

THE AMERICAN HORTICULTURAL SOCIETY
RIVER FARM CEREMONY ONLY CONTRACT 2018

To reserve a date and time for your event, please fill out this contract and mail or fax with payment in full.

Date of Event: _____ **Event Start/End time:** _____ **EST# of Guests:** _____
(approx. 2 hours)

\$ _____ 2-Hour Garden Rental, During AHS open hours (9:00 to 5:00 Monday - Friday)
50 or fewer guests \$500.00
51-75 guests \$750
76-100 guests \$1000
101-125 guests \$1250
126-150 guests \$1500

\$ _____ 2-Hour Garden Rental, Weekday Evenings (after 5pm), and Weekend Mornings (9am to 1pm).
50 or fewer guests \$1000.00
51-75 guests \$1250
76-100 guests \$1500
101-125 guests \$1750
126-150 guests \$2000

I agree to the terms of ATTACHMENT A, items 1-9.

I agree to hold the AHS harmless from any liability resulting from acts of omission of the AHS, their agents, employees, independent contractors, visitors or other persons acting on their instruction or with their consent.

I understand that *multiple events may be held* at the River Farm on any given day and that The American Horticultural Society makes no guarantee of which garden will be available for my ceremony or the appearance of any given garden.

I understand that every effort will be made to make the estate house or tent available to me in the case of inclement weather. *However this may not be possible* due to conflicting events, etc.

I understand that if the scheduled event is cancelled by me or anyone associated with my event, *the rental fee of _____ that has been paid is non-refundable.*

I understand that no food or drink can be served at this event.

I understand that there can be no set-up other than chairs, that chairs are *not* included in these rates, and that if I wish to have them, I must contract that with an outside vendor. Managing set-up and take-down is my responsibility and *shall occur within the rental time frame.*

Printed Name(s)

Street Address

Day Phone Number

City, State, Zip

E-Mail Address

Signature of Tenant

Date

By signing below, The American Horticultural Society acknowledges receipt of the renter's payment of _____ and agrees to reserve the date of _____ and the time _____ for the ceremony listed above. The payment is non-refundable.

Signature of AHS Representative

Date

ATTACHMENT A

Standard Rules and Policies for “Ceremony Only” Rentals at River Farm Headquarters of the American Horticultural Society, 2018

The following rules and policies are standard for all River Farm rentals and become binding upon executing the Rental Agreement. The Tenant must adhere to the following guidelines to preserve the grounds of River Farm in their present condition.

1. Fee Schedule.

Reservations for a ceremony only event are assured upon written contract and payment in full of the rental fee when the contract is signed.

2. Parking.

No parking is allowed on East Boulevard Drive. Designated guest parking areas are the paved lot and the right hand side of the circle.

3. Smoking.

No smoking is permitted at River Farm.

4. Role of AHS Staff.

An AHS Staff member will be on site throughout the Event. The duties of the AHS Staff member concern the security and interpretation of the property and helping to ensure a successful event. **The parties under contract for the event must announce their arrival to the AHS events/rentals staff member.**

5. Music.

Amplified or electronic music is not allowed at River Farm.

6. Candles/Sparklers.

Only battery operated candles and battery operated votives are allowed at River Farm. Guests may not carry lighted candles or use sparklers.

7. Children.

Children must be under adult supervision at all times.

8. Confetti.

NO rice, confetti, glitter, or birdseed is permitted on the grounds. Rose petals may be thrown if swept up at the conclusion of the event.

9. Street Signs.

No signs are allowed on the George Washington Parkway, per the National Park Service.