



JAPANESE TEA GARDEN

3853 N. St. Mary's, San Antonio, Texas 78212
PAVILION, LOWER GARDEN AND WATERFALL AREAS
San Antonio Parks Foundation & Fresh Horizons Creative Catering



EVENING RENTAL INFORMATION & CONTRACT

The Japanese Tea Garden is a public park celebrating 100 years of rich history. Located in Brackenridge Park adjacent to the San Antonio Zoo, the Japanese Tea Garden is quiet, shaded and lush with exotic vegetation. It contains a large pavilion, a sprawling koi pond, and a waterfall. The City of San Antonio and the San Antonio Parks Foundation are pleased to make this beautiful space available for your next special event.

Availability: Evening rentals include use of The Upper Garden & Patio area of the Japanese Tea Garden, the Jingu House, and Jingu House Patio & Pavilion. These areas are available for reservations year round after 6pm. Evening rentals and reservations are based on a 4-hour rental period. Your reservation will be confirmed upon receipt of 50% of the venue rental fee, nonrefundable deposit & a signed contract. The balance of the rental fee will be due no later than 30 days prior to your event date. Failure to pay balance on timely basis will void your rental agreement. All deposits will be nonrefundable. *In the event of a cancellation, all venue rental fees are nonrefundable regardless of reason.*

Rental Fees: Evening Venue Rentals includes use of the Jingu House with existing tables and chairs inside the restaurant in the Lambert Room area & the Jingu House Patio. The entire garden including the Pavilion and the Lower Garden are included in evening venue rentals. The Jingu House includes seating for up to 35 guests in the Lambert Room and seating for up to 20 on the Jingu House Patio. All additional guest tables and seating requests are available through the Jingu House at an additional rental fee. Maximum capacity in the entire Upper Garden and Jingu House area is approximately 300 guests.

Sunday thru Thursday

Up to 100 guests	\$500
101-200 guests	\$600
201-300 guests	\$700

Fridays and Saturday

\$1000 flat rate

Security Officer: One security officer is required per 100 guests per hour. Fee is \$35/hour/officer with a 3-hour minimum. This cost will be payable to the officer(s) directly in cash at time of service. The officers will be scheduled by the Jingu House for the hours of your reservation to include set up and break down time and event time.

Deposit

Required: 50% of the total rental fee is required to reserve the specific area, date and time and is non-refundable. Balance of rental is due 30 days prior to your event. If your event is less than 30 days from reservation, the full amount of the rental fee is required. Deposits are nonrefundable.

Cancellation of venue rental /Refunds

Deposits or payments for venue rental are nonrefundable in the event of a cancellation.

Other Services Available: Food, beverages, table, chair rentals, linens and lighting must be arranged through our exclusive provider, Fresh Horizons Creative Catering (210) 559-3148. **OUTSIDE FOOD, BEVERAGE, TABLES AND CHAIRS ARE NOT PERMITTED.** See the "Regulations & Requirements for Rental" page 2 for alcoholic beverages. .

Permitted Outside Services: Client may provide their own cakes, flowers, photography and/or videography and music services. Client will be responsible for insuring all set up & deliveries are made within the contracted event time.

The following are not negotiable. Please be sure to read the "RULES, REGULATIONS AND REQUIREMENTS FOR VENUE RENTAL" in its entirety. Be sure to retain a copy of the regulations for your records.

REGULATIONS & REQUIREMENTS FOR RENTAL - (PLEASE READ, INITIAL EACH LINE)

