

Welcome to The Vista Room at The Brenton Arboretum! This is a versatile space with contemporary architectural features and expansive windows on both the south and west that overlook the lovely arboretum. The Vista Room is away from busy city distractions and provides a special setting for business or social gatherings or family events. Members of The Brenton Arboretum may rent The Vista Room. It's easy to become a member; Please find a membership application available on page 9. If you are interested in renting The Vista Room, please contact the Arboretum at 515.992.4211 or lee@thebrentonarboretum.org.

Rental Fees:

Private

Private parties are defined as for-profit organizations, associations, businesses, individuals or families.

Tuesday-Friday	Half Day	\$80.00	Full Day	\$160.00
Saturday-Sunday	Half Day	\$100.00	Full Day	\$200.00

Organizations

Organizations are defined as non-profit organizations (501(c)3), youth groups or religious groups.

Tuesday-Friday	Half Day	\$60.00	Full Day	\$120.00
Saturday-Sunday	Half Day	\$80.00	Full Day	\$160.00

Down Payment: Half of the rental fee is the down payment required to reserve the room. It is due at the time of booking, is non-refundable, and is applied to the rental fee.

Security/Cleaning Deposit: A separate \$200.00 security/cleaning deposit is required at time of reservation. This is a separate check that is not deposited or returned until a final inspection is completed by Arboretum staff that reveals no damages or special cleaning requirement.

Rental Times: The room may be rented between 8:00 am and 10:00 pm. The rental time includes set-up, tear-down, and clean-up.

Room Dimensions: 30 × 26’ (open space) + kitchenette, a coat closet and storage.

Capacity: **Not Seated** 80 people **Seated at Tables** 24 people **Seated in Rows** 52 people

Open Catering: We recommend the renter and their chosen caterer visit the room prior to the event.

Alcohol: For catered events, a copy of the caterer's liquor license and liability are required. For non-catered events, a copy of the renter's host liquor liability portion of their homeowner insurance policy is required.

Loading/Unloading Area: Please check in with Arboretum staff before unloading. Vehicles may park in front of the main entry while loading/unloading. Otherwise, all vehicles should be parked in designated areas. Thank you.

Amenities

- 2 Restrooms
- 2 Handicap Parking Areas
- Coat Storage

Kitchen

- Sink and Counter
- Coffee Pot
- Refrigerator
- Microwave

Media

- Projector System
- DVD Player

Furniture

- 32 Chairs
- 12 Tables (24x60" ea.)

Dishes (36 Settings)

- Dinner Plates
- Small Plates
- Coffee Mugs
- Water & Wine Glasses
- Open Catering

