



# Rental Guidebook

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## Rental Spaces at the Zilker Botanical Garden

The Zilker Botanical Garden (ZBG) is available for a wide variety of indoor and outdoor rentals including, community events, non-profit events, business events, meetings, lectures, classes, retreats, banquets and more. The Zilker Botanical Garden also rents for more personal events, including but not limited to, weddings, baby showers and memorial services, celebration of life ceremonies, quinceañeras, family reunions, birthdays and social gatherings.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Please inquire with the event coordinator for more information.

Please note that rental activities may not interfere with the normal public operation of the facility and are subject to policies and guidelines listed below, as well as those outlined in the ZBG Reservation Agreement

Rental Space	Max Capacity	
Taniguchi Japanese Garden Tea House	20	Outdoor
Oak Grove	125	
Mabel Davis Rose Garden – Memorial Arch	50	
Mabel Davis Rose Garden – Butler Window	25	
Mabel Davis Rose Garden – Oak Trees	125	
South Lawn (Auditorium Lawn Overlook)	100	
Hartman Prehistoric Garden Pavilion	25	
Auditorium	Boardroom/Rounds - 80 Theater Setup - 100	Indoor
Greene Room	Boardroom Setup - 12 Theater setup - 25	
Library	8	
Kitchen	5	

## Rental Fees

All fees are assessed in accordance with the current City of Austin Parks and Recreation Department (PARD) Fee Schedule. You can find complete fee schedule information online at [www.austintexas.gov/zilkerbotanicalgarden](http://www.austintexas.gov/zilkerbotanicalgarden).

A summary of rental fees applicable to the Zilker Botanical Garden are provided below, but please keep in mind that additional fees may be applicable depending on the scope and needs for your specific event:

Space/Venue	Non-Resident of Austin	Austin Resident	Notes
<b>Auditorium rental</b>	\$155	\$155	Indoor venues are booked for a minimum 4-hour block. Hours may be added for an hourly pro-rated fee.
<b>Greene Room</b>	\$50	\$50	
<b>Kitchen</b>	\$25	\$25	
<b>Library</b>	\$15	\$15	
<b>AV equipment</b>	\$15	\$15	
<b>Outdoor rentals (various sites)</b>	\$350	\$325	Outdoor venues are booked for a minimum 2 hour rental. Hours may be added for an hourly pro-rated fee.
<b>Oak Grove</b>	\$450 or 900	\$450 or 900	The Oak Grove is rented as a 4-hour or 8-hour block.
<b>Damage Deposit</b>	\$100.00	\$100.00	Refundable if all requirements met and site is cleaned and not damaged.
<b>Facility Reservation Deposit</b>	\$50.00	\$50.00	Holds the reservation and is applied towards the rental.
<b>Event staffing</b>	\$20	\$20	Per hour, required for all Garden rentals
<b>Set-up fee</b>	\$35	\$35	Only if setup is handled internally

## Booking Process

1. Review the rental page on the website to view rental spaces and policies.
2. Complete and submit the Facility Rental Application
3. The facility will review the rental application for date availability and set up a meeting to tour the facility, determine which spaces meet your needs, provide you with a fee assessment and answer any additional questions.
4. Upon approval, the Renter is required to sign the Facility Reservation Agreement and pay all applicable reservation deposits (converts to a damage and clean up deposit). Rentals are held up to 14 calendar days from the date the rental application is submitted and is not considered confirmed until payment of the deposit and the signed reservation agreement are on file.
5. Once the event date is booked, depending on the size and type of the event, at least one pre-event walk through may be required two weeks prior to the event to include the Renter, Event Coordinator, and vendor representatives (caterer, sound technician, etc.)
6. If a signed contract and deposit are not on file by the 14th day, the date hold will be removed.

## **Availability:**

**Policy:** The Zilker Botanical Garden is dedicated to providing public events and programming throughout the year; therefore, the facility may not be available for rent on requested dates even if a date appears open on the calendar. The Event Coordinator will work with organizations and individuals to find a suitable date where possible.

