

Amarillo Botanical Gardens
Rental Agreement
1400 Streit Drive
Amarillo, Texas 79106
806.352.6513 ~ Fax 806.352.6227

Name/Company _____

Address _____ (City/State/Zip) _____

Phone (home) _____ (work) _____ (cell) _____

Fax _____ Email _____

Event Date _____, _____, _____ 20____
Day of week month date

Time to Arrive for Set-up* _____ Time leaving after clean up** _____

Time event begins _____ Ends** _____

(*11A earliest access; **Facility must be cleaned and vacated by Midnight at the latest)
(Times must be approved by and coordinated with Amarillo Botanical Gardens)

Area(s) renting: _____

Number of people at the event _____ Type of Event _____

Is a meal to be served? _____ By whom _____

Is alcohol to be served? Y/N

To reserve space the following must be provided:

1) PROOF OF INSURANCE. A copy of homeowners or business liability insurance needed.

Insurance Company _____

Agent/Phone _____

2) Deposits: Room Deposit \$100 _____ Maintenance Deposit \$200 _____

3) Completed and Signed Rental Agreement and Signed Conditions of Use document

I (we) understand the use of the facilities rented will be subject to the attached Conditions of Use. The Amarillo Botanical Gardens or staff is not responsible for the security of, damage to, or disappearance of property, objects, or materials not owned by the Gardens. Until this document is signed by the Amarillo Botanical Gardens and space reserved in your name, the completion of the rental agreement does not guarantee a reservation.

Signature of Rental Party _____ Date _____

ABG Representative Signature _____ Date _____