Permitted

- Crockpots
- Coolers
- Beer, Wine and Liquor

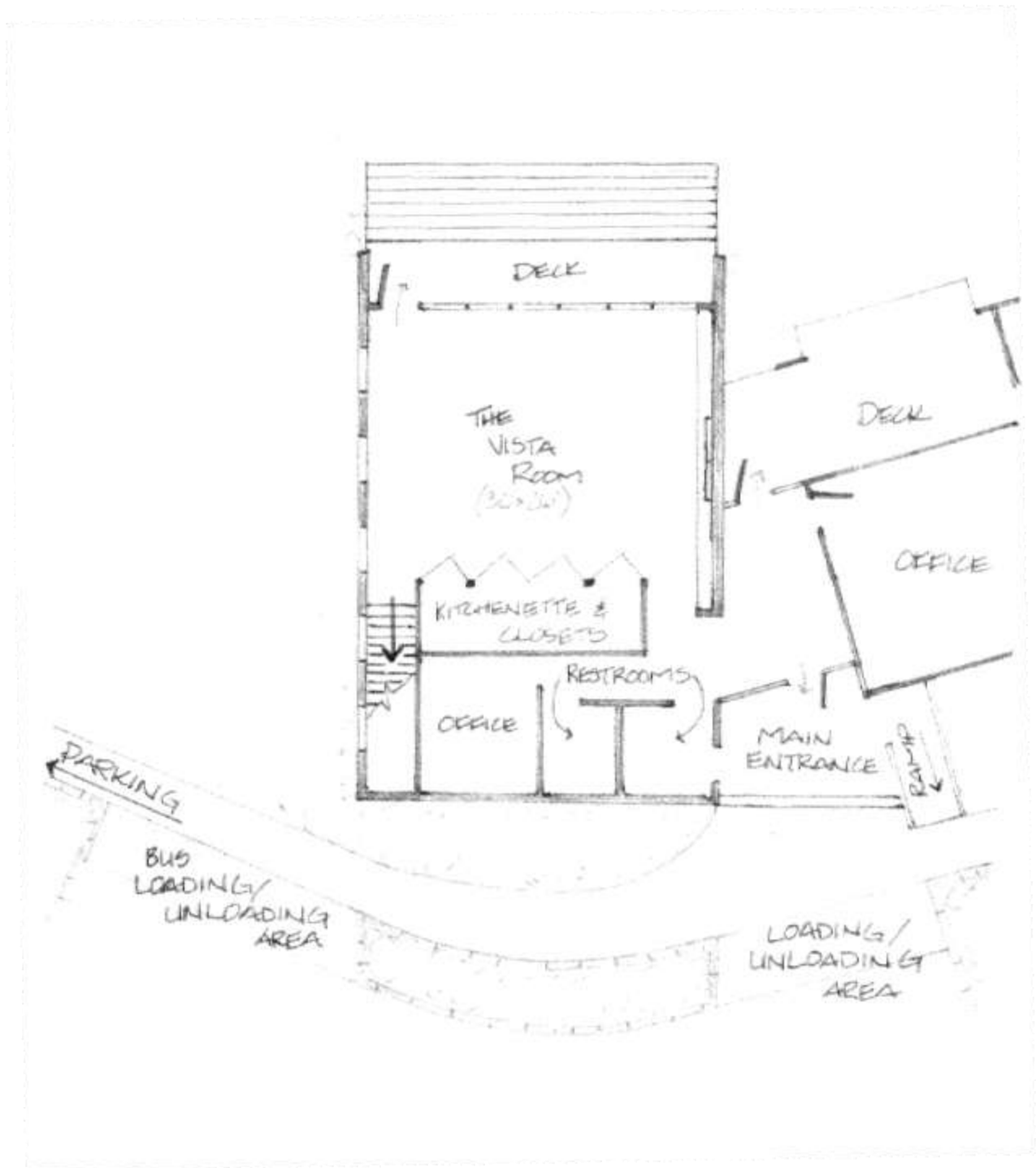
Not Permitted

- Smoking
- Electric Stoves, Grills or Griddles
- Tacks
- Nails
- Staples
- Pins
- Tape
- Open Flames
- Ceiling Decorations
- Confetti
- Silly String
- Removal of Arboretum Decorations

Check In/Out Procedure

1. Please check in with Arboretum staff upon arrival.
2. Assess the room for damages and note them on the Inspection Sheet.
3. Renter may begin set-up after rental start time.
4. Begin tear down 30 to 60 minutes before the end of your rental time.
5. Check immediate and surrounding areas for trash.
6. Please dispose of all trash in supplied trash containers.
7. Please remove all decorations and belongings.
8. Please arrange chairs and tables as they were found upon arrival.
9. Please check out with Arboretum staff. Thank you.

THE VISTA ROOM DIAGRAM



Date of Event ___/___/___

Contract # _____

Name _____

Address _____

Phone _____ Email _____

Group Status **Private / Organization**

Event Description (ie. Graduation, Lunch, Meeting)

Rental Start Time _____ Rental End Time _____ Number Expected _____

List vendors with phone numbers for event

Will wine, beer or liquor be served? **YES / NO**

Will music be played? **YES / NO** Authorized By _____

Payment Method **Cash / Check** **Total Rental Fee** \$____.____

Security/Cleaning Deposit **YES / NO**

Deposit \$____.____ Date ___/___/___

Balance \$____.____ Due by ___/___/___

The Brenton Arboretum authorizes _____ permission to use The Vista Room and accompanying outdoor space located immediately out the west door as outlined by the Terms and Agreement.

The down payment is half of the room rental fee. The remaining balance is due 24 hours prior to the event. The rental fee will be returned for cancellations made within 2 weeks of the event date. The security deposit is not eligible for refund if room is left unclean where cleaning service was not requested, or if any damages are present after rental.

Signature _____ Date ___/___/___ Approved By _____

The above-signed Arboretum member agrees to the terms and conditions of this agreement and has enclosed the appropriate deposit. The above signed agrees to claim responsibility for any risk resulting from participation in any activity, and agrees to hold harmless The Brenton Arboretum, staff and volunteers from any and all claims, causes of actions, demands and expenses of every kind, resulting or relating to third party or their own properties, facilities or actions. The above signed has read the rental Terms and Agreements and agrees to abide by those the Terms and Agreements, insure that all other invited persons abide by those terms and agreements, and assume responsibility for any theft or defacement, or destruction of Arboretum or private property.

