



The Kentucky Children's Garden (KCG) is available for your Birthday Party or Special Event. Both options include private access to the garden for 2 hours, a KCG t-shirt for the birthday person, and a staff-led activity complete with a craft for children to make and take home!

Birthday Parties and Special Events require **pre-registration** and a **non-refundable deposit**. To pre-register, contact The Arboretum at [Arboretum@uky.edu](mailto:Arboretum@uky.edu) or 859.257.9339.

## 1. What's Included:

- Private access to the KCG during regularly closed hours for a 2-hour period:
  - Available most days of the week 5:30- 7:30 PM and Sunday 11am-1pm.
- Admission to the KCG for children and adults for a 2-hour period
- A Kentucky Children's Garden T-shirt
- Supervised activity for children to make and take home
- Access to a large folding table, four child-sized picnic tables and adult-sized folding chairs
- Experiential play in the KCG

## 2. Cost

### A. Birthday Party Package Price:

- \$275.00 KCG members / \$300.00 non KCG members
- Package includes admission for 30 guests (children or adults); each additional guest is \$5.00
- \$50 **non-refundable deposit** required to reserve a specific date and time

### B. Special Event Package Price:

- \$375.00
- Holders of a KCG Season Pass discounted price: \$350.00
- Package includes admission for 40 guests (children or adults); each additional guest is \$5.00
- \$75 **non-refundable deposit** required to reserve a specific date and time

## 3. Activity

A Birthday Party or Special Event Package includes an activity for children. Two Arboretum staff members will be present in the KCG during the activity. Choose one of the following activities:

### A. Choo! Choo! (suitable for ages 2-5)

- Paint your own train whistle and peek behind the scenes of the Kentucky Children's Garden model train set.

### B. Fossil Fun (suitable for all ages)

- Create your own fossil to take home and explore our fossil collection.

### C. Garden Explorers (suitable for ages 4+)

- Decorate your own pot and plant a seed; explore the garden to find plants, bugs and more.



**D. Gone Fishin' (suitable for all ages)**

- Decorate your own fishing hat and discover wildlife in the pond.

**E. Incredible Insects (suitable for ages 3+)**

- Create you own bug, explore the insect collection and see if you can collect your own.

#### **4. Guidelines for Birthday Parties & Special Events in the KCG**

**All visitors to the KCG must abide by the rules for the safety and protection of all patrons. Visitors who do not respect these rules will be asked to leave the KCG.**

- A. There is a risk of injury associated with outdoor activities. Please be careful and explore cautiously, as guests are ultimately responsible for their own safety.
- B. Shoes must be worn at all times (including in the water).
- C. Help us follow Good Agricultural Practices (GAP). Do not eat unwashed produce.
- D. Children must be accompanied by an adult at all times.
- E. No professional photography allowed.
- F. Pokémon Go may not be played inside the garden.
- G. No picnics allowed inside the garden. Please enjoy your picnic at the tables around The Arboretum.
- H. No bikes, scooters, skateboards, rollerblades or hoverboards are allowed in the garden.
- I. Only fish and frogs are permitted in the water below the bridge.
- J. No pets are allowed inside the garden.
- K. The University of Kentucky, including The Arboretum and the KCG, is a tobacco and alcohol free area.
- L. The KCG is closed when there is inclement weather.

#### **5. Scheduling Your Birthday or Event**

**A. Reservations**

All birthday parties and special events must be scheduled at least fourteen (14) days prior to the event date. Contact The Arboretum (Arboretum@uky.edu or 859.257.9339) to inquire about and reserve available dates.

**B. Payment**

A **non-refundable CASH, CHECK OR CREDIT CARD deposit** (subtracted from the total cost) is required to reserve a specific date and time. Final payment must be paid on the event date when the Visitor Center is open from Monday through Saturday 9am-4:30pm and Sunday 12:30pm-4:30pm. We accept cash, Visa, Mastercard or checks made out to 'The Arboretum'.

**Birthday Party Deposit:**

- A \$50 **non-refundable deposit** is required to reserve a specific date and time



**Special Event Deposit:**

- A \$75 **non-refundable deposit** is required to reserve a specific date and time

## 6. KCG Policies

### A. Weather Policy

The KCG is an outdoor facility and will close during severe weather for the safety of our patrons and in keeping with University of Kentucky policy. 'Severe weather' includes thunder, lightning, wind alert, tornado warnings, etc. We do not have an indoor space for your use in case of inclement weather. Please check forecasts 48 hours in advance if you are considering canceling due to the weather. We will work with you to reschedule your event if you desire, but we cannot issue deposit refunds based on the weather. The deposit is **non-refundable**.