The Garden is a public and multi-use facility; therefore, no renter shall have exclusive rights to the facility; however, only the renter and guests will have access to the room(s) rented. Outdoor rental spaces are not able to be closed completely, and the garden areas surrounding a rental space (for example, the Hartman Prehistoric Garden surrounding the Hartman Pavilion) will remain open to the public.

**Free Days:** The Zilker Botanical Garden hosts designated free days for the public each year. On these dates, we do not have availability for facility rentals (Dates vary each year; check the online calendar for specific dates)

### **Outdoor Venues Available Daily**

- 10:00AM-5:00PM non-DST (Spring & Summer)
- 10:00AM-4:00PM DST (Fall & Winter)

**Please note:** The Garden is not lit sufficiently to allow for evening rentals outdoors.

### **Indoor Venues**

- **Sat:** 4:00 PM-10:00PM
- **Sun:** 10:00AM-10:00 PM

Rental periods include all setup and clean-up time. Renters must clean-up and exit facility no later than 10:00 PM

### **Holiday Closures**

- New Year's Day
- Independence Day (4th of July)
- Thanksgiving Day
- Christmas Eve
- Christmas Day

The facility is open to the public on the following holidays, but availability for rentals is not guaranteed.

- New Year's Eve
- President's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Labor Day
- Veteran's Day

# Booking & Payment

## Reservation Holds

Reservation date holds are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation form are on file. If another party is interested in a tentative date, the current holder will have until the end of the 14-day hold, or 3 full business days from when the contract expires, to submit the deposit and signed agreement (the earlier of the two dates with prevail); otherwise, the tentative hold will be released on the fourth business day.

## New Reservations and Changes to Existing Reservations

Requests for new reservations and rental time changes to existing reservations must be received two weeks before the event. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

## Billing and Payment

Full payment for rental fees is due 30 days prior to the event. If the event is booked less than 30 days prior to the event date, rental fees are due with the deposit and reservation agreement. Payments may be made with cash, credit card, money order, or check payable to the Zilker Botanical Garden. Cash money order, and check payments must be made at the Parks and Recreation Department main office on 200 S. Lamar. MasterCard, Visa and American Express are may be made online or in person.

## Deposits

Upon approval of the Facility Rental Application and selected event, the reservation deposit must be paid and the Facility Reservation Agreement must be signed. The reservation deposit converts to a damage and clean up deposit.

## Cancellations

Cancellation 30 days or more prior to rental date will be refunded 100% of all paid rental, staff and utilities and deposit fees. Cancellation less than 30 days prior to the event date will be assessed the full rental fee and only deposit and staff utilities fees will be refunded after applying to any rental fees. All cancellations must be in writing.

## Force Majeure

The Facility Use Agreement will automatically terminate and Organizer waives and releases any claim for damages or compensation from the City on account of termination if:

- The Property, structures and/or improvements are wholly or partially destroyed or damaged by any cause, casualty, or unforeseen occurrence; or
- Local, state or federal imposed measures, travel restrictions, quarantines, or isolation in response to the outbreak of an infectious disease, epidemic or pandemic in the City that involves, includes or affects the Property, structures, improvements or staffing/employees, mass gatherings, public assembly or the Event; or
- Lightning, earthquakes, fires, storms, floods and landslides; or
- Threat or act of terrorism, strike, sabotage, civil disturbance, or disaster declaration; or,
- Circumstances beyond City's control, that materially impacts or renders City's performance impossible.

## **Deposit Refunds**

Deposits will be returned upon final inspection of the spaces used. If areas used are restored to original condition, clean and without damage, and the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. Deposits paid by check or cash will be mailed from the City of Austin to the Renter who signed the reservation agreement within 30-45 days following the rental date. Deposits made by credit card will be refunded within 10 business days following the rental date.

