



Facility Rental Policies and Pricing

522 S. Frontage Road East, Vail, CO 81657

"To promote conservation of alpine plants and fragile mountain environments."

Betty Ford Alpine Gardens is a nonprofit botanic garden located in Ford Park, a public park by Golden Peak and Gore Creek. We house a collection of alpine plants from all around the world, some extremely rare. Please be thoughtful about the type of event you are looking to hold at this special site. We reserve the right to determine if an event is suitable for our space and mission.

Venue Options:

- **Alpine Plaza (ceremony site)** –The Alpine Plaza is located in the Gardens below the large waterfall. It is a stone plaza with naturally occurring features that looks up to the Rock Garden featuring a geologic and horticultural display. While every effort is made to make sure the water features are fully functional for your event, the operation of the water features cannot be guaranteed due to unforeseen circumstances such as maintenance, repair, or water conservation. We ask all guests, photographers, and vendors to stay on the paths and refrain from climbing on the rocks. This ensures the health of our important collection and the longevity of the Gardens for all to enjoy. There is no lighting in this location and no staking in the ground is allowed. No glass or alcohol is allowed in the Gardens. While we do our best to reroute visitors during your event, this is a public park and cannot be blocked off entirely from public access. 400 square feet. Capacity is 100.
- **Rooftop Terrace** –The Rooftop Terrace is located above the Education Center which is just to the west of the Gardens. This is an intimate location featuring a view of Golden Peak, a green roof, planted retaining wall, and an awning providing partial shade. There is minimal ground lighting. Does not include exhibit space, alpine house, or office space. Limited access to staff kitchen is available outside of office hours. 900 square feet. Capacity is 97 -very dependent on event set up.
- **Children's Garden Amphitheater** –The Children's Garden Amphitheater is located in the Children's Garden next to the Schoolhouse Giftshop. There is a shade structure. Available only during business hours from Memorial Day – Labor Day. Capacity 50
- **Education Center Display Room** –The Education Center is where we display our exhibits and an area to explore how alpine plants have adapted to their harsh environments. It is not available during business hours and rental is subject to the current exhibit. Capacity 49

Parking:

There is no parking directly outside of either venue. We are a 5-10 minute walk from the Ford Park parking lot. Fees may apply. We are a 7-10 minute walk from the Vail Village parking structure. We can also be accessed from in-town busses (Golden Peak or Ford Park bus stop). Be sure to also check with your hotel,

they may have a shuttle that can transport your guests. We do have ADA parking with handicap permit displayed. For guests with limited mobility, there is a 2-person garden cart to assist guests from the Ford Park parking lot. Registration for assistance must be made in advance.

Ford Park Regulations:

We operate within the Ford Park complex. It is comprised of several entities including Town of Vail, Vail Recreation District and Gerald R. Ford Amphitheater. Activities such as concerts and sporting events occur all season long. While we do our best to coordinate with everyone in the park, there is a likelihood of other events happening simultaneously. The scheduling of VRD and the Amphitheater can be viewed here:

<https://grfavail.com/> & <https://vailrec.maxgalaxy.net/Schedule.aspx?ID=4>.

Because of the high pedestrian use and multiple organizations, vehicle access is limited. Vehicles may drop off event materials at the venue via Betty Ford Way then must leave to park in designated places (Ford Park parking lot or Vail Village parking structure). Same for pick up after the event. We ask that vehicles drop off/pick up for no longer than 15 minutes. Vehicle access is limited to two cars per event which includes vendor access. Betty Ford Way is a one-way service road accessing the park. Ford Park closes at 10:00 pm.

Any affected Town of Vail Department, in conjunction with the Gardens, has the right to terminate an agreement without refund at any time should it be discovered stated rules and regulations have not been followed.

Caterers and Preferred Vendors:

We have a list of vendors we work with often who are familiar with our location, venue limitations, and operational policies of Ford Park. We are open to working with other vendors so long as they are familiar with the area.

Event Insurance:

If you are serving food or alcohol, you must provide a Certificate of Insurance for Liability, minimum or \$1,000,000 coverage). If you are serving food or alcohol, your caterer may already be covered for liability and liquor liability, and they can provide the certificate. Please only use insured caterers. If you plan to serve your own food and beverage without a caterer and their staff, the event may not be approved.

Event Coordination:

An experienced day of coordinator is required. You and your coordinator have the flexibility to design your own event and manage the logistics of the day. This person is responsible for but not limited to, deliveries, vendor direction, set up, take down, execution of layout and timeline, load out, clean up, final walkthrough, and will be the event point person. We have an Events Coordinator we partner with who is familiar with the venue and can assist with your event based on availability. See more details under "Wedding Planning".

- Ceremony -\$650
- Event (rehearsal, reception, etc.) -\$800

Event Set Up/Break down/Cleaning:

You are flexible to design your own layout. Load-in of all rentals and vendors is allowed only beginning at the rental start time. Due to our programming and facility usage, no early load-in is allowed. No rental

items may be left over night in the Gardens. You may not set up the day or evening prior to your event. If additional items are left on the Alpine Terrace to be picked up the following day by a third party renter, a \$100 charge will be added to the rental cost. All items must be neatly packed and ready to be picked up. Betty Ford Alpine Gardens is not responsible for items left overnight. If the event space is not broken down and cleaned to its original condition, there will be additional charges. Betty Ford Alpine Gardens does not provide staff for set up, break down, or clean up. All events must be torn down, cleaned, and loaded out of Ford Park by the end of your rental time. Failure to comply with your agreed rental timeline will result in additional rental fees. Please allow ample time for you (or your planner/caterer) to break down and return the venue to its original condition.