1. This Evening Rental Agreement is for the Upper Garden, Pavilion, Lower Garden and Waterfall areas.
2. *The Garden is open to the public from 9am-5pm* which means that The Japanese Tea Garden is a "Non-Exclusive" area. (Please keep in mind that the public will have access to the Japanese Tea Garden during these hours.)
3. At no time will there be limited public access in the Garden area *except* for events occurring after 5pm.
4. There may be other events, such as concerts and children's activities, at other locations in the vicinity of the Garden (*the Sunken Garden Theatre, the San Antonio Zoo, and Brackenridge Park*). The San Antonio Parks Foundation will make a concerted effort to alert the Client to any such events before the Client's event, but can make no guarantee that the Client's event will not be disrupted by nearby activities.
5. Parking is limited and is on a first come, first served basis. Buses are not allowed in the Japanese Tea Garden parking lot.
6. Use of the Jingu House Café and restrooms for daytime use or special events requires an additional reservation and fee.
7. Set-up, rehearsal, main events, and clean up must be completed within the reserved time. If additional time is needed, Client must pay for additional time.
8. Evening Event time includes 4 hours of event use + set up and breakdown.
9. There is no dressing room or area to change clothes in the Jingu House.
10. Electricity is not available in the Lower Garden area
11. Live or controlled amplified music is permitted during evening events, but must conform to City of San Antonio Noise Ordinance.
12. All musicians, musical bands, DJ services, etc. **MUST** carry liability insurance. A copy of their general liability insurance will be required to work at the Japanese Tea Garden and is due to us prior to the event. They must adhere to the Japanese Tea Garden Rules and City of San Antonio (C.O.S.A.) noise ordinance requirements. Amplified music must conclude by 10:30 PM or be lowered to acceptable noise levels. Power usage is limited
13. At no time will noise levels exceed the acceptable decibel level as determined by C.O.S.A.
14. Equipment or personal items may not be left at the Japanese Tea Garden before, during or after the event.
15. All services requested (food, beverages, tables, chairs, linens, lighting) will be payable to Fresh Horizons Creative Catering. Please request Special Event information by calling the Japanese Tea Garden Venue manager at 210-559-3148 or Fresh Horizons Creative Catering at (210) 226-5919.
16. All Food and beverages **must be arranged through Fresh Horizons Catering OR The Jingu House Café**
17. Beer and Wine is available for purchase through Jingu House Café.
18. Liquor may be provided by the client, however, it will be served by a TABC Certified bartender provided by Fresh Horizons Catering or Jingu House Café.
19. All chairs, tables, linens and lighting rentals, required for events will be coordinated and contracted through Fresh Horizons Catering or The Jingu House Café.
20. Fundraising Events - requests for fundraising activities using the Japanese Tea Garden and Jingu House Restaurant must be submitted in writing a minimum of 30 days in advance and will be subject to approval by the Japanese Tea Garden Committee of the San Antonio Parks Foundation.

21. The San Antonio Parks Foundation reserves the right to refuse any venue rental that does not meet the mission of the San Antonio Parks Foundation.
22. **Absolutely no liquids** are to be poured into the ponds, walkways, flower beds, including water or ice
23. Balloons, Confetti, Bubbles, Glitter, Streamers are **NOT Permitted** in the Japanese Tea Garden.
24. Rice, Birdseed, Flower Petals, Cascarones or Confetti are **NOT Permitted** in the Japanese Tea Garden.
25. Candles, Bonfires or any type of open flame are **NOT Permitted**.
26. Smoking is **NOT PERMITTED** at the Japanese Tea Garden or the Jingu House Café
27. Please **DO NOT** feed the Koi or any other wildlife found in the Garden.
28. Any trash accumulated during the event must be discarded in trash containers in the garden or removed from premises immediately after the event.
29. **BAD WEATHER:** All reservations are scheduled regardless of weather. There are no alternate facilities available in case of inclement weather. (If you have reserved the Waterfall or Lower Garden Area you may reschedule within 24 to 48 hours if your event was rained out, given that the area is still available and not previously reserved. In case of inclement weather, lower garden events may be moved to the Pavilion if it is available.
30. Any damages of property incurred at the Japanese Tea Garden or Jingu House Café will result in cost of repairs assessed to the lessee & will be the full & sole responsibility of the lessee.
31. Evening venue rentals include photography permit for the day.
32. Armed SAPD Security officer is required for all private events. Payment is due directly to the security officer at time of service. \$ 35.00 per hour with a 3 hour minimum.
33. Fresh Horizons Catering collects a venue fee equal to 15% of the gross bar, food, rental on behalf of San Antonio Parks Foundation. These fees are used for enhancement and upkeep of Gardens. This fee is tax deductible
34. The San Antonio Parks Foundation and the City of San Antonio require a venue manager be onsite for each event. This service will be provided by Jingu House Café @ additional charge.
35. Client releases, indemnifies and holds harmless the City of San Antonio, the City of San Antonio Parks and Recreation Department, the San Antonio Parks Foundation, The Jingu House , Fresh Horizons Catering , its officers, trustees, employees, contractors, and agents against any physical damages or injuries to person or property, legal actions, and/or loss of reputation or business opportunities arising out of or relating to Clients use of the Garden or use by guests of the Client, including any injury or damage caused indirectly or directly by the negligence or gross negligence of the above organizations. Note that the Japanese Tea Garden is a rocky, multileveled historic facility that could be treacherous if caution is not exercised.

