

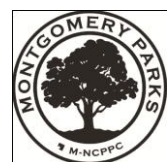


Rental Guidelines

Brookside Gardens is pleased to make available certain areas of its 50 acre site for special use by the public. In order to protect the gardens and its collections, all renters and users are expected to be aware of, and abide by, the following guidelines.

Any event held at Brookside must not impose hardship on the gardens, its collections, exhibits, staff, visitors, or neighbors. In addition, all events must comply with Brookside Gardens policies and procedures.

1. The garden is rented "as is." Many of the gardens include benches, plant and floral displays, or other decoration. These items are not to be moved, removed, changed or destroyed.
2. Decorations are limited to table decorations and/or free standing displays or signs. No nails, screws, pushpins, metal hooks, adhesive, scotch tape, or other material of such nature may be driven into or placed on any exterior wall, garden fixture, or tree in the gardens. These items are prohibited in interior spaces as well.
3. Throwing or using the following items is prohibited: rice, confetti, birdseed, potpourri, and glitter. Flower petals and/or bubbles are permitted as long as they are cleaned up within the rental period.
4. Candles are allowed within the rental venue only, not on the grounds or paths leading to, from, or around the venue. All flames must be enclosed in a hurricane glass. Votive candles in glass holders are also permitted if the flame is below the rim of the glass. No open flames are permitted anywhere.
5. Our facility can provide chairs to be rented for outdoor ceremonies or they may be rented from a private vendor. (Brookside outdoor chair rental fee includes set up and take down of outdoor chairs.)
6. The rental party is responsible for providing set up and take down of all tables and chairs used for the event, regardless of whether the furniture is rented through a third party, provided by the caterer, or from Brookside's inventory. Brookside Garden is not responsible for any loss or damage to rental items.



7. All rental items (excluding tents and dance floor) must be delivered and removed within the rental period. Seated outdoor ceremonies require a 2-hour rental to allow time to deliver, set up, and remove chairs within the rental period.
8. Facility clean up, including trash removal, is the client's responsibility. All beverages must be removed immediately following the event. The rental area, including restrooms, should be checked for stray cups, plates, napkins, etc. left by guests. Nothing, including ice or water, is to be dumped on the grass, flowers, or shrubs. The rental party must provide trash bags for the receptacles and take trash with them upon departure; Brookside does not have a dumpster.
9. Moderate amplification of music is allowed. The rental staff reserves the right to adjust the volume at any time.
10. Dancing is permitted on a dance floor only. The renter may bring in a dance floor at his/her own expense.
11. White wine, champagne, and beer may be served only by a licensed and insured bartender.
12. The client may select the caterer of his/her choice, but the caterer must provide a business license, health certificate, and proof of insurance coverage listing Brookside Gardens as the beneficiary. Due to Health Department regulations, home prepared food is not allowed.
13. The warming kitchen in the Reception Hall is used to prep the food for serving. The caterer must cook the food at his/her location in advance. The kitchen is equipped with a refrigerator, two warming ovens, counter space, and a sink. There are no freezers available.
14. No pets of any kind are permitted on the grounds except for service dogs.
15. In the event of inclement weather, we will make every effort to move the event indoors.
16. Runners are allowed only in the Fragrance Garden (from the bottom of the stairs to the gazebo) and the Wedding Gazebo (on the walkway.)