- Trash bags and receptacles are provided by Betty Ford Alpine Gardens. It is the expectation that all trash is deposited into these bags at event end
- At the end of the event, Betty Ford Alpine Gardens will take tied up trash bags to the dumpster
- Renters (or their planners/caterers) are responsible for setting up and breaking down tables, folding and stacking chairs, and returning them to the location they were found
- All event items must be taken from the venue. Only rental items may be left neatly for pick up for an additional fee.

Event Decorations:

No tape, nails, staples, thumbtacks, etc. may be used. Candles are allowed as table decorations only if they are in a container and the flame is below the top of the container and is contingent on current Eagle County fire restrictions. No confetti or flower petals. As a steward of the environment, we ask that you consider buying recyclable decorations and avoid microplastics.

We Can Provide: With advanced notice, items below are available from Betty Ford Alpine Gardens. All set up and break down of these items are the responsibility of the renter.

- 100 white folding chairs
- 9 rectangular plastic folding tables (5'6" length)
- 6 high-tops (31.5" diameter)
- 5 standing umbrellas
- Trash receptacles with trash bags and recycling container
- Outside of office hours (9:00am-5:00pm) access to the staff kitchen with a shared refrigerator and sink (no oven, stovetop, or preparation space)
- Bathrooms

We Do Not Provide:

- Food, drink, condiments, or ice
- Plates, glasses, utensils, or linens
- Cleaning supplies
- Speakers, projections screens or AV equipment
- Additional outdoor lighting
- Coolers, hot pads, etc.
- Decorations

Alcohol Policy:

No liquor can be sold on the premises without a liquor license from the Town of Vail. To serve alcohol at your event, all Colorado State Liquor Laws apply, including:

- Alcohol must be served by TIPS trained staff
- Alcohol must be consumed on the Alpine Terrace premises only
- Betty Ford Alpine Gardens reserves the right, at their discretion, to discontinue alcohol service at your function at any time based on renter and guest behavior

Amplified Sound:

It is the responsibility of the user to obtain an Amplified Sound Permit from the Town of Vail if any music is to be played through outdoor speakers. <https://www.vailgov.com/commission-on-special-events/permits-and-licenses>

Weather:

Events happen rain, snow, or shine. The Gardens do not provide an indoor inclement weather backup. Indoor backup may be arranged with your host hotel or reception venue. Please contact them for details. The rooftop terrace is partially covered. The Gardens has a 10x10' tent or tents may be rented from a third party. No staking allowed. Tents over 10x12' require a permit through Town of Vail

Smoking:

Betty Ford Alpine Gardens is a no smoking facility. Tobacco and marijuana products are prohibited on the property. The user is responsible for alerting event participants of this.

Retainer and Payment Policy:

To reserve your date and time, 50% of the total rental charge must be received with 15 days of the event confirmation by credit card, check, or online payment. The remaining 50% must be received 30 days prior to the event date. Cancellations made 90 days in advance will receive 50% of their retainer back. Cancellations made after three months will not receive a refund for the retainer. The Gardens is a nonprofit organization that relies on income from events to continue its work in conservation, horticulture, and education.

Deposit Policy:

A credit card number is required for the deposit, but will not be charged unless need is determined after the event takes place. The facility must be left as originally found, within the agreed time limits of the event, in order for the card not to be charged. Inspection of the venue will take place immediately following your event. If damage has occurred, you will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the event. You will be notified within three days after the event if you will be billed for any damages that have occurred. You will not receive a Deposit Agreement back and will not hear from us regarding your deposit if there are no charges. Reasons for penalty charges include; damages, cleaning fees, additional staff hours, additional hours billed if set up begins before agreed upon time or clean up goes past agreed upon time.

Rights Reserved:

Betty Ford Alpine Gardens reserves the right to adjust, change, edit, and update any aspect of the rental based on facility changes in needs or staffing.

Facility Use Rates:

Peak Season (July, August, September):

Alpine Plaza	3-hour time block	\$2000	Capacity: 100
Rooftop Terrace	4-hour time block	\$3000	Capacity: Sit down dinner 50 Passed apps with light seating 70 Cocktails 80
Children's Amphitheater	2-hour time block		Capacity: 50 Rental fee based on event details
Display Room	4-hour time block	\$3000	Capacity: 49 Rental based on event details and space availability
Meeting Room	1-hr time block	\$100	Capacity: 15

Price reductions may be available for weekday events (Monday – Thursday).

Shoulder Season (June, October):

Alpine Plaza	3-hour time block	\$1500	Capacity: 100
Rooftop Terrace	4-hour time block	\$2500	Capacity: Sit down dinner 50 Passed apps with light seating 70 Cocktails 80
Children's Amphitheater	2-hour time block		Capacity: 50 Rental fee based on event details
Display Room	4-hour time block	\$2500	Capacity: 49 Rental based on event details and space availability
Meeting Room	1-hr time block	\$100	Capacity: 15

Price Inquiries

No matter the size and scope, facility rentals require Betty Ford Alpine Gardens' staff time, attention, and resources. As a nonprofit, we use facility rentals as one of our only revenue generating programs. For picnics, classes, etc., please call (970) 476-0103 x 8 with information on your event and our staff will be in touch with you shortly.

Rental Procedure:

Fill out an event request form on our website. A staff member of Betty Ford Alpine Gardens will be in touch with you shortly. Sign the Facility Rental Agreement that acknowledges you are aware of all the policies outlined in this document. Sign the Deposit Agreement. Pay the retainer/initial payment and your date and time will be reserved.