

Meyer Pavilion & Pavilion Lawn

- Rental Fees
 - Monday – Friday after 4 p.m., or any time slot on Saturday or Sunday: \$500
 - ◆ Rental time slot period is 3 hours = (8am -11am); (12 p.m. -3 p.m.); (4 p.m. -7 p.m.)
 - Monday – Friday during business hours: ½ day – (8am -11am) or (12 p.m. -3 p.m.): \$150
 - Monday – Friday during business hours: full day – (8am -3 p.m.): \$300
 - Saturday – Full day rental (8 hrs.): \$800; Eight (8) hour time slot may begin as early as 6 am for a total of 8 hrs. All rentals must be concluded by 9 p.m. Taltree gate closes at 7 p.m. – no further admittance of visitors/members after 7 p.m.
 - Sunday – Full day rental (8 hrs.): \$800; time slot may begin as early as 6 a.m. for a total of eight (8) hrs. All rentals must be concluded by 7 p.m. Taltree gate closes at 5 p.m. – no further admittance of visitors/members after 5 p.m.
 - Additional rental time requires prior arrangement and is subject to additional fees.
- Group size limited to 100 people max. inside pavilion/300 people max. when using pavilion lawn.
- Additional fees for Proof of Liability Insurance* are required. - *please see below.
- A \$200 refundable security deposit is required for an event in addition to the rental fee. Should property damage occur or extensive clean-up be required after an event, Taltree will assess the cost and refund any difference. If costs exceed deposit, rental party agrees to pay additional amount deemed necessary by Taltree. Any refund due will be mailed 4-6 weeks after event date.
- Events at which alcohol is served will require a security officer to be present. Additional fee for security officer will be paid by rental party. Proof of Liquor Liability Insurance is also required.
- There are no trash receptacles on the grounds; rental groups are responsible for removing all trash. Failure to do so will result in forfeiture of security deposit.
- A rental deposit equal to 50% of the total due and a signed Rental Contract are required to reserve date. Rental Deposit minimum = \$350.
- Rental Deposit is refundable according to the following schedule:
 - ✓ 50% up to 90 days prior to event/ No refund 89 days or less prior to event.
 - ✓ No refunds due to inclement weather.
 - ✓ Remaining balance is due two (2) months prior to event. If balance is not paid, event will be considered canceled by Renter and Taltree has the right to contract the time slot to another party.
- Checks returned for insufficient funds will be assessed a fee of \$40.
- Additional fees for Proof of Liability Insurance* are required. *please see below.
- Vehicles must be parked in the paved or gravel parking lots, **not** at the Meyer Pavilion or along the pavilion lane. Only service vehicles may use the lane to the Meyer Pavilion to unload; after unloading, vehicles must park in parking lots.
- Items inside the storage area are not for use during any rental event at Taltree.
- Tables, chairs, tents, sound system, etc. rental are additional and must be arranged during scheduling.

Railway Depot

- Rental Fees
 - Monday – Friday after 4 p.m., or any time slot on Saturday or Sunday: \$500
 - ◆ Rental time slot is 3 hours = (8am -11am); (12-3 p.m.); (4-7 p.m.)
 - Monday – Friday during business hours: ½ day – (8 -11am) or (12 -3 p.m.): \$150
 - Monday – Friday during business hours: full day – (8am -3 p.m.): \$300

- Saturday – Full day rental (8 hrs.): \$800; time slot may begin as early as 6 a.m. for a total of eight (8) hours. All rentals must be concluded by 9 p.m. Taltree’s gate closes at 7 p.m. – no further admittance of visitors/members after 7 p.m.
- Sunday – Full day rental (8 hrs.): \$800; time slot may begin as early as 6 am for a total of eight (8) hrs. All rentals must be concluded by 7 p.m.. Taltree gate closes at 5 p.m. – no further admittance of visitors/members after 5 p.m.
- Additional rental time requires prior arrangement and is subject to additional fees.
- Group size limited to 80 people in the Taltree Railway Depot.
- A \$200 refundable security deposit is required for an event in addition to the rental fee. Should property damage occur or extensive clean-up be required after an event, Taltree will assess the cost and refund any difference. If costs exceeds deposit, rental party agrees to pay additional amount deemed necessary by Taltree. Any refund due will be mailed 4-6 weeks after event date.
- Events at which alcohol is served will require a security officer to be present. Additional fee for security officer will be paid by rental party. Proof of Liquor Liability Insurance is also required.
- A Rental Deposit equal to 50% of the total due and a signed Rental Contract are mandatory to reserve date. Rental Deposit minimum = \$350.
- Rental Deposit is refundable according to the following schedule:
 - 50% up to 90 days prior to event/ No refund 89 days or less prior to event.
 - No refunds due to inclement weather.
- Remaining balance is due two (2) months prior to event. If balance is not paid, event will be considered canceled by Renter and Taltree has the right to contract the time-slot to another party.
- Checks returned for insufficient funds will be assessed a fee of \$40.
- Additional fees for Proof of Liability Insurance* is required. - please see below.
- A/V capabilities are available for use – please inquire for details.
- The storage area contents are not for use during any rental event at Taltree.
- Tables & chair rental is additional.

