



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



DAYTIME 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.

DAYTIME RENTAL INFORMATION

RENTALS: The Pavilion, the Lower Garden, and the Waterfall areas of the Japanese Tea Garden are available for rentals year round from 9am-4pm. Your reservation requires a signed contract for your date and time along with payment of 50% of the venue rental fee plus damage waiver fee. Balance of rental fee will be due 30 days prior to your event date. Failure to pay balance on timely basis will void your rental agreement. All deposits will be nonrefundable.

A Minimum one hour reservation is required for daytime contracts. The daytime Rental does not include use of the Jingu House Café or adjacent Patio. A venue rental and a chair or special event Package includes use of restrooms for your guests.

Wedding or Special Event Package : Includes up to 50 chairs for your event, 1-registration or gift table with linens, water service for guests , set up and breakdown , use of Jingu House restrooms. Fee: \$295.00
Venue Rental Fees and Security Fee are separate and additional costs.

Photography Permit for wedding or special event is included in the rental fee.

Pavilion: \$350 per hour for first hour & \$235 for additional hour. Must be scheduled during the times allowed - 9am to 4pm (Day Rental Hours). Maximum time allowed for day rentals is two hours. Maximum capacity is 50 guests for day rentals. (An Evening rental is required for more than 50 guests)
Set up, main event and cleanup must be completed within the reserved time.

The Waterfall Area/The Lower Garden Area - \$225 for one hour rental. Must be scheduled during the times allowed - 9am-4pm (Day Rental Hours). Maximum rental is one hour only.
Waterfall area - Maximum capacity is 10 guests. Lower Garden Area - Maximum capacity is 15 guests

No outside food, beverages, tables, chairs permitted. Please see the "Regulations and Requirements for Rental" on page 2 for limitations on decorating, musician, floral arrangements and other items used during event.

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 Daytime Rental Agreement is for Pavilion, Waterfall or Lower Garden areas of the Japanese Tea Garden.
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 surrounding areas to your event during these hours.)
3. At no time will there be limited public access in the Garden area *except* for events occurring after 5pm.
4. Ceremonies and guests at events must not encroach on the Jingu House Cafe or Patio and may not disrupt or block walkways and paths throughout the Garden area. All park entrances and exits must be left free for passage.
5. 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.
6. Parking is limited and is on a first come, first served basis. Buses are not allowed in the Japanese Tea Garden parking lot.
7. Restrooms at the Jingu House Café are available for Jingu House customers.
8. Use of the Jingu House Café and restrooms for special events requires an additional reservation and fee.
9. Set-up, rehearsal, main events, and clean up must be completed within the reserved time. If additional time is needed, Client must pay for an additional one hour reservation at the above rate prior to the scheduled event. Total time reserved cannot exceed two hours for day rentals.
10. There is no dressing room or area to change clothes available in the Jingu House.
11. Electricity is not available in the Lower Garden area
12. Daytime music options include bridal entry and exit music through iPod, battery operated Radio or similar devices. Music with minimal to no amplified sounds for ceremonial music is permitted.
13. Acoustic and String musicians are welcomed for ceremonies.
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, planner, 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. 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.
20. 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.

21. All chairs, tables, linens and lighting rentals, required for events will be coordinated and contracted through Fresh Horizons Catering or The Jingu House Café.
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. Daytime venue rentals include photography permit for the day.
32. Armed Security officer is required for all daytime events. Payment is due directly to the security officer at time of service. \$50 per hour (1 hour); \$100 (2 hour).
33. Fresh Horizons Catering collects a venue fee equal to 15% of the gross daytime 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. 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 quests 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.

**Japanese Tea Garden Rental Agreement
(Pavilion, Lower Garden and Waterfall Areas)**

I, _____, have been fully informed and understand
(Client Printed Name)

the above aforementioned "Regulations and Requirements" regarding the rental of the Japanese Tea Garden and hereby agree to adhere to them.

CLIENT PRINTED NAME

CLIENT SIGNATURE

DATE SIGNED

EVENT DETAILS:

NAME OF EVENT

DATE OF EVENT

START TIME

END TIME

NUMBER OF GUESTS

AREA RESERVED: (PAVILION, LOWER GARDEN, WATERFALL)

JAPANESE TEA GARDEN REPRESENTATIVE

CLIENT PRINTED NAME

(CLIENT PHONE NUMBER)

(CLIENT ADDRESS)

(APT. NO., IF APPLICABLE)

(CLIENT CITY, STATE, ZIP)

(CLIENT EMAIL ADDRESS)

EVENT PAYMENT DETAILS: Cancellations: Venue Rental fees and deposits are nonrefundable.

VENUE RENTAL FEE \$

50% VENUE RENTAL FEE DEPOSIT \$

TOTAL DUE WITH SIGNED CONTRACT \$

PAYABLE TO OFFICER AT TIME OF SERVICE \$

PAYMENT METHODS: CREDIT OR DEBIT CARD ,CASH, CASHIER'S CHECK/MONEY ORDER

MAKE CHECKS PAYABLE TO: SAN ANTONIO PARKS FOUNDATION (SAPF)

MAILING ADDRESS: C/O FRESH HORIZONS CREATIVE CATERING, 2020 BROADWAY, SAN ANTONIO, TEXAS 78215

FOR OFFICE USE ONLY

VENUE RENTAL PAID BY: CASH _____ CREDIT CARD: _____ (MC / VISA / AMEX / DISCOVER) CHECK # _____

NOTES FROM SECURITY OFFICER:

