Hart County Botanical Garden Pavilion Use Policy
Non-Profit Instructional Events

The Hart County Botanical Garden, Inc (HCBG) is pleased to make available the Botanical Garden Pavilion for use by the people of Hart and other surrounding counties. The pavilion was constructed in partnership with the Hart County Rotary Club. To assist in maintaining this facility, the following policies were created. The policies apply to the rental of the pavilion only and there should be no assumption of use of the entire garden area.

1) The use of the pavilion is available to all citizens, civic clubs, churches, businesses, nonprofits and for profit organizations for privately sponsored not for profit events and gatherings. This is on a first come/first serve basis. Reservations are not secure until the deposit has been received.
2) Reservations are permitted year-round.
3) Hours of use are dawn until dusk, depending on the season. There is limited lighting in the garden.
4) Availability and reservations are maintained by the Hart County Botanical Garden. Information can be obtained by contacting the Rental Coordinator at 404 731-7174 or rentalcoordinator@hartcogardens.org. Reservation forms and payment are to be mailed to Hart County Botanical Garden, P O Box 44, Hartwell, Ga 30643.
5) For non-profit, instructional classes offered to the public, there is a non-refundable $50 pavilion use fee. There is also a $100 security deposit for anyone using the facilities. The deposit will be refunded within two weeks of the event after the premises have been inspected by a garden representative and it is confirmed no damage has occurred. The area is to be clean and left as it was found. If anything is moved, it must be returned to its original place.
6) A “Hold Harmless Agreement” must be executed by the person responsible for the rental when the rental paperwork is submitted.
7) Entry to the restroom and kitchen will be made available the day of the event.
8) Users are welcome to bring their own tables and chairs as their needs require. The pavilion is located approximately 100 yards from the parking lot. Thirteen (13) lightweight tables (four six-foot rectangular and nine eight-foot rectangular), six (6) tall cocktail tables and fifty-six (56) lightweight chairs are available on site for a non-refundable use fee of $50 or $25 for nonprofit organizations and current Friends of the Garden and is payable in advance. Tables and chairs are NOT to be removed from the pavilion area and are to be returned to the kitchen. The tables should be leaned against the wall; chairs should be hung on chair hangers above tables and stacked in an orderly manner.
9) Food preparation, including grilling, is NOT permitted in the gardens or pavilion.
10) No candles or other open flame devices are permitted in the gardens or pavilion.
11) All trash and garbage (including the restroom) must be taken away following use of the pavilion. New trash bags are provided in the kitchen and must be placed in the empty cans. There is a dumpster next to the Rec. Dept. maintenance building across from the ball fields, on the road to the playgrounds and dog park.

12) HCBG encourages recycling. A labeled blue bin is provided for this purpose. Please put all plastic, glass, and aluminum cans in this bin. NO cardboard, paper, or food. HCBG will remove the contents of this bin.
13) All lights and ceiling fans must be turned off when leaving the pavilion.
14) The restroom and kitchen doors must be locked when leaving the pavilion.
15) Alcohol, including malt beverages, wine, and alcoholic beverages, is **NOT** permitted in the Garden pursuant to Hart County Code of Ordinances, Section 58-32.
16) Caterers must have a Caterer's License per City of Hartwell code Sec 4.271. Verification must be shown when signing the rental agreement.
17) You are only permitted to disperse materials that are biodegradable, specifically bird seed, real flower petals, or bubbles. If any non-biodegradable materials are used, you risk losing your security deposit. The Garden enforces this policy to protect the environment and maintain its grounds. Non-biodegradable materials can cause harm to wildlife and create a cleaning burden for the Garden.
18) In recognition of their substantial contributions to the Hart County Botanical Garden, the following organizations, as a group, are exempt from the equipment rental fee: The Hartwell Service League, The Hartwell Rotary Club, The Hartwell Kiwanis Club, The Hart County Golden K, The Hart County Board of Commissioners, and St. Andrews Episcopal Church.
19) Failure to comply with these policies can result in forfeiture of deposits, payment for any damages incurred, and loss of use privileges.
20) The HCBG may change these policies at any time without notice. I have read and agree to abide by this policy. I understand and agree that I am renting and using the pavilion at my own risk. My guests also understand and agree that participation in this event is at their own risk. Signature:

_____ Date: _____