



1431 Waverley Street, Palo Alto, CA 94301  
 (650) 329-1356 or rentals@gamblegarden.org  
 Office Hours: Monday through Friday - 9:00 a.m. to 2:00 p.m.  
[www.gamblegarden.org](http://www.gamblegarden.org)

*This document is an integral part of the Application and Rental Agreement.  
 It includes: Rules and Conditions of Use, Reservations and Fees, Important Rules to be Followed, Guidelines for Caterers and  
 Renters, Guidelines for Musicians, and Rental Fee Schedule.  
 Applicant agrees to abide by all the terms, rules, and conditions herein set forth.*

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**APPLICATION AND RENTAL AGREEMENT FOR SOCIAL, EVENING, & WEEKEND USE OF FACILITIES**

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APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_

EMAIL \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

TOTAL ATTENDANCE (50 Maximum). **NUMBER OF GUESTS ATTENDING** \_\_\_\_\_

DATE OF USE \_\_\_\_\_ DAY OF USE \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

**RENTAL TIME (Begin)** \_\_\_\_\_ **(End)** \_\_\_\_\_ **TOTAL RENTAL HOURS** \_\_\_\_\_

CATERER \_\_\_\_\_ Phone \_\_\_\_\_

RENTAL COMPANY \_\_\_\_\_ Phone \_\_\_\_\_

CAKE \_\_\_\_\_ Phone \_\_\_\_\_

FLORIST \_\_\_\_\_ Phone \_\_\_\_\_

PHOTOGRAPHER \_\_\_\_\_ Phone \_\_\_\_\_

MUSIC PROVIDER \_\_\_\_\_ Phone \_\_\_\_\_

OFFICIANT \_\_\_\_\_ Phone \_\_\_\_\_

2022-7 1/14 RENTER'S INITIALS \_\_\_\_\_

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FOR OFFICE USE

CCGG:  \_\_\_\_\_ ADDITIONAL CHARGES for \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ REC'D: \_\_\_\_\_

CAL   \_\_\_\_\_ ADDITIONAL CHARGES for \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_ INS REC'D: \_\_\_\_\_

**PLEASE READ AND AGREE TO THE TERMS AND CONDITIONS BELOW:**

- I have read and agree to abide by all the terms, rules, and conditions and rental fee schedule terms set forth in the “Rules and Conditions of Use” furnished to me on \_\_\_\_\_ and understand that I will be billed for all damages or overtime incurred as a result of my rental use.
- I understand that any breach or violation of this signed agreement shall result in forfeiture of part or all of the security deposit.
- I agree that I will furnish my caterer with “Guidelines for Caterers and Renters” and my musicians with “Guidelines for Musicians.”
- I agree to furnish Gamble Garden evidence of the **required event liability insurance** obtained through HUB International Insurance Services Inc.
- I agree to select my musicians from the “Approved List of Musicians” and will not engage any other music performers.
- I further understand that weather or unforeseen problems may warrant relocation of the event to another part of the gardens from that originally selected or to the indoors, and that the **Wisteria Garden is not available from November until after May 1st**, and then only at the discretion of the Garden Manager.

This Application and Rental Agreement (including the Rules and Conditions of Use) (“Agreement”) constitutes the complete and entire agreement between the parties and is intended by the parties to be the final expression of their Agreement. This Agreement may not be modified, contradicted, added to, or altered in any way by any previous written or oral agreements, representations, or warranties or by any subsequent oral agreements.

Signature: \_\_\_\_\_

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

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## RULES AND CONDITIONS OF USE FOR SOCIAL, EVENING & WEEKEND USE OF FACILITIES

