



## **Renter Policies for UW Botanic Gardens**

### **Center for Urban Horticulture and Graham Visitor Center**

#### **Arrival and Check-In**

- Check in at the Front Desk when you arrive for your event.
- Meet your event staff assistant and introduce the designated contacts in your party who are responsible.
- Check your set-up, A/V equipment, special arrangements, etc. Lights, A/V equipment, room temperature, bathrooms, questions about kitchen equipment, etc., are all part of your event staff assistant (ESA) job. Ask them to help you.

#### **Food Service and Caterers: Your Responsibilities**

- Open catering policy at UWBG means you choose any caterer for your event. However, we do have REQUIREMENTS about serving food and alcohol in our venues.
- Alcohol at social events, especially weddings and bar/bat mitzvahs requires a licensed bartender. Check with your caterer to provide this service and call us to confirm.
- Our kitchens at NHS Hall and Graham Visitors Center are in constant use, therefore it is important to clean the kitchen when you use it. Clean out refrigerator and freezer, clean stove burners and wipe out the oven, wipe counters, sweep up or wash the floor if it needs to be cleaned. Leave the kitchen in top shape.
- Garbage and recycling must be packed up by you in the large garbage bags we provide and disposed of at the dumpsters located at the edge of the parking lots near each kitchen.
- For a “Green” event, composting is available for a charge. Arrange with your caterer to provide compostable utensils and packaging.

#### **Facility Regulations**

- Protect our tables and floors by covering the tables and floors when you use abrasive materials that could damage or stain either. Soil, tree sap, oils, foods including wine, cause stains in the carpeting. We will assess a damage charge if there are stains in the carpeting and an additional fair amount if chairs and tables are damaged.
- Custodial service is part of your rental fee, however, excessive dirt and debris may require us to assess a damage charge for extra time our staff spends cleaning.
- Cardboard should be broken down flat for recycling. Glass should be placed in the recycling containers provided.
- Decorations cannot be hung from plants or nailed into walls and doors.

#### **If You Have Questions or Concerns Regarding the Facilities:**

Please let us know if you have any questions or concerns regarding the UWBG facilities. We will do our best to address those areas that are within our control, or to find workable solutions should problems arise. Please contact Lauren S. Fortune, Facilities & Rental Program, at 206-685-1706. I will be happy to speak with you regarding facility issues.

**Thank you for choosing UWBG Facilities for your event.**