



# *Carleen Bright Arboretum*

*...The Perfect Place*

## Policies and Usage Guide



# Day-Of Policy and Usage Guide

## Whitehall Center and The Pavilion at Carleen Bright Arboretum

### Indoors:

- \_\_\_\_\_ 1. **No Smoking.** The City of Woodway, including the Arboretum, is a **Tobacco Free** campus.
- \_\_\_\_\_ 2. Food and perishable trash removed from building and taken to the dumpster outside.
- \_\_\_\_\_ 3. All remaining food items removed from kitchen, refrigerator, and freezer.
- \_\_\_\_\_ 4. All spills cleaned up.
- \_\_\_\_\_ 5. Counters and sinks free of debris.
- \_\_\_\_\_ 6. Items removed from microwave and spills in microwave cleaned up.
- \_\_\_\_\_ 7. All equipment, supplies, decorations, and accessories removed from building.
- \_\_\_\_\_ 8. No open flame candles (candles that are contained or floating are acceptable) and no smoke machines.
- \_\_\_\_\_ 9. No kegs on premises, \$250.00 fine.
- \_\_\_\_\_ 10. No alcohol may be sold by the lease on the premises and/or grounds of the Arboretum. Please contact Arboretum staff for rules and regulations applying to cash bars.
- \_\_\_\_\_ 11. Renting party, guests, rented items, and personal belongings out of the building by 1am.

### Outdoors:

- \_\_\_\_\_ 1. **No Smoking.** The City of Woodway, including the Arboretum, is a **Tobacco Free** campus.
- \_\_\_\_\_ 2. Parking lot trash removed and thrown into dumpster.
- \_\_\_\_\_ 3. No birdseed may be used.
- \_\_\_\_\_ 4. No silk or plastic flower petals – only real flower petals are permitted.
- \_\_\_\_\_ 5. Pick up all bubble containers and dispose of in dumpster.
- \_\_\_\_\_ 6. Buildings, porches, veranda, and grounds must be free of trash.
- \_\_\_\_\_ 7. No kegs on premises, \$250.00 fine.

**Failure to leave the building in its original condition may result in loss of your deposit.**

## **Rental Policies**

The Carleen Bright Arboretum is owned and operated by the City of Woodway. Rental fees are subject to change without notice.

### **General Usage**

1. Organizations, businesses, or individuals at least 21 years of age (renting parties) may rent Whitehall Center or The Pavilion for public and private events.
2. All arrangements, including but not limited to DJs, bands, sound systems, ice machines, margarita machines, tents, electrical catering equipment, and deliveries by agents **must** be approved by the Arboretum office at least one month in advance of the date of the rental. Failure to do so will result in loss of the deposit.
3. Kegs are not allowed anywhere on the property; a 250.00 fine will be issued if kegs are brought onto the property.
4. Participatory athletic events are prohibited.
5. The name of the City of Woodway, or any portion thereof, may not be used in any manner by an organization or individual on invitations, notices, etc. The facility shall be referred to as **Whitehall Center at the Carleen Bright Arboretum**, 9001 Bosque Blvd., Woodway, TX 76712 or **The Pavilion at the Carleen Bright Arboretum**, 1 Pavilion Way Woodway, TX 76712

### **Hours of Availability**

1. Whitehall Center and the Patio, or The Pavilion and the Gazebo may be rented between the hours of 10:00am-1:00am both weekdays and weekends. The renting party and all guests must clear the grounds by 1:00am, no exceptions. The renting party must exit the grounds at the end of their rental period. Any time over the allotted rental period will result in an additional charge at the hourly rate.

### **Reservation Regulations**

1. Reservations are on a first-come, first-served basis.
2. Tentative reservations, held for 3 business days, may be made in the Carleen Bright Arboretum office or by phone between the hours of 9:00am-5:00pm, Monday through Friday, 8:00am-10:00am on Saturday by appointment, 6:00pm-9:00pm on Tuesday by appointment. The office will be closed for City recognized holidays and Sundays.
3. No reservation will be confirmed until a deposit is paid in full and a Rental Agreement is executed.
4. We will only book one (1) reservation per day. You may enter the facility at 10:00 am and must be off the premises by 1:00 a.m. In the event of unforeseen circumstances, and in the public

interest, the City reserves the right to cancel or deny any reservation or rental. In such case, fees and deposits will be returned in full.