## Facility Amenities

### **Event Staff**

The Parks & Recreation Department requires staff to be on site at all times to monitor, inspect and secure the facility. During events, ZBG staff will be available to open and close the facility, work closely with the primary event contact to answer questions and provide assistance, setup and troubleshoot ZBG equipment, ensure that the event ends as scheduled on the rental contract and that facility is clean and ready for the next scheduled use and emergency assistance. They are not available to volunteer at or staff events, serve as in room A/V technicians for rental events, assist with renter setup, cleanup and takedown and/or supervise minors.

At the conclusion of the event, the event staff will provide the renter primary contact a rental cleanup checklist form for cleanup at the end of the event and conduct a joint inspection of the space. The event staff will submit a report to the event coordinator which will include the rental inspection checklist; any documented damages, if all equipment was returned, the actual arrival and departure time and if there were any violations of the signed and approved rental contract. This report will help determine the amount of the deposit to be refunded.

### **Kitchen Facilities and Catering**

The Zilker Botanical Garden has a small catering kitchen facility available for use, which can be requested as part of the Facility Use Agreement with a kitchen rental fee. Kitchen rental use requires all caterers to have a certificate of insurance, and a temporary Food permit, regardless of whether the event is public or private. If the above requirements are not met, under no circumstance will use of the kitchen be allowed. The renter must comply with applicable kitchen policies and regulations for catering kitchens.

### **Vendors**

The center does not have exclusive service providers such as caterers or decorators; however, a list of providers that have serviced events at the center can be provided upon request. All third-party providers/vendors must be licensed, qualified, and insured as applicable.

### **ATM Services**

The Zilker Botanical Garden does have an onsite ATM. However, vendors are encouraged to accept all methods of payment, such as cash and credit cards.



## Available Equipment

The facility has a variety of equipment available, some of which is included in the rental and some at an additional charge. All equipment is available in limited quantities and any additional items beyond what the facility can provide may be rented from an outside rental company at the Renter's expense.

Renters may rent, at their own cost, tables and chairs and other furniture and equipment, and will be responsible for coordinating their own setup with their chosen rental company to include drop-off, setup, and pick-up. All arrangements must be approved by and coordinated with Garden staff. Garden setups may not combine Garden equipment with rental company equipment.

The facility does not provide any decoration services, such as table linens, decorations or backdrops.

Not all furniture or equipment can be moved or removed in event spaces.

ITEM	SIZE	QNTY	LOCATION	DESCRIPTION
<b>Glass Tables</b>	32x60	2	Auditorium	Large Green Metal, Glass Top Tables
<b>Wide Metal Tables</b>	30x72	20	Auditorium	-
<b>Narrow Metal Tables</b>	24x72	10	Auditorium/Greene	-
<b>White Tables</b>	29.5x71.5	12	Auditorium-Closet	Non-Folding Plastic Tables
<b>Old White Tables</b>	30x72	2	Auditorium-Closet	Folding Plastic Tables
<b>Brown Metal Chairs</b>	N/A	100	Auditorium-Closet	Light Brown Padded Folding Chair
<b>Metal Chairs</b>	N/A	130	Auditorium-Closet	Light Red Padded Cloth Chairs Metal Leg Construction
<b>Garden Chairs</b>	N/A	6	South Lawn	Large Colored Wooden Chairs
<b>Round Tables</b>	DIAM. NEEDED	14	Auditorium-Closet	Large, White, Plastic, Ballroom Style, Round Tables
<b>Butler Carts</b>	3.5x2	2	Auditorium	Small, 2 level Cart Sized Green Metal Tables, Glass Top
<b>Podium</b>	N/A	1	Auditorium	Microphone Rest, Wooden Construction
<b>Power Point Projector</b>	Varies	8	Auditorium-Closet	
<b>Overhead Projector</b>	N/A	1	Auditorium-Ceiling	Fixed to Overhead Ceiling, Non-Movable
<b>Presentation Laptop</b>	N/A	1	Office	-
<b>Glass Vases</b>	Varies	3 Boxes	Basement/Bev Shed	-
<b>Lounge Stools</b>			Bev Shed	Tall Stools for Display
<b>TV</b>	N/A	1	Greene Room	Large, Black, LCD Screen Fixed to Wheeled Stand
<b>Reservation Signs</b>	N/A	5	Main Parking Lot	Green Base Signs read "Reserved for Wedding Parking"
<b>Auditorium Measurements</b>	43x55 (2365 ft <sup>2</sup> )	N/A	Auditorium	Large Meeting/Event Room
<b>Cloth Rolling Chairs</b>	N/A	10	Auditorium/Greene	Gray and Black Cloth Rolling Office Chairs
<b>Medium Glass Tables</b>	22x40	2	Auditorium	Green Medium length, glass top, rounded corners
<b>Old Rolling Tables</b>	25x60	2	Library	Heavy Wooden Tables, On wheels
<b>Microphone</b>	N/A	3	A/V Box	Two Handheld, One Lapel