### B. Cancellation Policy

We request 48 hours' notice if you cancel your event. We will work with you to reschedule your event for another date, but we cannot issue a refund of your deposit. The deposit is **non-refundable**.

### C. Set up and Food Policy

The large folding table, child-sized picnic tables, and folding chairs outside the KCG will be available for set up beginning 45 minutes prior to your scheduled event time. Please keep all food at the outside picnic tables. **No food and/or alcohol is permitted in the KCG.**

### D. Candle Policy

No candles are permitted in the Kentucky Children's Garden or The Arboretum per University of Kentucky policy.



## Kentucky Children's Garden (KCG) Birthday Party & Special Event Application

### Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
E-Mail Address	
Child's Name & Age	

### Birthday Party / Special Event Details

Please select from the following options:

**Most days from 5:30-7:30PM (March- October) and Sunday 11am-1pm**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Time of Party or Event (2 hour time limit): \_\_\_\_\_

Number of Children Attending: \_\_\_\_\_ Age Range: \_\_\_\_\_

Number of Adults Attending: \_\_\_\_\_ KCG season pass holder?  Yes  No

Size of T-shirt Requested (Youth M-XL, Adult S-XL): \_\_\_\_\_

### Activity

Please choose one of the following activities (refer to information sheet for details)

Choo! Choo! (ages 2-5)                     
  Garden Explorers (ages 4+)                     
  Incredible Insects (ages 3+)  
 Fossil Fun (all ages)                     
  Gone Fishin' (all ages)

### Please Note the Following Information!

- A. Reservations:** All birthday parties and special events must be scheduled at least 14 days prior to the event date. Contact The Arboretum (Arboretum@uky.edu or 859.257.9339) to inquire about available dates.
- B. Payment:** A **non-refundable CASH, CHECK OR CREDIT CARD deposit** (subtracted from the total cost) is required to reserve a specific date and time. Final payment must be paid on the event date when the Visitor Center is open from 12:30pm-4:30pm. We accept cash, Visa, Mastercard or checks made out to 'The Arboretum'.
- C. Weather Policy:** The KCG will close during severe weather. We cannot issue refunds based on the weather. Please check forecasts 48 hours in advance if you are considering canceling due to the weather.
- D. Cancellation Policy:** We request 48 hours' notice if you cancel. We will work with you to reschedule your event for another date, but we cannot issue a refund of your deposit. The deposit is **non-refundable**.

Please sign below to secure your date for a birthday party or special event in the Kentucky Children's Garden. A **non-refundable deposit** is required when submitting this application.

\$50 (birthday party)     \$75 (special event)

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## THE ARBORETUM / KENTUCKY CHILDREN'S GARDEN USE AGREEMENT FOR BIRTHDAY PARTIES & SPECIAL EVENTS

### Mission Statement:

*The Arboretum showcases Kentucky landscapes and serves as a resource center for environmental and horticultural education, research and conservation.*

### Hours of Operation:

Dorotha Smith Oatts Visitor Center

mid-March – October: Monday – Saturday, 9am – 4:30pm and Sunday, 12:30pm – 4:30 pm

The Kentucky Children's Garden

Spring and Fall: Thursday – Saturday, 10am-5pm and Sunday, 1pm-5pm;

Summer: Wednesday – Saturday, 10am-5pm and Sunday, 1pm-5pm

The Arboretum grounds

Open Daily, Dawn till Dusk

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by and between the University of Kentucky, Lexington-Fayette Urban County Government Arboretum (The Arboretum) and \_\_\_\_\_(name), for the use of The Arboretum on \_\_\_\_\_, 20\_\_\_\_ (date), from \_\_\_\_\_ to \_\_\_\_\_ (time), for a private event in the Kentucky Children's Garden. Approximately \_\_\_\_ (number) individuals will be in attendance, (Birthday Party Package provides admission for up to 30 guests; additional guests will be charged \$5 each. Special Event Package provides admission for up to 40 guests, additional guests will be charged \$5 each).