## **Fees and Deposits**

1. A **nonrefundable** deposit is required on all rentals at the time the reservation is confirmed by the issuance of an executed Rental Agreement. The full deposit **MUST** be paid **AT THE TIME OF RESERVATION**. **Please note that the deposit includes HALF of the rental fee.**
2. Please see fee schedule for current deposit rates. If the deposit is in a check or credit card form, it will be cashed and not held.
3. The deposit is required to cover damages, overtime, littering of the grounds, and missing inventory. The Renting Party is responsible for the removal of litter from the grounds. **Any damage to the building or grounds in excess of the deposit will be charged directly to the Renting Party.**
4. The Carleen Bright Arboretum office will retain all deposits until all monies owed the Carleen Bright Arboretum have been received in full. Deductions will be made for damages, failure to remove litter, overtime, and missing inventory.
5. Any outstanding rental fees are first deducted from the deposit before the deposit can be returned.
6. **If there are no damages or any other problems with the rental, and all terms of the rental agreement are met, the deposit will be returned in full to the Renting Party by 2-3 weeks after their event.**
7. The deposit will be forfeited upon cancellation whether the cancellation occurs more or less than 30 days from the date of the event. Cancellations occurring less than thirty (30) days from the date of the event will result in forfeiture of all fees paid beyond the deposit.
8. Additional fees will be charged for non-business hour events for a staff member to be present. One **Woodway Public Safety Officer** is mandatory per 200 people for all events serving alcohol. At the discretion of the Woodway Police Chief, an additional officer may be required at your expense. This fee is paid directly to the officer(s) the day of the event. A building attendant is required for events without alcohol during non-business hours. Please see the current rate schedule for their fees. If a security officer is present, a building attendant will not be required. The Carleen Bright Arboretum staff will coordinate with the Woodway Public Safety Department to secure the Officer(s) for events where alcohol is present.
9. If the Renting Party's responsibilities, as are outlined in the Rental Agreement, are not met, then the Renting Party's deposit is forfeited.

## Usage Regulations

1. **Smoking is prohibited at the Carleen Bright Arboretum.** The Carleen Bright Arboretum is a tobacco free facility. A \$250.00 fine will be issued for smoking inside or outside of the Whitehall Center, The Pavilion, or the Arboretum grounds.
2. Throwing, use of, or possession of rice, bird seed, glitter, confetti, silly string, etc. inside Whitehall Center, The Pavilion, or on Arboretum grounds is **prohibited**. Sparklers and other fireworks are banned by City ordinance.  
**Soap bubbles, lavender, and real flower petals are allowed.**
3. Supervision of the grounds is under the direction of the Arboretum office. An Arboretum representative will be required at all times.
4. Use of any Arboretum equipment or furniture must be arranged at least a week in advance of the event with the office as part of the rental agreement. The Arboretum does **not** provide any furniture for outdoor use. Use and storage of outside furniture or tents rented from a third party must be approved in advance by the Arboretum office.
5. Fixtures, furniture, equipment, or other property belonging to the Carleen Bright Arboretum may not be moved, relocated, or rearranged without prior approval by the Arboretum office. **Under no circumstances will the removal of artwork on display in Whitehall Center or The Pavilion be allowed. With prior approval we will gladly remove 1-2 pieces for photographs.**
6. Fire codes, as imposed by the Woodway Public Safety Department, must be met at all times (i.e. no blocking of exit doors at any time).
7. Per the City of Woodway Sound Ordinance, outdoor music is prohibited after 10:00pm.
8. Vehicle and building entrances and exits must remain clear and accessible at all times.
9. No open flame candles are allowed. Candles must be enclosed in a vase or votive, may be floating, or hurricane candles are permissible.
10. Smoke machines are **prohibited** at the Carleen Bright Arboretum.
11. Decorations or promotional materials (circulars, flags, posters, etc.) must be approved in advance by the Arboretum office. The office must be notified of how the decorations will be placed or affixed at least a week before the rental date. Decorations may not be tacked, pinned, taped, or otherwise affixed to or placed on the hall's walls, ceilings, furniture, plants, etc.
12. No food, drink, or decorations may be placed on electrical equipment, musical instruments, or artwork.
13. Trivets must be used for all hot, cold, or moist dishes.

