

## FAQ

(For additional information request a Space Rental Rules & Amenities (the “Rules”))

### **How do I rent the Krumm Center or Gazebo?**

Please call 791-3021

### **How old do I have to be to rent the Krumm Center or Gazebo?**

Renter must be eighteen years of age or older.

### **Do you require a deposit?**

Yes. A \$100 Non-refundable deposit is required at the time the reservation is made and *will apply toward* the facility rental fee. This can be applied toward a different date of choice but is non-refundable.

### **Are there any other fees, and when are these due?**

The Krumm Center Rental Fee is due when the key card is obtained from the Office Manager 3-5 days prior to the event.

### **Do you require a credit card? And why?**

At the time the rental fee is paid, and the key card is obtained, we will require a credit card be retained on file. The card shall be used in the event of unreturned key cards, damages and/or extra cleaning fees.

### **Where do I pay or pick-up/return my key card?**

Go to the Krumm Center

Mon-Friday 9pm-1pm located at 3000 N 4<sup>th</sup> Ave E

### **What type of payments are allowed?**

Check (written to Project Awake) or Cash

A Credit Card payment option is available but will incur an additional service/merchant fee.

### **Can I mail my payment?**

Yes, send to Project Awake PO box 321 Newton IA 50208

### **What are consider Holidays?**

Holidays Include: New Year’s Eve, New Year’s Day, Memorial Day, Labor Day, Thanksgiving Day & Day after Thanksgiving, Christmas Eve and Christmas Day. The Newton Arboretum and Botanical Gardens is closed to the public the weekend of 4<sup>th</sup> of July.

### **How many people are allowed in the Krumm Center?**

Maximum building capacity of 105.

And seating available for 70 people.

### **What are your hours?**

The Newton Arboretum & Botanical Gardens grounds are open to the public sunrise to sunset.

The Krumm Center full day rental is considered from 8AM until 12AM.

Renter is responsible for completing a **cleaning checklist** posted within the Krumm Center and returning the facility in the same condition as received, normal wear and tear excepted.

This includes:

- All dishes, washed; leftover food removed from the Space
- Floors cleaned and vacuumed
- Trash removed from the Space and placed in dumpster
- Lights and fans turned off; sconces left on
- Ovens cleaned and shut off
- Toilets flushed
- Window shades up
- Chairs and tables returned to their original location
- All doors securely closed and locked

### **Can I decorate?**

Yes, but be mindful of the following:

- Do not remove any fixtures, property or decorations.
- Do not use nails, tape, etc. on the painted surfaces or woodwork inside/outside of Krumm Center. Mounting putty is permitted and will be provided by Project AWAKE.
- Renter is responsible for any and all decorations, set-up, and tear down, and must promptly remove all decorations and equipment during your rental period.
- Do not move any outdoor furniture, including planters and benches.
- Do not climb on outdoor structures. Renter shall not hang signs, lights, etc., on outdoor structures.
- We do not allow the following decorations indoors/ or outdoors: glitter, confetti, sequins nor release the release of balloons. Balloons must be weighted.

### **Do you allow Alcohol?**

Yes, the renter is responsible for complying with all laws regarding alcohol and its consumption. No beer kegs are allowed.

### **~Other important details~**

- Renter shall comply with all applicable laws, regulations, and ordinances as well as any posted signs.
- Renter shall obtain any necessary permits for the Event.
- No smoking allowed in Krumm Center or on Newton Arboretum & Botanical Center grounds, except in private vehicles in the parking lot.
- The access lane in front of the garage may be used for deliveries only. This is a No Parking Zone. The lane is reserved for Newton Arboretum staff and garage access shall not be blocked.
- Fireworks/pyrotechnics prohibited.
- No outdoor grills allowed.
- Motorized vehicles are allowed in parking lot only.

All renters will be given a complete copy of the Space Rental Rules & Amenities (the “Rules”), prior to signing a rental agreement. Violation of the rules will result in additional fees.

You are responsible for your guests. Ensure all persons attending the event abide by the Arboretum Rules (Posted within the Krumm Center and found on <https://newtonarboretum.com>)

**Why should I rent your space?**

The Newton Arboretum & Botanical Gardens is managed by Project AWAKE, a non-profit 501 (c)(3). Your rental has a direct impact on the Gardens as the fees are used to maintain and cultivate the grounds. We are not city funded, and rely on this generosity to continue the mission.