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1. Reservations are accepted on a first-come, first-served basis. Activities, events, and programs sponsored by Gamble Garden take priority and will be scheduled first, until your reservation is confirmed and fully paid.
2. Fundraising activities for organizations other than for Gamble Garden are not allowed.
3. Businesses are not allowed to hold events for which they charge attendees a fee or admissions.
4. Gamble Garden is **NOT** available for rentals on: Easter Sunday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve/Day, and New Year's Eve/Day.
5. Applications will not be accepted from nor may rental agreements be signed by minors.
6. Rental agreements cannot be transferred, assigned, or sublet.
7. Gamble Garden is available for rental for **6 or 8 hour blocks** within the below times:
  - Saturdays from 12 noon until 10:00 p.m.
  - Second Saturdays of each month between 1 p.m. to 10:00 p.m.
  - Sundays from 1:00 until 10:00 p.m.
  - Weekday evenings from 4 p.m. to 10:00 p.m.
8. The size of the group and number of events scheduled each month are prescribed by our Use Permit from the City of Palo Alto. A maximum of fifty (50) persons is allowed for weddings, receptions, or similar events. (Persons are defined as the bride, groom, and their family members, members of the wedding party, invited guests, and children over 18 months old.)
9. Weather, prevailing garden conditions, or unforeseen problems may warrant relocation of the event to another part of the gardens from that originally selected at the discretion of the Event Coordinator or Garden Manager.
10. Farm tables, benches, lounge furniture, non-stackable or non-folding rental tables & chairs **cannot be stored at Gamble Garden.**

**FACILITY SPACE AVAILABLE FOR SOCIAL, EVENING & WEEKEND USE OF FACILITIES –  
RESERVATIONS – FEES**

**FACILITY SPACE AVAILABLE**

**Evenings and Weekends:** Rental of Gamble Garden for an event includes use of the Carriage House and Patio, the Tea House and Patio, as well as the Rose Garden, the Wisteria Garden, and the Allée. Use of a particular garden will be determined by the Garden Manager in consideration of prevailing garden conditions. **The Wisteria Garden is not available from November until after May 1st, and then only at the discretion of the Garden Manager.** Rental area does **not** include the Carriage House Annex which is used for equipment storage for multiple rentals.

**CAPACITIES AND FACILITIES DIMENSIONS (50 GUESTS AT ANY ONE TIME, IN TOTAL)**

CARRIAGE HOUSE AND PATIO (Interior – 532 square feet)

Interior	Capacity: Standing 50	Seated 35
Patio	Capacity: Standing 50	Seated 50

TEA HOUSE AND PATIO (Interior – 210 square feet)

Interior:	Capacity: Standing 10	Seated 10
Patio:	Capacity: Standing 50	Seated 40

**RENTAL FEES**

Receipt of the 1) Site Rental Fee, 2) Security Deposit, 3) Insurance and rental contract **confirm your rental date and time. PAYMENT** of the Site Rental Fee and Security Deposit can be made by check in two separate checks or by credit card. To pay by card, call the office (650)329-1356 M-F 9 a.m.-2 p.m. or submit a credit card authorization form online.

**1. SITE RENTAL FEE – Due with the signed contract to reserve requested date**

Rental time period, as detailed on page 1, includes: equipment delivery, set-up, break-down, and clean-up time. Fees include: site supervisor on premises during the event.

**April through October:**

**Saturday and Sunday**

\$2,000 rental fee, includes 8 HOUR RENTAL PERIOD (*recommended for wedding ceremony & reception events*)

\$1,500 rental fee, includes 6 HOUR RENTAL PERIOD (*minimum rental fee, regardless of hours used*)

Additional hours may be added for \$250 per hour

- Saturday is available between 12 noon – 10:00 p.m.
- 2nd Saturdays of each month between 1 p.m. to 10:00 p.m.
- Sunday is available between 1:00 p.m. – 10:00 p.m.

**Monday through Friday**

\$1,600 rental fee, includes 8 HOUR RENTAL PERIOD (*recommended for wedding ceremony & reception events*)

\$1,200 rental fee, includes a 6 HOUR RENTAL PERIOD (*minimum rental fee, regardless of hours used*)

Additional hours may be added for \$200 per hour

- Monday through Friday evenings are available from 4 p.m. to 10 p.m.

**November through March:**

\$1,600 rental fee, includes 8 HOUR RENTAL PERIOD (*recommended for wedding ceremony & reception events*)

\$1,200 rental fee, includes a 6 HOUR RENTAL PERIOD (*minimum rental fee, regardless of hours used*)

Additional hours may be added for \$200 per hour.

- Saturday is available between 12 noon – 10:00 p.m.
- 2nd Saturdays of each month between 1 p.m. to 10:00 p.m.
- Sunday is available between 1:00 p.m. – 10:00 p.m.
- Monday through Friday is available between 4 p.m. – 10 p.m.