## **Wi-Fi**

The Zilker Botanical Garden offers free, public wireless internet for center visitors, renters and attendees. Wireless Internet service is vulnerable to interference from other wireless devices and may experience interference due to high volumes of usage. Depending on the internet requirements for an event, a renter may wish to purchase a wired, dedicated Internet connection to ensure sufficient internet capabilities. A password is not required to access the internet.

## **Storage**

The facility will not accept any freight, packages, or other delivered items on behalf of the Renter. Items may not be stored before or after the contracted reservation time.

## **Loading Zone**

The loading zone is for loading and unloading only. Vendors and renters should bring their own cart, dolly, or other equipment to transport items. After items have been removed from vehicle and placed in loading dock, vehicles must be moved to parking area. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

## **Room Setup**

ZBG Staff will setup the Auditorium and Greene Room with ZBG owned furniture and equipment. The Auditorium and Greene Room have several standard setup options. Custom setups must be requested by completing the Setup Template in the Rental Packet. Garden staff will review to determine if the request can be accommodated. Setup needs to be provided by Garden staff are limited to the tables and chairs available. Setup options in outdoor areas provided by Garden staff are limited to folding chairs only.

Additional setup options can be arranged, and are allowed through private rental companies. Setup plan must be reviewed and approved by the Garden Rentals Coordinator, and are the responsibility of the renter. Any outside rental items must be picked up the next business day following the rental, and should be stored out of the way of other room use needs until pick-up.

## **Room Clean-up**

The Renter is responsible to return all rented space(s) and support spaces (kitchen, restrooms, etc.) to its original clean condition. The renter may opt to complete the cleaning with their team, volunteers, or hire their own cleaning crew.

Cleaning requirements include but are not limited to:

- Removing decorations and any items brought to the facility for event
- Wiping down tables and chairs
- Taking down all tables and chairs and returning to storage in the Auditorium and Greene room to allow for cleanup
- Returning the rented rooms to the original condition and setup
- Sweep, mop and/or vacuum floors
- Remove and place all trash and debris resulting from rental in outdoor trash and recycling receptacles.
- Liners must be replaced in all trash cans.

Cleaning equipment is available in the janitorial room. Damages that may have been incurred during the event should be reported. On site event staff will assist you with locating cleaning supplies, identifying the location to return tables and chairs and will inspect the facility and rented areas with the Renter at the conclusion of event.

## **Recycling Policy**

The City of Austin highly encourages recycling in our community, especially in all city facilities. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, cardboard, plastic bottles, aluminum, metals and glass. Please do not place cans, bottles and clean cardboard in the trash containers. Contaminated material such as paper plates with food, pizza boxes, etc. should be placed in the trash.

At the end of event, renter should place all recycling, including flattened boxes in the green exterior recycling dumpster. Renters are requested to please encourage their guests to use the recycling containers provided.

## **Disposal of Garbage and Recycling**

The Zilker Botanical Garden provides one four-yard dumpster and one four-yard recycling container at the ZBG. In some cases, the ZBG may require a renter to rent additional onsite dumpsters for an event. The renter is also responsible for the expense for excess amounts of trash left when additional trash pickups are required.

