

**FRIENDS OF HILLTOP ARBORETUM  
RENTAL POLICIES AT A GLANCE**

**DEPOSITS/FEES:**

1. A non-refundable payment of 50% is required to reserve a date and time. The balance must be paid in full two weeks prior to the event. A \$25 processing fee will be assessed each time you reschedule your event. Payment by check is preferred.
2. A \$500 refundable deposit is required at the time of the initial application. The deposit will be returned, within thirty days following the event, provided there is no damage, the facility was left as it was found (fully clean), and the event did not run overtime. Damages exceeding the deposit are the responsibility of the renter. The renting party's failure to strictly comply with **Agreement for Use of Facilities and Premises** will also result in forfeiture of the deposit.

**GENERAL POLICIES:**

1. Major arboretum events take precedence.
2. Events are limited to 150 guests.
3. Events must end by 10:00pm
4. Renter must obtain event insurance and provide proof of insurance to Friends of Hilltop Arboretum at least 30 days prior to the event date.
5. Any and all contractors and subcontractors providing services during the use period shall carry insurance. Renter must provide proof of insurance at least 30 days prior to the event date for all contractors and subcontractors.
6. Out of respect for nearby neighbors, no parking is permitted in the Oak Hills or Briarcliff Subdivisions. For events anticipating more than **40** guests, the renter will need to make arrangements for overflow parking and a shuttle. The renter is responsible for all expenses associated with the rental of the shuttle and driver. Shuttle vehicles should hold a maximum of 30 passengers as larger vehicles cannot maneuver in our parking lot.
7. The A/V equipment in the Beverly Brown Coates Auditorium can be rented for meetings for \$175.
8. A Hilltop Representative will be on site throughout the "Total Rental Time."
9. For events, a security officer will be on site one hour prior to the "Actual Event Time" and remain on site through "Take Down Time."
10. Reservations are accepted no more than 12 months in advance of an event.
11. Only licensed and insured caterers are allowed. Alert caterer that all foods must be prepared off site.
12. There is **NO SMOKING** anywhere on the Hilltop grounds. You are responsible for your guests.
13. In deference to our neighbors, Hilltop does not allow amplified live bands. Hilltop only permits moderately amplified music at rental events, and the renting party specifically agrees that Hilltop and its Representative at the event have the sole discretion to determine whether the music at an event is too loud.
14. The release of butterflies and throwing of rice, birdseed, confetti is prohibited. Sparklers, fireworks, open flamed candles and other fire dangers are prohibited.
15. Boiled crawfish are not allowed.
16. After the event, the Renter Representative is responsible for making sure that the facility is cleaned and returned to its original state. The floors must be swept, spills wiped up, garbage taken to and left in the dumpster, the sink must be free of food or liquids, and stove top and counters wiped cleaned.
17. No equipment from the Beverly Brown Coates Auditorium, including tables and chairs, is allowed outside the building.
18. No nails, staples, or tape can be used. Only Command® Pull-Tangers are allowed.