Facility Rental Policies and Pricing

522 S. Frontage Road East, Vail, CO 81657

"To protect the alpine environment through education, conservation and living plant collections."

Betty Ford Alpine Gardens in a nonprofit botanic garden located in Ford Park. We house a world-renowned collection of alpine plants, 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. Please read policies carefully.

Venue Options: venue location map is located on our website

- **Rooftop Terrace** –The Rooftop Terrace is located above the Education/Visitor Center which is just to the west of the outdoor gardens. This intimate, open air location features views of Golden Peak and Gore Range, a green roof, planted retaining wall, and an awning providing partial shade. There is minimal ground lighting. 900 square feet; Capacity 95 -dependent on event set up, i.e. cocktail style vs. sit-down. A sit-down dinner is most comfortable for up to 50 guests. See hourly rates below.
- **Children's Garden Amphitheater** –located in the Children's Garden next to the Schoolhouse Giftshop, across from the Gardens' and Gerald R, Ford Amphitheater's main entrances and above Gore Creek. It is a small courtyard with built in 3-level stone amphitheater seating. No built-in lighting or electricity and no glass or alcohol permitted. 450 square feet; Capacity 20. Residual sound from the Ford Amphitheater is likely.
- **Meeting Room** -located inside of the Education Center, a retractable wall creates a private meeting room with large TV. Available 9am-5pm; 15 people capacity. Availability is dependent on the current exhibit's setup.

Parking:

There is no parking directly outside of Betty Ford Alpine Gardens venues. We are a 5-minute walk from the Ford Park parking lot and a 10-minute walk from the Vail Village parking structure. Parking at Ford Park parking is $2 an hour, first hour free, and $20 an hour during concerts at the Gerald R. Ford Amphitheater. Parking at the Vail Village parking structure is $2 an hour, first hour free, and free after 3pm. We can also be accessed by free in-town bus service (Golden Peak or Ford Park bus stop). Your hotel may have a shuttle that can transport your guests to these locations. There is ADA parking with handicap permit displayed in Ford Park Parking Lot and across from the Gerald R. Ford Amphitheater. It is recommended to alert guests with limited mobility that there are uneven rock pathways, altitude and inclines.

Ford Park Regulations:

We operate within the Ford Park complex. It is comprised of multiple entities including Town of Vail, Vail Recreation District and Gerald R. Ford Amphitheater. Activities such as concerts, special events and

sporting events occur all season long. There is a likelihood of other events happening simultaneously, however, the Rooftop Terrace is a secluded, private space. It is your (or your planner's) responsibility to be aware of other events occurring in proximity to your event. Their scheduling can be viewed here:

https://grfavail.com/ & Home - Vail Recreation. Note: their schedules are subject to change.

Because of the high pedestrian use and multiple organizations, vehicle access to the venue is limited. Vehicles may drop off items at the venue via Betty Ford Way at the start of your rental time then must leave to park in parking lots. Same for pick up after the event. Vehicles may drop off/pick up for no longer than 15 minutes. Vehicle access is limited to two cars per event which includes vendor access. Please account for this ahead of time. Our preferred vendors will know how to access Betty Ford Way.

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 will provide you with a list of vendors who are familiar with the location, venue specifications, menu possibilities and operational policies of Ford Park. We may allow vendors not on this list so long as they are familiar with the venue. There is no in-house catering or event planning. It is highly encouraged to use a caterer from the preferred vendor list.

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. The Gardens does not provide staff to assist with event coordination.

Event Insurance:

If you are serving food or alcohol, you must provide a Certificate of Insurance for Liability, minimum of $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. 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. It is Colorado state law to have a TIPS certified bartender in order to serve alcohol.

Event Set Up/Break down/Cleaning:

Load-in of all rentals and vendors is allowed only beginning at the rental start time. When you are selecting your rental timeline, include the time you plan to arrive at the venue to start setting up as your rental start time. Due to our programming and facility usage, no early load-in is allowed. You may not set up the day or evening prior to your event. No rental items may be left overnight. If items are left 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, ready to be picked up and free of food scraps. 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. Allow ample time for you (or your planner) 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 containers 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) are responsible for setting up and breaking down tables, folding and stacking chairs, and returning them to the location and condition they were found.

Event Decorations:

No tape, nails, staples, thumbtacks, etc. may be used. No confetti or flower petals. Candles are allowed 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. As a steward of the environment, we ask that you consider buying recyclable decorations and avoid microplastics.

We 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.

- White folding chairs
- 9 rectangular plastic folding tables (5'6" length)
- 6 high-tops (31.5" diameter)
- 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 Rooftop 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 above 80 decibels. Normal speakers or musicians will likely not need a permit.

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. Please contact them for details. The rooftop terrace is mostly covered with a vinyl shade structure. There are no tents permitted.

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, a nonrefundable 50% of the total rental charge must be received by online payment along with a signed contract and security deposit document. The remaining 50% must be received 30 days prior to the event date. Cancellations made within 30 days of the event will not receive a refund for the total payment.

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. Use of venue outside of agreed upon time slot will result in additional venue rental fees. 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; property damage, 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. Garden staff may take photos of events for promotional purposes.

Facility Use Rates: include your setup and clean up time in your time block

---

Rooftop Terrace	See below for hourly rates to set up your rental package		**Max Capacity: 95** **Comfortable capacity:** Sit-down dinner -50 Passed apps with light seating -70 Cocktails -95
9am – 4pm; <30 people	Hourly	**$350**	
9am – 4pm; >30 people	Hourly	**$500**	
4pm – 9pm	Hourly	**$750**	
Children's Garden	Hourly		**Pricing based on event** **Capacity: 20**
Meeting Room Available during the day dependent on the current exhibit	Hourly	**$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 smaller scope events, please follow the same process and include information on your event and our staff will be in touch with you shortly if accommodations are possible.

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. Confirming your event time and date requires receipt of the Facility Rental Agreement that acknowledges you are aware of all the policies outlined in this document, the Security Deposit Agreement and the non-refundable retainer. The remaining balance is due 30 days prior to your event date.

Thank you for your interest in holding your event at Betty Ford Alpine Gardens. You are helping to power the mission "to protect the alpine environment through education, conservation and living plant collections".