### User agrees to the following terms and conditions:

#### 1. Fees:

\_\_\_\_\_  
Initials **Special Event:** \$375 (\$350 for Kentucky Children's Garden season pass holders) fee for 40 guests. **Additional visitors are \$5 each.**

\_\_\_\_\_  
Initials **Birthday Party:** \$300 (\$275 for Kentucky Children's Garden season pass holders) fee for 30 guests. **Additional visitors are \$5 each.**

#### 2. Guidelines:

\_\_\_\_\_  
Initials **The Arboretum:** will be open to the general public during the hours noted above. Only the Kentucky Children's Garden may be used for the aforementioned function/event. There is a two-hour maximum time limit for your event at The Arboretum/Kentucky Children's Garden. All set-up/event/clean-up activities must be conducted within this



period. The user cannot close any part of The Arboretum or the parking lot for their event.

Initials **Visitor Center:** Is not available to birthday party guests in case of inclement weather. The Visitor Center will be open from Monday through Saturday 9:30am to 4:30pm and Sunday 12:30-4:30pm on Sunday. Visa and MasterCard payments may be made during this time. The Arboretum, Kentucky Children's Garden and/or its affiliates are not responsible for items left by the User. Bathrooms are available next to The Kentucky Children's Garden.

Initials **Parking:** Driving of vehicles anywhere other than the entrance drive and parking lot is prohibited. All vehicles must be parked in a designated parking space. No parking or driving will be permitted in any other area including, but not limited to, the Walk Across Kentucky, driveway, circle court or along any path or grassy area. If more than 50 cars are anticipated, arrangements for overflow parking should be made. Parking spaces cannot be reserved for guests.

Initials **Decorations:** Decorations are welcome. However, any permanent alteration or renovation of The Arboretum/ Kentucky Children's Garden is prohibited. The cutting or removal of any plant or plant part is not permitted. User(s) will be responsible for the safekeeping of plant materials, grounds, grass, buildings and all other facilities at The Arboretum/ Kentucky Children's Garden. There is to be no use of confetti, paper, bird seed, plastic or similar material that could affect the natural beauty of the space. If balloons or ribbons are used they should not be tied to any tree and/or shrub. It is the responsibility of the User(s) to remove such items without damage.

Initials **Damages:** User agrees to pay for any and all damage to The Arboretum/ Kentucky Children's Garden as a result of the event described above. In the event of damage by the User, the University of Kentucky Physical Plant Division will repair The Arboretum/ Kentucky Children's Garden and the User shall pay all costs for such repair within 24 hours of receipt of the invoice. A penalty of \$10/day will be assessed for any late payment.

Initials **Prohibited Activities:** The following activities are prohibited in The Arboretum/ Kentucky Children's Garden: food trucks, amplified music, alcoholic beverages, tobacco, and open flames. It is against the law to possess or serve alcoholic beverages on University property.

Initials **Electricity:** Electricity is not available.



Initials **Communication with Guests:** It is the responsibility of the User(s) to make their guests aware of and compliant with the rules/regulations of The Arboretum/ Kentucky Children's Garden. User(s) who do not follow these rules will be asked to leave The Arboretum/Kentucky Children's Garden.

Initials **Indemnification:** User indemnifies and holds harmless The Arboretum/ Kentucky Children's Garden, University of Kentucky, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of The Arboretum/ Kentucky Children's Garden whether by the User or User's guests.

Initials **Unavailible Dates:** Arboretum or University events that may prohibit an event from being held include, but are not limited to: Holidays, Home UK Football games, Restoration Work Days, Arbor Day, Gala, etc. The Director of The Arboretum is authorized to reject any application that he/she regards as not being suitable for or in keeping with the mission of The Arboretum.

A copy of the application signed by the User (page 4); a copy of the Use Agreement signed and initialed by the User and signed by The Arboretum (pages 5-7 of this document); and receipt of your deposit **confirm your reservation**. All events must have prior approval and appropriate paperwork/payment before the event. Use of all university facilities is subject to applicable university regulations.

The undersigned has read the above agreement and agrees to the terms and conditions outlined in here.

_____	_____
User	Date
_____	_____
The Arboretum	Date

To process your event, please bring or mail a signed copy of the application (page 4); a signed and initialed copy of The Arboretum Use Agreement (pages 5-7); and your deposit to:

**The Arboretum  
500 Alumni Drive  
Lexington, KY 40503**