Thank you for your interest in using the facilities at California Botanic Garden (CALBG). CALBG 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 will find a place at California Botanic Garden. From milestone birthdays, anniversaries, baby showers, weddings, 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, CALBG 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. California 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. 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, CALBG does not allow any activity or event that 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 CALBG 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. CALBG reserves the right to determine appropriate use and to interpret these guidelines. As a condition of the use, Lessees are required to indemnify California Botanic Garden, its agents, officers, and employees with respect to any liability arising out of or resulting from use of CALBG facilities. Users are also responsible for any damage to facilities or collections and all costs associated with necessary repairs.

- CALBG 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 CALBG’s valuable collections.

- As CALBG 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 California Botanic Garden.

- The Lessee shall only be entitled to use those portions of the Garden designated in its agreement with CALBG. No indoor back-up facilities are available for outdoor events unless specifically provided in the agreement.
written agreement with CALBG. Rental of one CALBG venue does not confer any right to use any other portion of the Garden without prior written agreement with CALBG.

- Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of CALBG guests, personnel, visitors, collections or facilities are expressly prohibited. CALBG personnel may request that individuals engaging in such behavior leave the premises. CALBG personnel may terminate any event at any time, if, in their reasonable judgment, the event endangers CALBG, 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 CALBG.

- 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, CALBG 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 CALBG 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 CALBG’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.

- CALBG 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 CALBG 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.

- Acoustic 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 up to fifty dollars ($50) per half-hour for non-catered events and one hundred dollars ($100) per half-hour for catered events. 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 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 CALBG Facility Rentals for more pricing information)

**California Courtyard $1125-$2800**
Spacious open-air location featuring beautiful surrounding foliage and garden landscapes. Located adjacent the main Administration Building, the courtyard can accommodate up to 300 guests ‘theater-style’ for a ceremony or 200 seated at tables for a reception. Size 60’x80’ with additional space for catering setup. Space can be tented, electricity onsite, restroom adjacent to venue.

**Outdoor Gallery $775-$1650**
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’ displaying beautiful container plants. With mountain views and tall trees surrounding, this venue can seat over 150 ‘theater-style’ or 150 comfortably for a meal. Size 40’x60’ with additional space for catering setup. Electricity available.

**Cultivar Garden “Large Gazebo” $775-$1650**
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” $650-$1050**
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 12 or 20 guests standing.
Johnson’s Memorial Oval $775-$1400
Located just south of the Administration Building, featuring a Craftsman-style shade structure, flagstone pathways, and a naturalistic dry stream bed setting. Size approximately 10’x20’. Seats up to 60 comfortably. Restrooms located in adjacent Administration building.

Thorne Council Ring $250-$400
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.

Lantz Outdoor Classroom $850-$1200
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.

Percy Everett Garden $775-$1300
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 $450-$650
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 $250-$450
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.

Manzanita Room $175-$450
Located within CALBG’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.

Sycamore Room $400-$1000
Located within CALBG’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 $350-$800
This functional and convenient space is perfect for corporate gatherings, meetings, or conference presentations. Indoor size approximately 20’x30’. Seats up to 40 ‘theater-style’ or 20 seated comfortably at tables. Restrooms located in adjacent building. Has AV presentation capabilities, dry erase boards, and external access.
Further Information

The following items are included in the rental fee:

- Use of the location for the contracted time (see schedule of fees; 2 hour rentals are available for non-catered events and 6 hour rentals for a catered event)
- One additional hour before and after the rental period for set-up and breakdown
- One small Garden cart provided for the bride if requested (if applicable).
- On-site CALBG staff liaison
- Garden admission for you and your guests the day of the event, and Garden Maps as needed
- Complimentary free parking for your guests
- A 1 hour rehearsal time the week of your wedding (if applicable)
- A final walk through (if applicable)
- Security during your event (if applicable)

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 Adeline Ojeda, Facilities Rental Coordinator (909) 625-8767 ext. 289

Courtesy Discounts May Apply

Courtesy discounts on base rental fees may be available. Please inquire with Adeline Ojeda, Facility Rental Coordinator, at facilityrentals@calbg.org or by calling (909) 625-8767 ext. 289 with additional questions.
Catering

California Botanic Garden works exclusively with three Preferred Approved Caterers who provide expert consultation and gourmet fare for your venue rental. We invite you to learn more about these caterers below and visit their websites. When you make an official rental inquiry, you can make a selection for your preferred caterer(s).

As You Like It Catering
(951) 264-0800
www.asyoulikeitevents.net/

As You Like It Catering
We are happy to help with just the catering, or we can create an all-inclusive wedding for you. In addition to basic planning, we can hook you up with bar service, rentals, linens, the perfect venue, canopies, decor, floral design, DJ service, photography, photo booth, videography, wedding cake, candy buffet, donut wall, pretzel bar, espresso cart, mini desserts, late-night snacks, horse & carriage, officiant, and more.

Gourmet Gourmet Catering
(909) 920-6400
www.gggourmetgourmet.com

Gourmet Gourmet Catering Inc. will provide the advice, energy, and assistance you need to create your own perfect wedding. Our consistent quality and superior performance has placed us at the top of preferred vendor lists for many of Southern California’s beautiful wedding sites.

Buttercup Catering
(323) 577-3081
http://www.buttercupcateringyum.com/

Buttercup Catering
With our passion for food & design, we will create the perfect event and give you a fresh, unique experience. Buttercup Catering will provide you with everything you need for your wedding reception, sit down dinner, and cocktail reception with hors d’oeuvres to luncheons, tea parties or any other catering event!

We specialize in creative, custom catering, offer floral services, rentals, and bar service as an added option. Whatever your event, we can make it the most special - small or large, casual or elegant - whatever your dreams, we will make your occasion unforgettable.