Welcome to The Pavilion at The Brenton Arboretum. Enjoy an open-air affair accompanied by vistas of the entire Arboretum. Away from busy street noise, it provides a special setting for business or social gatherings, family events or weddings. Members of The Brenton Arboretum may rent The Pavilion. It's easy to become a member; please find a membership application available on page 9. If you are interested in renting The Pavilion, please contact the Arboretum at 515.992.4211 or lee@thebrentonarboretum.org.

Pavilion Dimensions: 33'×36'

Capacity: **Non-Seated:** 100 **Seated at Tables:** 52 **Seated in Rows:** 70

Rental Fees:

Private (Half day: \$60.00/ Full Day: \$120.00)

Private parties are defined as for-profit organizations, associations, businesses, individuals or families.

Organizations (Half day: \$50.00/ Full Day: \$100.00)

Organizations are defined as non-profit organizations (501(c)3), youth groups or religious groups.

Down Payment: Half of the rental fee represents the down payment required to reserve The Pavilion. It is due at the time of booking, is non-refundable, and will be applied to the rental fee.

Security/Cleaning Deposit: A separate \$200.00 security/cleaning deposit is required at time of reservation. This is a separate check, which will not be deposited and will be returned, once a final inspection is completed by Arboretum staff that reveals no damages or special cleaning requirement.

Rental Times: The Pavilion may be rented between 8:00 a.m. and Sunset. The rental time includes set-up, tear-down, and cleaning.

Open Catering: We recommend that renters and their chosen caterers visit the Pavilion prior to the event.

Loading/Unloading Area: Please check in before unloading. Vehicles may park along the roadway in front of The Pavilion while loading or unloading. Otherwise, all vehicles should be parked in a designated parking area or along the main road (with either both left or both right tires on the road). Thank you.

Amenities

- Portable Restroom
- Adjacent Parking
- Roll-Down Wind/Sun Screens (3 sides)
- 6 - 3×7' Tables
- 2 - 3×8' Tables
- Benches for All Tables

Food and Drink Permitted

- Open Catering
- Coolers
- Any Drinks in Plastic Cups
- Beer, Wine, and Liquor

Not Permitted

- Smoking
- Open Flames
- Nails
- Staples
- Tape
- Pins
- Confetti
- Silly String
- Ceiling Decoration
- Glass Containers

Check In/Out

Procedure

1. Please check in with Arboretum staff upon arrival.
1. Assess The Pavilion for damages and note them on the Inspection Sheet.
2. Renter may begin set-up after rental start time.
3. Begin tear down 30 to 60 minutes before the end of your rental time.
4. Please collect and carry out all trash from immediate and surrounding areas. The Brenton Arboretum *does not* supply trash containers.

5. Please remove all decorations and belongings.
6. Please arrange tables and benches as found on arrival.
7. Please roll up all sunshades.
8. Please replace the sunshade hook on the fireplace. Thank you.

How to Roll Down the Screens:

1. Hook the metal loop on the left bottom of a screen.
2. With your left hand on the bottom most handle and your right hand on the upper most handle, spin the screen hook so that the shade begins to descend.
3. Once the screen reaches the ground, clip both sides of the shade to the rings at the base of the screen.
4. Use the screen hook to roll up the shade such that it is taught (spin in the opposite direction).

How to Roll Up the Screens:

1. Use the screen hook to roll down the shade such that it is loose.
2. Unclip both sides of the screen from the rings at the base of the screen.
3. Hook the metal loop on the left bottom of a screen.
4. With your left hand on the bottom most handle and your right hand on the upper most handle, spin the screen hook so that the screen begins to ascend.
5. Roll the screen up completely. Thank you.

Date of Event ___/___/___

Contract # _____

Name _____

Address _____

Phone _____ Email _____

Group Status **Private / Organization**

Event Description (ie. Graduation, Lunch, Meeting)

Rental Start Time _____ Rental End Time _____

Number Expected _____

Set up and tear down are the responsibility of the renter and are included in the rental time. Please communicate this time to your caterer or other vendors. Table linens and decorations are provided by the renter. Trash containers are provided by the renter and trash disposal is the responsibility of the renter.

