

# Botanical Gardens and Gazebo

## NMSU Fabian Garcia Rental Agreement

The Gazebo and Gardens area at the NMSU Science Center located at 109 W. University Ave. is available to reserve for special occasions and photography. (Located west of the Main Campus, on the left, just pass Main St. and the railroad tracks.) In order to do so you must contact Administrative staff at 575-646-2729 or 575-646-2281 to check available date, read and agree to do the following.

1. Furnish the requested information (Attached) Page 2
2. Provide deposit and total rental payment upon date of reservation.

### **REGULATIONS:**

1. Only the Botanical Gardens and Gazebo with small surrounding grass area may be reserved. Acceptable events for rental include occasions such as photography sessions, small weddings, receptions, showers, birthday gatherings etc. (2 to 75 people in attendance). A specific date for rental must be reserved. Each reservation has a required deposit and time limit. Available reservation times include daylight hours on weekends and holidays from 8am to 7pm as well as weekdays during the evening hours between 5pm and 8pm. If additional rental time is required it may be purchased in one-hour increments. See page 2 for pricing.
2. Please be aware that additional time includes: Rehearsals, set up time prior to and clean-up time following the event. ALL RENTAL Equipment is also the sole responsibility of the person named on the contract. If unexpected additional time is used the renter will be held responsible for payment following the event. To avoid unexpected charges please consider decorating, set-up and clean up at the time the reservations are made.
3. Due to unavoidable seasonal circumstances there is no guarantee (for the rental date) concerning the condition of the surrounding gazebo plant life, including flowers, grass, trees, or surrounding research facilities. However, the Landscape Garden Staff will maintain the gazebo area to the best of their ability prior to the event.
4. The renter may furnish additional flowers and decorations. All décor and flowers **MUST NOT** be attached to the Gazebo structure or the bridge or any of the trees and foliage with nails, staples, or similar damaging fasteners.
5. **NO ALCOHOLIC BEVERAGES ARE PERMITTED** (University Policy). If there is any evidence that alcohol is or was present during your event it is cause for automatic retention of the full rental deposit and escorting off the property.
6. We are not responsible for acts of nature, weather, outside company agreements. We do NOT provide labor, or security of personal belongings. We are not responsible for people who are in public areas. ONE power outlet is available and overloading is not permitted, all extension cords and powered equipment is the responsibility of the persons named on the contract.
7. The rental deposit is fully refundable upon returning the gazebo area to its original condition which includes the removal of any affiliated décor, trash and outside rental equipment. If the rental party fails to do so, the Garden Staff will clean the gazebo area, however, **100%** of the deposit will be retained. **\*\*Rearrangement of Gazebo benches, Signage, or Foliage is NOT PERMITTED.** (Remember, this is a science research center and all aspects of the garden and gazebo are being studied and are important to the University, its Professors and Students). Please do not damage their hours and years of research.
8. This is a **NON REFUNDABLE RESERVATION**. The dates and times are not guaranteed until the payment has been paid in full. Upon reservation confirmation and payment **NO** refunds will be granted under **ANY** circumstances.

### **RENTAL PAYMENT PROCEDURE:**

9. (Two SEPARATE payments: One for the deposit and one for the rental is required. The **deposit** must be in check form and all made payable to NMSU – Fabian Garcia. The **rental fee** is accepted in the form of check, money order, credit card (Visa or MasterCard) and cash. Payments can be mailed to: NMSU Fabian Garcia Events, PO Box 30003, MSC 3LEY, Las Cruces, NM 88003, or in person at the Fabian Garcia office attached to the Garden at 113 W. University Ave. OFFICE in Building 157 right door. Hours 8AM to 3PM. Monday thru Friday. All questions can be answered by calling 575-646-2729 or 575-646-2281. Thank you, and you may keep this portion of the rental agreement for your records.

# RESERVATION REQUESTED INFORMATION

PLEASE COMPLETE AND RETURN WITH PAYMENT

(PLEASE PRINT)

NAME OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## EVENT AND PHOTO UNDER 3HR TIMES AND CHARGES

THIS FORM RESERVES THE GAZEBO AND BOTANICAL GARDENS AT NMSU FOR THE FOLLOWING DATE(S) AND TIMES. SEPARATE \$25.00 REFUNDABLE DEPOSIT REQUIRED.

PHOTOGRAPHERS' MAY LEAVE DEPOSIT ON ACCOUNT.

<u>TIME</u>	<u>RATE</u>	<u>DATE</u>	<u>TIME FROM TO</u>	<u>PURPOSE</u>	<u>PAID</u>
30MIN	\$75.00	_____	_____	_____	_____
60MIN	\$100.00	_____	_____	_____	_____
DEPOSIT	25.00				_____

## EVENT 3HOURS AND MORE TIMES AND CHARGES

THREE HOUR MINIMUM (TIME TO INCLUDE SET UP AND TAKE DOWN). SEPARATE \$100.00 DEPOSIT REQUIRED. WILL BE RETURNED AFTER EVENT IF NO DAMAGE SUSTAINED.

<u>TIME</u>	<u>RATE</u>	<u>DATE</u>	<u>TIME FROM TO</u>	<u>PURPOSE</u>	<u>PAID</u>
3 Hours	\$250.00	_____	_____	_____	_____
+ Hours	\$50.00	_____	_____	_____	_____
DEPOSIT	\$100.00				_____

**TOTAL** \_\_\_\_\_

I HEREBY AGREE WITH THE ABOVE REGULATIONS AND AM FULLY AWARE OF ALL THE FINANCIAL OBLIGATIONS, TERMS AND CONDITIONS ASSOCIATED WITH THE RENTAL AGREEMENT ISSUED FROM PAGE ONE. \_\_\_\_\_ (INITIAL) I AGREE TO THE RENTAL DATE(S) AND TIMES THAT I HAVE PROVIDED ABOVE AND WISH TO RESERVE THEM WITH MY DEPOSIT AND NON REFUNDABLE PAYMENT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

NMSU ADMINISTRATIVE STAFF

THANK YOU,

A COPY OF THIS CONTRACT WILL BE RETURNED TO YOU AT ADDRESS LISTED ABOVE.

CK# \_\_\_\_\_ MO \_\_\_\_\_ CC \_\_\_\_\_ DEP \_\_\_\_\_ MISC \_\_\_\_\_