**2. SECURITY DEPOSIT \$800 due with the contract** - if paying with a check, make separate checks for the Security Deposit and Rental Fee, place the date of your event on **the date line of the security deposit check** and make it payable to Gamble Garden. **Return of this deposit** will be returned within three (3) weeks following the event rental date. Charges against the security deposit will be made for any costs, including but not limited to damages to floors, walls, furnishings, equipment, etc. caused by the renter or his/her agents or guests, violation or breach of the signed rental agreement.

- A. Renter is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from use of the Gamble Garden facilities. Renter shall be responsible for the control and supervision of all persons in attendance or hired during use of the facility. Renter shall also take care that no damage is done to the facility and that everyone conducts himself or herself in an orderly manner. If damages or behavior of group warrant, renter may be denied further use of the facilities as contracted.

**3. INSURANCE (REQUIRED)** Apply and payable through [HUB International Insurance Services Inc.](#)

One-day event insurance is required by the City of Palo Alto. **This is not refundable.** The City negotiates its premium with HUB in January of each year.

- <https://www.eventinsure.com/>
- For assistance filling out the application, see [this google document](#).
- **A copy of the insurance certificate from HUB must be emailed to [rentals@gamblegarden.org](mailto:rentals@gamblegarden.org).**
- HUB Certificate of Insurance proof is **due with the contract or within 1 week of submitting the contract.** If your event is in the following calendar year, the Gamble Garden office will send you a reminder to apply for your insurance at the start of the new year.

### **RESERVATION REQUIREMENTS**

- One date may be held in advance of reservation for **up to 48 hours**; after which the date will be released unless a signed contract and full payment for the date is made and accepted by Gamble Garden.
- **Reservations will be made upon:** (1) receipt of a signed and initialed copy of the Application and Contract and (2) receipt of all fees. **Please write the event reservation date in all correspondence.**
- One change of reservation date will be allowed if notification in writing is made within thirty (30) days of the original signing of the contract.

### **CANCELLATIONS**

1. **Cancellations must be in writing.** Refunds of rental fees will be handled as follows:

- (a) Cancellation dates will be determined by postmark or date of email.  
(b) Once the cancellation has been received in writing, the date will be released. If the date is rebooked, one half of the site fee will be refunded as well as the security deposit and insurance fee. If the date is not rebooked, the site fee is forfeited; the security deposit and insurance fee will be returned.

2. Gamble Garden has the right to cancel a rental agreement if, in Gamble Garden's opinion, the facility is unusable due to natural causes, repairs, or renovation. All rental fees paid will be returned to the renter.

### **POSSIBLE ADDITIONAL FEES**

**TREES AND SHRUBBERY:** No items whatsoever are permitted to be placed on or hung from any trees or shrubbery; violation of this agreement will result in a \$300.00 fine.

**OVERTIME:** \$300/hour on a full hour basis up until 10:00 p.m for April through October, \$250/hour on a full hour basis up until 10:00 p.m for November through March.

**OVERTIME/PENALTY:** After 10:00 p.m. renter is charged \$800/hour. Please refer to the current "Rules and Conditions of Use."

**REHEARSAL PERIOD:** \$150 for one-hour usage to be approved by and scheduled in advance with the Event Coordinator. The rehearsal rental only includes the site where the ceremony is to take place. The other areas may be in use at this time.

**RENTAL OF GAMBLE GARDEN TABLES AND CHAIRS** Available: Chiavari Chairs, Black plastic chairs, Tables. Set up, break down, and clean up is the responsibility of the renter. Renter is to provide his/her own table linens. See page 14 to order. Payment is due at the time of your order.