14. **Under no circumstances shall anything be dumped in gardens, ravines, or on lawns of the Arboretum. This includes beverages, ice, and water from ice chests.**
15. No animals will be allowed inside Whitehall Center or The Pavilion, except for those used to assist individuals with disabilities.
16. The individual who makes all the preliminary arrangements and signs the Rental Agreement must be present during all phases of the event. This includes set up, the event, and breakdown.
17. The City of Woodway is not responsible for intoxicated guests. The Renting Party will be held liable and responsible for providing transportation for an intoxicated guest.
18. No vehicles of any kind are allowed to drive or park on the Arboretum grounds outside the confines of the parking lot. Additional public parking is available at City Hall and the Woodway Family Center.
19. If all usage regulations and policies are not followed, the Renting Party's deposit will be forfeited.

### **What is included in my rental?**

1. Lighting and air conditioning/heating
2. Restrooms
3. Indoor tables and chairs
4. Set up and break down of tables and chairs
5. Hand towels, soap, and toilet paper, trash bags
6. Use of mops, brooms etc. for clean up
7. Ice maker equipped with ice

#### Additional fee-based services

8. Presence of a Public Safety Officer or building attendant (required) for after-hours events.
9. Rental of the Carleen Bright Arboretum's screen and projector. Fee is \$150.00 and does include a microphone rental.
10. Rental of the Arboretum's microphone. Fee is \$50.00.
11. Rental of the Arboretum's bar top. Fee is \$50.00 and is the only piece of furniture for which linens are provided. Linens available in black, white, or cream.
12. Rental of the Arboretum's bridal easel. Fee is \$10.00.
13. Drink service consisting of bottled water and a variety of soda. See office staff for prices. Free cups and ice. (optional) For Business Hours rentals only.
14. Coffee service with either caffeinated or decaffeinated coffee. See office staff for prices. Each urn holds six pots of coffee. Cups, creamer, and sugar are provided free of charge. For Business Hours rentals only.

## **What do I need to provide?**

1. Food service, glassware, silverware, flatware, and any other kitchen supplies
2. Table cloths or other types of linens
3. Outdoor furniture
4. Any other equipment or furniture that is not provided by the Arboretum
5. Accessories and decorations for inside Whitehall Center, The Pavilion and/or the Gazebo
6. We recommend that you post an usher at the front gate and/or the bridge if you are having a gazebo wedding so as to deter any uninvited guests. The Arboretum will have signs available for you to put out stating that there is a private function. However, since there is no gate monitor or ticket booth, we cannot guarantee that there will be no other visitors to the Arboretum during your wedding. Having an usher in place will help ensure that your special day does not have any unwanted interruptions.
7. Removal of all trash from Whitehall Center, The Pavilion, the Gazebo, the parking lot, and any other portion of the Arboretum grounds that is used for your event.

## **Local Accommodations:**

- |    |                       |                                     |                |
|----|-----------------------|-------------------------------------|----------------|
| 1. | Best Western          | 6808 Woodway Dr., Woodway TX        | (254) 772-2227 |
| 2. | Extended Stay America | 5903 Woodway Dr., Woodway TX        | (254) 399-8836 |
| 3. | Fairfield Inn         | 5808 N. Woodway Dr., Woodway TX     | (254) 776-7821 |
| 4. | La Quinta Inn         | 6003 Woodway Dr., Woodway TX        | (254) 772-0200 |
| 5. | Motel 6               | 7007 Woodway Dr., Woodway TX        | (254) 751-7400 |
| 6. | SpringHill Suites     | Hwy 84 & Woodway Drive, Woodway, TX | (254) 732-7979 |