List vendors with phone numbers for event

Will wine, beer or liquor be served? **YES / NO**

Will music be played? **YES / NO** Authorized By _____

Payment Method **Cash / Check** **Total Rental Fee** \$____.____

Security/Cleaning Deposit **YES / NO**

Deposit \$____.____ Date ___/___/___

Balance \$____.____ Due by ___/___/___

The Brenton Arboretum authorizes _____ permission to use The Pavilion as outlined by Terms and Agreement.

The down payment is half of the room rental fee. The remaining balance is due 24 hours prior to the event. The rental fee will be returned for cancellations made within 2 weeks of the event date. The security deposit is not eligible for refund if area is left unclean, or if any damages are present after rental.

Signature _____ Date ___/___/___

Approved By _____

The above-signed Arboretum member agrees to the terms and conditions of this agreement and has enclosed the appropriate deposit. The above signed agrees to claim responsibility for any risk resulting from participation in any activity, and agrees to hold harmless The Brenton Arboretum, staff and volunteers from any and all claims, causes of actions, demands and expenses of every kind, resulting or relating to third party or their own properties, facilities or actions. The above signed has read the rental Terms and Agreements and agrees to abide by the Terms and Agreements, insure that all other invited persons abide by those Terms and Agreements, and assume responsibility for any theft or defacement, or destruction of Arboretum or private property

Arboretum Use

The arboretum is a public garden and will remain open to the public during rentals.

1. Please respect other visitors' quiet enjoyment of the Arboretum.
2. Dogs are allowed at the Arboretum, but must remain outside of the building. Dogs must be kept on a leash or in a crate. Dog waste must be carried off site, as the Arboretum does not have a dumpster or outdoor waste containers.
3. Please respect the trees, prairie, and wildlife at the Arboretum. Picking or damage to plants is prohibited.
4. Fishing and aquatic vehicles are prohibited.
5. Vehicle traffic is limited to parking in designated parking areas. Grass clearings are for foot traffic only.
6. The Arboretum is open to the public 9:00 a.m. to sunset Tuesday through Sunday. Guests of your event should observe these hours before and after your event. The main gate closes at sunset. Events may begin before 9:00 a.m. or conclude after sunset as noted in the rental agreement.
7. Music is allowed, but must be discussed with Arboretum staff at time of rental application.

Thank you.

Director of Horticulture/General Manager
Andy Schmitz

THE BRENTON ARBORETUM

**"When you plant a tree you envision a time beyond your lifetime."
Bernd Heinrich**

The Brenton Arboretum is a unique place. Like most of Iowa, this land was plowed, tilled, planted and grazed. In 1997, a transformation began. An arboretum landscape plan was drawn, trees were planted and seeds of prairie grasses and flowers were sown. Nature, ever the artist, made wide, sweeping contributions.

Today, visitors can wonder at nature's work while walking through prairie grasses, sitting beside the lake or wandering over streams and among our trees. They see flowering crabapples, sweet gums and tulip trees, bald cypress, spruce and alders. Visitors attend classes to learn how to plant trees, release butterflies and watch for birds.

On school days, groups of children point and exclaim at the sight of new eggs in bird's nests or chestnuts bursting out of their spiny shells. It is through the eyes of children that we understand that the craft of nature is always evident. Children help us envision "a time beyond our lifetime."

You can help build this future by becoming a member of the Brenton Arboretum. Together, we can continue to dedicate this land to the study and enjoyment of the natural world of trees and continue to be an example of good stewardship and land conservation.

Benefits for Members

- Regular notices of Arboretum events, classes and children's programming.
- Periodic newsletter including Arboretum information and recognition of members.
- Membership card with free or reduced admission to botanical gardens and arboretums across the country.
- Use of the green roof pavilion for personal gatherings and group events.
- Free or reduced fees to classes and arboretum workshops.
- Invitations to special membership events, lectures and receptions.

Your membership donation is tax deductible.



I would like to be a member of The Brenton Arboretum.

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

E-mail _____

Check here if you prefer e-mailings only.

Choose an Annual Membership Level

- Family \$30.00
- Individual \$20.00
- Student \$15.00
- Organization \$50.00
Includes associations and businesses

Oak Leaf Memberships

- Supporting \$100.00
- Patron \$250.00
- Sustaining \$500.00

Please mail us you membership request.

**The Brenton Arboretum
25141 260th Street
Dallas Center, Iowa 50063**

Make checks payable to The Brenton Arboretum.