Taltree’s Classroom at 71 North 500 West, Valparaiso, IN 46385.

- Fully equipped with A/V, including internet access.
- Monday – Friday during business hours: ½ day – (8am -11a.m.) or (12 p.m. -3 p.m.): \$75; max. 25 people.
- Monday – Friday during business hours: full day – (8a.m. -3 p.m.): \$150; max. 25 people.
- Monday – Friday after 4 p.m. (3-hour time slot): \$150 All rentals must be completed by 8:30 p.m.;
- max. 50 people.
- Saturday or Sunday – 1/2 day – (8 a.m. -11am) or (12 p.m. -3 p.m.): \$150; max. 50 people.
- Saturday or Sunday – full day – (8 a.m. -3 p.m.): \$250; max. 50 people.
- Additional fees for Proof of Liability Insurance are required* - *please see below
- A \$75 refundable security deposit is required in addition to the rental fee. Should property damage occur or extensive clean-up be required after an event, Taltree will assess the cost and refund any difference. If costs exceed deposit, rental party agrees to pay additional amount deemed necessary by Taltree. Any refund due will be mailed 4-6 weeks after event date.
- Payment in full and a signed Rental Contract are required to reserve date.

General Information

- Taltree’s on-duty staff member is available for parking questions and facility needs only.
- **Alcohol is not permitted** except at Taltree-sponsored events and pre-arranged contracted events. Failure to comply may result in rental party being asked to leave the premises without refund of fees.

- For pre-arranged contracted events at which alcohol is served, a security officer will be contracted by Taltree, with fees to be paid by facility renter.
- Taltree does not arrange for additional rental of chairs, tables, tents, etc. We ask that you use one of the following approved rental companies: All Occasion Rental (219-464-9974), Crown Party Rentals (219-661-3866), or All In One Rentals (219-887-9647). All tent placements and event plans must be pre-approved by Taltree Arboretum & Gardens.
- For catering needs, we require that you use a Taltree-approved caterer. Caterers must take all catered items, including trash off-site when they depart. Any additional clean-up by Taltree staff will result in forfeiture of security deposit.
- Smoking is allowed outside; cigar/cigarette butts must be placed in smoking receptacles **ONLY**.
- No decorations may be attached to any structure, light fixture, tree or other plant.
- Guests must remain on trails, roads, and mowed areas. Please do not walk in landscaped beds. Any damage to landscaped beds will be deducted from Security Deposit.
- **The speed limit on Taltree's entrance road is 10 mph.**
- Vehicles must be parked in the paved or gravel parking lots only.
- Tables, chairs, tents, sound system, etc. rental additional.

* Personal Insurance Liability Policy: A non-refundable \$100,000 personal liability insurance policy fee of \$80 will be due in addition to the facility rental fee. Taltree Arboretum & Gardens shall purchase said policy for your event.

If you have \$100,000 personal liability insurance coverage for off-site events, such as the one proposed at Taltree, proof of insurance coverage is required from your insurance company. In order to waive the \$80 insurance fee, please have your insurance company state on company letterhead that you/your company have the required \$100,000 personal liability insurance coverage for said event/date at Taltree Arboretum & Gardens, Inc. The letter must also list the insurance policy number, expiration date of the policy, insurance agent, and policy holder's name and address. Please instruct your insurance agent to fax document to 219-462-0848.