'. Seats up to 30 'theater-style' or 20 seated comfortably at tables. Restrooms located in adjacent building. Has AV presentation capabilities, dry erase boards, and external access.

## **Thorne Council Ring**

Located at the north end of Indian Hill Mesa, this forested area is ideal for intimate ceremonies or gatherings. Trailside seating for 10 plus additional standing space. Restrooms located in adjacent building.



## **Percy Everett Garden**

Located in the East Alluvial Gardens, this beautiful hillside site is ideal for intimate ceremonies or gatherings. Seats up to 50 theater-style or 25 seated comfortably at tables. Shaded. Restrooms located nearby.

## **Upper Pond**

This peaceful setting is located in the heart of Indian Hill Mesa, featuring a small, vegetated pond, sculpture, and elevated wooden platform (10'x20'), surrounded by tall trees. Seating for up to 20 plus additional standing space. Nearest restrooms located at Administration Building.



## **Benjamin Pond**

A beautiful hillside pond setting that faces the evening sunset, perfect for an intimate ceremony or vow renewal, and may even be reserved for a well-planned proposal! Constructed platform at water's edge provides space for limited seating plus additional standing space. Conveniently located near the Garden's main entrance and ADA accessible; restrooms are located at adjacent Administration Building.

## Walter and Gracie Lantz Outdoor Classroom

This versatile covered structure can be transformed for any occasion, whether a formal event or casual gathering. Space can be converted from an open-sided ramada to an intimate private event space with roll-down canvas walls. Seats up to 100 'theater-style' or 60 comfortably at tables. Size approximately 26' x35' (covered), with additional space uncovered. Electricity onsite, restrooms adjacent. Has limited kitchen facilities onsite and ceiling lighting.

## Conference Rooms

Located within RSABG's main Administration Building, these functional spaces are perfect for corporate meetings or retreats and function well as breakout rooms in conjunction with other rental spaces. Size approximately 10' x20'. Seat 10 comfortably around conference room tables. Restrooms located in building. AV presentation capabilities, internal hallway access.



## Johnson's Oval

Located just south of the Administration Building, featuring a Craftsman-style shade structure, flagstone pathways, and a naturalistic dry stream bed setting. Restrooms located in adjacent building.



## The following items are included in the rental fee:

- Use of the location for the contracted time (*up to 2 hours for wedding ceremony only*)
- Additional hours for set-up and breakdown of the event
- One small Garden cart will be provided for the bride if requested (if applicable)
- On-site RSABG staff liaison
- Garden Admission for you and your guests the day of the event, and Garden Maps as needed
- Dressing rooms (if applicable)
- A negotiable rehearsal time the week of your wedding (if applicable)
- A final walk through (if applicable)
- Complimentary parking for your guests
- Security during your event (if applicable)

---

### Courtesy Discounts May Apply

Courtesy discounts on base rental fees may be available. Please inquire with Adeline Ojeda, Facility Rental Coordinator, at [facilityrentals@rsabg.org](mailto:facilityrentals@rsabg.org) or by calling (909) 625-8767 ext. 226 with additional questions.

- 20%: Board of Overseers, Board of Trustees
- 20%: Non-profit organizations

---

## Event Catering

*Gourmet Gourmet Catering* is the exclusive caterer of Rancho Santa Ana Botanic Garden. Visit [www.gggourmetgourmet.com](http://www.gggourmetgourmet.com) or contact Director of Catering, Vanessa Nelson at (909) 920-6400 or [Vanessa@gggourmetgourmet.com](mailto:Vanessa@gggourmetgourmet.com)

Gourmet Gourmet offers the finest in:

- **Superb Cuisine:** Food that is pleasing to the eye as well as the palate.
- **Highly Trained Staff:** *Gourmet Gourmet* staff will offer you professional service.
- **Creative Event Ideas:** Let *Gourmet Gourmet* assist you with over 20 years of experience! From tabletop presentation to personalized designer menus, you'll be sure to keep your guests talking.
- **Boxed lunches** available.

*Many local restaurants* provide take-out suitable for meetings and conferences for any groups of up to 20 guests.

- Mention RSABG at Buca di Beppo, Claremont, when you place your order. [www.bucadibeppo.com/catering/](http://www.bucadibeppo.com/catering/)
- Wolfe's Market on Foothill Blvd offers a selection of salads and sandwiches. [www.wolfesmarket.com/](http://www.wolfesmarket.com/)
- And many more! Contact the Garden for more suggestions.



---

## Lodging

### DoubleTree by Hilton Hotel Claremont



Rancho Santa Ana Botanic Garden has a negotiated corporate rate with [DoubleTree by Hilton Hotel Claremont](#) to make arranging your guest accommodations a snap. Located within walking distance of RSABG, the DoubleTree by Hilton Hotel features mission-style buildings surrounding a sparkling outdoor pool and whirlpool, spacious guest rooms or suites featuring 37-inch flat-screen TVs and high-speed internet access. Also onsite are Essentials Day Spa, The Orchard Restaurant featuring California-Mediterranean fusion cuisine, and PianoPiano.

---

## Facility Rental Inquiries

### To inquire about facility rental availability or additional information:

Please email [facilityrentals@rsabg.org](mailto:facilityrentals@rsabg.org).

Thank you for supporting Rancho Santa Ana Botanic Garden.

- Viewing of venues: You may schedule an appointment with the Facilities Rental Coordinator for a private tour of event venues, or pay admission fees to view the several potential sites at your leisure. If you have any questions, please call the Special Events Office, Facilities Rental Coordinator (909) 625-8767 ext. 226
- To hold a date for your event, the Lessee shall pay a reservation deposit equal to one-half of the total rental fee. This deposit, unless forfeited due to cancellation statements provided herein, shall be applied toward the total balance of the rental fee. The deposit must be paid at the contract signing. The total balance is due not fewer than two weeks (14 days) prior to the event.
- A refundable security deposit of \$200.00 is due at the signing of this contract. *The deposit will be refunded in full unless (a) the event extends longer than the contracted period, (b) results in damage to the venue(s), or (c) the venue(s) is not left in the same condition as found. If any of these occurs, the cost of excess time, repairs, and custodial services will be deducted from the deposit.*

Revised March 2017.