



## Private Rental Frequently Asked Questions

### Why should I rent your space?

We have a stunning, beautifully landscaped facility that offers breathtaking views and modern amenities! \*\*\* We also want our renters to know the Newton Arboretum & Botanical Gardens is managed by the nonprofit, Project AWAKE.

*We are NOT a city entity.* As a 501(c)(3) charity, no city or tax dollars fund our operations. Therefore, your rental has a direct impact on the grounds. All revenue generated from private rentals is used to maintain and cultivate the gardens which allows us to continue our mission. THANK YOU for keeping us beautiful!!

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

Currently all rentals are booked through the Krumm Center Office. Please call (641) 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 when the reservation is made and applies to the total rental fee. This deposit secures the date of your event. If for some reason you cancel your event, you may change the date to a different availability within 1 year of the original reservation.

### When is Total Payment due?

Total payment for private rentals is due when the key card is obtained from the Office Manager, usually 3-5 days before your event.

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

At the time the total rental fee is paid, and the key card is obtained, we 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.

**What type of payments are accepted?**

We accept checks or cash. Please make checks payable to Project AWAKE. A credit card payment option is available but will incur additional service/merchant fees.

**Can I mail my payment?**

Yes, payments can be mailed to: Project AWAKE  
PO box 321  
Newton, IA 50208

\*Please note reservations are not guaranteed until the deposit is received.  
\*Key cards are not issued until total payment is received. Please plan accordingly.

**Where, when, and how do I obtain a key card?**

Renters must go to the Krumm Center Office at 3000 N 4<sup>th</sup> Ave E, Newton IA to obtain a key card, 3-5 days before the event. Key cards are only issued after total payment is made. Current office hours are Mondays - Fridays 8:30 AM - 12:30 PM, or by appointment. \*Please note hours are subject to change.

**Do I have to bring the key card back?**

YES, the key card is permanent Newton Arboretum property and must be returned during the week following your event or by special arrangement with the office manager. Failure to return the key card will result in a \$25 fee + service/merchant charges.

**What days are designated holidays for private rentals?**

New Year's Eve	Thanksgiving Day
New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Labor Day	Christmas Day

\*Please note private rentals are not available on the 4<sup>th</sup> of July, or its closest weekend.

**What days are designated weekDAYS or weekENDS?**

For a private rental weekDAYS are Monday - Thursday.  
WeekENDS are Fridays, Saturdays, and Sundays.

### **What are my private rental's hours of use?**

All Day rental of the Krumm Center is 8AM until 12AM.

Half Day rental of the Krumm Center (only available on weekdays) is 5 consecutive hours.

The Betty Allen Gazebo rental is from sunrise to sunset, and must comply with the Newton Arboretum & Botanical Gardens' hours of operation.

Set-up, teardown, and cleanup all must occur within the rental time frame.

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

Maximum building capacity of 105.

Seating is available for 70 people.

### **Can I decorate?**

Yes, but be mindful of the following rules:

- Do not move/remove any fixtures, property or decorations of Project AWAKE.
- Do not use nails, tape, Command strips, etc. on any surfaces inside or outside the Krumm Center or Betty Allen Gazebo. Mounting putty is permitted indoors and will be provided by Project AWAKE.
- Renter is responsible for any and all decorations, set-up, and teardown. All event decorations and equipment must be removed within 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.
- You are in a botanical garden. We are environmentally responsible. The following decorations are not allowed outdoors: **glitter, confetti, sequins, candles, balloons, rice, or artificial flowers**. If balloons are used inside, they must be secured and/or weighted.
- Candles may only be used indoors and use is restricted to enclosed flame devices (e.g. votive or hurricane glass candles). With any candles used the flame must sit at least (1) inch below the top of the enclosure.

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

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

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This FAQ only lists some of our requirements. All renters will be given a complete copy of the Space Rental Rules & Amenities ("The Rules") prior to signing a rental agreement.