

Central Gardens of North Iowa

Rental FAQs

1) How do I reserve space at Central Gardens?

- a) All rental reservations are made by initiating contact online with the Rental Registration form, by calling the office at 641-357-0700 or emailing info@centralgardensnorthiowa.com.
- b) Reservations are accepted on a first come first served basis and are required for all groups wishing to rent space at Central Gardens.
- c) A signed Rental Registration form & signed Rental contract, the rental fee and deposit are required to reserve space in the gardens.

2) What is the cost?

- a) The Nature Education Pavilion rents for a flat \$50/hr, as well as a refundable \$100 damage deposit.
- b) Package One is a (5) hour rental that includes the Moon Gate, Ceremonial Lawn and the NEP
 - i. \$1,500 on Saturday
 - ii. \$1,250 Sunday-Friday
 - iii. \$300 per hour for every hour past five (5) hours on Saturdays
 - iv. \$250 per hour for every hour past five (5) hours Sunday- Friday
 - v. \$500 refundable damage deposit
 - vi. Wedding rehearsals are also included
- c) Package two is a five (5) hour rental includes the Activity Lawn, Council Ring, School Bell Gazebo and the NEP.
 - i. \$1,000 on Saturdays
 - ii. \$750 Sunday-Friday
 - iii. \$200 per hour for every hour past five (5) hours on Saturday
 - iv. \$150 per hour for every hour past five (5) hours Sunday -Friday
- d) A La Carte rental rates
 - i. NEP, Moon Gate, Steps and Lawn- all days \$350 hour--2 hour minimum--\$100 deposit
 - ii. Activity Lawn all days \$75 hour--2 hour minimum--\$100 deposit

3) How do I pay?

- a) Send a check for the full rental fee and deposit to Central Gardens North Iowa, Inc., PO Box 735, Clear Lake, IA 50428. Please indicate in your memo that the payment is for a rental.
- b) Pay on the website via PayPal at <https://www.centralgardensnorthiowa.com/online-deposit-and-rental-fee-payment/>

4) How/when do I get my damage deposit back?

Provided all contract terms have been fulfilled, the damage deposit will be returned within three weeks (3) via check to the address provided on the Rental Registration form.

5) Where do I send the forms?

a) Sign and scan to info@centralgardensnorthiowa.com

b) Sign and mail to Central Gardens of North Iowa, Box 735, Clear Lake, IA 50428

6) How many tables & chairs in the Nature Education Pavilion?

a) 5 round tables / 6 chairs at each table: located in the upper level of the NEP

b) 3 high top tables: suitable for indoor or outdoor use

c) 5 6' folding tables: suitable for indoor or outdoor use

d) 12 black padded chairs: suitable for indoor or outdoor use

e) Terrace seating: 5 metal tables / 5 chairs at each table with umbrellas

7) What else is included in the Nature Education Pavilion?

Floor to ceiling tinted windows with a wraparound deck make the Nature Education Pavilion a beautiful, relaxing and unforgettable site for any event. The building is both air conditioned and heated, contains full size and under-counter refrigerators, lots of counter space, a large restroom, microwave, and two sink areas. There is also a large screen monitor that can be plugged in to a laptop or other device for presentations, slideshows, etc. The NEP is both a functional and remarkable place to celebrate, learn, share, and make memories year-round. The upper level is also accessible except when the Gardens are closed from November 1 to May 1 as snow removal is not available to the second level.

8) Do you provide chairs/ set up chairs for weddings?

No. Central Gardens does not supply chairs or set up for rentals. We suggest contacting Brothers Ace Hardware in Clear Lake for chair rentals.

9) What if I cancel or it rains, do I get our money back?

If it becomes necessary to cancel a scheduled event that is subject to the Contract ninety (90) or more days in advance, a full refund of payments made to date will be made to the renter. If the cancellation occurs within ninety (90) days of the scheduled event, all rental fees paid will be forfeited. Central Gardens will try to accommodate rescheduling the event if requested, subject to the Gardens availability. Any deposit amount will be refunded within sixty (60) days after the notice of cancellation provided to the address provided in the Contract unless otherwise provided.

10) Can we come early to set up or drop off food?

Rental time starts when you take possession of the space and ends when it is cleaned and ready to go again. Please account for set-up/clean-up time for your rental time.

11) Can we have alcohol?

Yes. Beer and wine are permitted at Central Gardens. No kegs or hard liquor may be served unless a caterer with an off-premise liquor license is serving on site. Alcohol of any type (beer,

wine, liquor, etc.) may not be sold. Alcohol may only be consumed in space specifically rented at and may not be taken throughout the grounds.

12) Can we bring in our own food?

Yes. The NEP has ample counter space, a microwave and two refrigerators. located on the bottom level. Personal items, including food, are to be removed once your rental is finished.

13) Do I need a key to get in to the Nature Education Pavilion?

No key is needed to get into the Nature Education Pavilion. On the day of your rental, a Central Gardens representative will meet you at the NEP, unlock the building, and lock back up when you are finished.

14) How many people does the Nature Education Pavilion hold?

Upper and lower levels and the Victorian Terrace of the NEP are included in the rental price. The upper level has an approximate capacity of 30 people, lower level 20, and the Terrace can seat 30 or more. Tables and chairs in the upper level of the NEP are not to be taken outside of the building.

15) Can we decorate the Moon Gate?

Yes. So long as nothing is attached to the Moon Gate, the area may be decorated with vases of flowers, potted plants, and even small furnishing with prior approval. However, the use of nails, screws, tape, wire, tacks or the like to fasten decorations or other materials to any structures, trees fencing, retaining walls, sculptures, ponds or other features is strictly prohibited. Glitter, rice, birdseed, confetti and the like can not be used in the Gardens as table top decoration or to throw. Balloons may only be used as table decorations but are not to be released. The damage deposit will be forfeited if this is violated in any way.

16) Can our flower girl throw real pedals?

Yes! In order to preserve the look and feel of the Gardens, we do require that renters pick up everything following the ceremony. The damage deposit may be forfeited if the grounds are not left in good order.

17) Is there a plug in for microphone/speakers by the Moon Gate?

There is an electrical outlet on the North side of the Moon Gate, as well as by the bench in front of the Rose Garden. Central Gardens does not provide microphone or speakers.

18) What else should I know about renting the Gardens?

a) The Gardens are open to the public seven days a week, dawn to dusk, from May 1 through October 31. Thus, you may have spectators for your event.

b) The Nature Education Pavilion is available to rent year round. Hours available for rentals are from sunrise when the gates are open until sunset when the gates close.

c) The grounds are available to rent between May 1 and October 31.