## Alternative Funding Options/Processes

### **Collaborations**

PARD facilities determine programming priorities based on public input. PARD programs also take into consideration their mission, values and audience. Once the PARD facility has determined how it will meet community needs through programming, it may meet with a community group or individual who may suggest a program component that is relevant to the programming priorities.

Collaboration applications are available upon request.

### **Co-Sponsorships**

Community events may be eligible for co-sponsorships if they are consistent with City of Austin and PARD's mission, provided the events comprise a valuable public benefit beyond the intrinsic value of the program, are appropriate to the Garden, and are open to the public.

Co-sponsorship events require a customized agreement between PARD and the community group, which varies according to the size of the event. The agreement will outline the "value-for-value" relationship between what the community group is going to provide and what PARD will provide for the event. Large-scale events (more than 1,000 attendees expected) are handled by PARD's Special Events Office and must meet the requirements of the Special Events Ordinance.

Co-sponsorships applications are reviewed by the Garden Manager, reviewed by the Special Events office, and approved by the Division Director and Assistant City Manager.

### **Fee Waivers**

Citizens may directly request fee waivers from City Council. The City Council may elect to waive all or a portion of the rental fees.

### **Responsible Party/Minors**

The company/organization or person booking the facility is considered the event organizer and person financially and contractually responsible for the event. Violation or disregard for facility rules and policies may result in the following: ineligibility to make future reservations, removal, fine, arrest, legal action, cancellation of reservation and/or forfeiture of all fees and deposits. The responsible party/contract holder must be on site at all times during a rental.

Minors under the age of 18 must remain under direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

### **Subleasing**

At no time shall a user sublease or assign it's reservation to another individual, group or organization. Facility renters are not allowed to change rooms with other facility users or renters.

The Zilker Botanical Garden does not currently offer any of its rooms free of charge.

## Permitting

Some rental activities require a permit to operate, including but not limited to such things as serving and selling alcohol, health catering and food concessions for public events, moonwalks and rock-climbing walls, and amplified sound. Additional permits may be required for tents, outdoor stages, and other items specific to large gatherings. Obtaining the permits is the sole responsibility of the Renter and is at the Renter's expense. All rentals requiring permits are due on file 10 days in advance of rental. Please allow ample time to apply for and receive permits prior to the event date.

[Permit information](#) is available on the PARD Special Events Website.

### **Large Events**

Events with 1,000 or more attendees are considered Special Events, triggering additional requirements and will be coordinated in cooperation with the PARD Special Events Office.

### **Insurance Requirements**

Insurance naming the City of Austin as additional insured is required for all public events, rental/use of the commercial kitchen, and those that involve running, biking, walking, athletic competitions, events where alcohol is consumed, and when third-party vendors will conduct work on site or when required by facility.

Additional insurance may be required of permit requestors (liquor, moonwalks/rock walls/other approval amenities) or as required by the Facility Reservation Agreement. All rentals requiring insurance are due on file 10 business days in advance of rental. (\*Public events in the conference rooms do not require a certificate of insurance.)

[Permit information](#) is available on the PARD Special Events Website.

### **Sale and Service of Alcohol**

A request to sell or serve alcohol to the public at the facility will require submission of a use of alcohol request form 30 days or more before an event with signed approval from the PARD Director, general and liquor liability insurance, TABC permit for the sale of alcohol and the condition that the Renter understands and accepts the PARD policies. Public events that will sell or serve alcohol also require a licensed peace officer. All TABC laws must be followed while on site and no person under the age of 21 can be served alcohol under any circumstance.

[Permit information](#) is available on the PARD Special Events Website.

### **Food and Beverage Samples and Concessions**

The sale and/or distribution of food must be in compliance with all applicable health codes and requires the organizer to obtain all necessary permits. Organizer must submit a list of all food and beverage vendors present at the event and a copy of all Health & Human Services Department-issued permits for the event.

[Permit information](#) is available on the Austin Public Health website.