

The University of Alabama Arboretum Rental Request Form



• ARBORETUM •
THE UNIVERSITY OF ALABAMA

Instructions

1. Review the Rental Agreement and Rental Rates table prior to completing this form.
2. Print clearly and complete both sides.
3. Return form by mail, fax, or email:

The University of Alabama Arboretum office (205) 553-3278
P.O. Box 870344 fax (205) 553-3728
Tuscaloosa, AL 35487-0344 arbor@bama.ua.edu

Renter's name: _____

Address: _____

Phone number: _____ Email: _____

Are you representing a group/organization? Yes / No

If yes, please list the group or organization: _____

Date of event: _____ Approximate number attending: _____

Location and or Type of event: _____

Description of event: _____

Set up starts: _____ Event time: _____ to _____ Clean up ends: _____

If someone other than the renter will be coordinating planning, setting up, conducting the event, or cleaning up, please include their name and contact information.

Designated Representative: _____

Address: _____

Phone number: _____ Email: _____

It is the responsibility of the renter to supply a copy of this agreement to designated representatives, wedding planners, caterers, florists, musicians, bartenders, photographers, and any other persons that will be assisting with the event.

Caterer: _____

**Food provided by or picked up by the renter does not require the use of an approved caterer. Food that is delivered or served by a caterer must use the services of an approved caterer. The University of Alabama approved caterer list can be found at: <http://riskmanagement.ua.edu/information/Approved%20Caterers%20List.pdf>*

Arrival time of caterer: _____ Phone: _____

Florist: _____

Arrival time of florist: _____ Phone: _____

Are you requesting permission to serve alcohol? Yes / No

**Consumption of alcoholic beverages at the Arboretum is not allowed.*

Will there be minors in attendance at the event? Yes / No

Are you requesting to set up additional tables, chairs, or tents? Yes / No

** Arboretum provided seating is detailed in the rental agreement. Additional seating may be available upon request.*

Are you requesting to set up audio visual equipment? Yes / No

Do you wish to use the Arboretum's laptop projector cart and screen? Yes / No

Description of table, chair, tent, decorative, or audio visual setup (attach another page if needed):

Completion of this request form does not imply approval from the University of Alabama Arboretum. Each request will be evaluated and the status of request will be made available to the client as soon as reasonably possible.

OFFICE USE ONLY – TO BE COMPLETED BY THE ARBORETUM DIRECTOR		
Rental Fee	\$ _____	Date Received _____
Non-refundable deposit	\$ _____	Date Received _____
Refundable Security Deposit	\$ _____	Date Received _____
<p>Please refer to the Reservation Guidelines and Reservation Rates to estimate your fees. Depending on event requests, renters may be required to pay additional fees for security, liability insurance, etc. as required by the University of Alabama Grounds Use Policy. Renters will be notified of additional requirements or fees as soon as reasonably possible.</p>		