## WHAT RENTER MUST DO

1. Renter must provide his/her own caterer, preferably selected from the Gamble Garden Caterers List.
  - (a) Should the renter decide to select a caterer who is not on the Gamble Garden Caterers List, the renter must obtain from that caterer the proper insurance information (Worker's Compensation Policy, Liability Insurance, and a Certificate of Insurance naming both Gamble Garden and the City of Palo Alto as additional named insured and a copy of their current Board of Health Certificate), and submit these documents to the Gamble Garden two months prior to the event. Caterers not possessing this documentation may not cater events at Gamble Garden.
2. The renter **must provide the caterer a copy of the Guidelines for Caterers and Renters**, included in this contract.
3. The renter or caterer **must provide all of his/her own equipment**, including tables, chairs, china, glassware, flatware, and linen, in other words, all items to be used during the event (the caterer generally provides this equipment).
  - (a) All rental equipment **delivered on the day of the event** must be delivered and picked up **within the agreed rental block of time**. Check with the Gamble Garden Event Coordinator regarding rental delivery times.
  - (b) Rental equipment may also be **delivered and stored in the Carriage House annex** on Friday mornings between 9 a.m. and noon and picked up on Monday mornings between 9 a.m. and noon. The annex can store equipment for multiple renters.
  - (c) **Gamble Garden cannot store lounge furniture, "farm" tables, or benches and chairs that do not fold or stack.**
4. The renter must set up his/her own decorations, tables, and chairs, and make all other preparations necessary for the event within the specified rental time.
  - No items whatsoever are permitted to be placed on or hung from any trees or shrubbery; violation of this agreement will result in a \$300.00 fine.
  - Use of tacks, nails, staples, and/or tape is not permitted.
  - Helium balloons are not permitted. Materials used should be biodegradable and made of flame-retardant material.
5. Time for set-up, clean-up, and equipment delivery and pickup **must be included within the rental period**. The building(s) will be opened by the site supervisor and will be ready for occupancy at the time agreed upon, not before. Be advised that it normally takes the caterer, musicians, florist, etc. 1 ½ to 2 hours to complete the set-up for an event and one hour to clear tables, clean kitchens, gather garbage and debris, and vacate the premises after all guests depart.
  - (a) Renter should confer with the caterer to be sure sufficient time is allowed within rental hours for set-up, clean-up, and furniture pickup.
6. Premises should be left clean and orderly.
  - The renter/caterer is responsible for removal of all decorations and special arrangements.
  - Renter/caterer is responsible for removing from the premises all garbage, glass, and debris in **garbage bags that they have provided**. The renter/caterer must check with the site supervisor for a final inspection before leaving the property.
  - Garbage bags must be lifted and carried away, not dragged.
  - Gamble Garden will not be responsible for any missing items or for storing items left after an event.
7. The renter, guests, catering personnel, and Gamble Garden staff **must vacate the premises by 10:00 p.m.** Failure to do so is in violation of Gamble Garden's Use Permit granted by the City of Palo Alto and will result in a penalty charge of \$800/hour.

## WHAT GAMBLE GARDEN WILL DO

1. A site supervisor will open the facilities for renter's use at the time requested on the application form. **The time specified by renter must include all of the time needed for setup, rehearsal (if applicable), and clean-up.**
2. A site supervisor will be on duty during renter's entire use of the facility and will be available to answer questions. The services of the site supervisor are not available for waiting on tables, serving, kitchen help, etc.
3. A person in charge of the event should be designated by the renter and should identify himself or herself to the site supervisor so that questions or problems can be addressed to the proper person.
4. The site supervisor will place, post, and remove the "Area Reserved for Private Party" signs and will turn on outside lights for evening events.

## IMPORTANT RULES TO BE FOLLOWED

### ALCOHOL RESTRICTIONS

**Hard liquor is not allowed.** White wine, champagne, beer, and red wine will be allowed if served by a licensed and insured caterer. It is the renter's responsibility to ensure alcoholic beverages are not served to minors. Kegs of beer are not allowed in the Main House.

### COOKING RESTRICTIONS

All food preparation and cooking must be done in the kitchen. No open-fire pizza ovens, barbecuing, grilling, frying, or deep fat cooking is allowed. The use of portable barbecues, grills, open flame, or other heat sources for food preparation is prohibited.

### SOUND RESTRICTIONS

Gamble Garden is located in a residential neighborhood and sound restrictions are strictly enforced, as required by the Use Permit granted by the City of Palo Alto.

1. Music is limited to: string instruments, classical flute, and piano played acoustically without amplification. No battery operated or electrically enhanced sound equipment, speakers, microphones, or any electrical connections whatsoever. DJs, MP3 Players, and CD Players are not permitted. No drums, horns (including woodwinds), keyboards, party horns, poppers, or noisemakers are not allowed.
2. Musicians must be selected from the Gamble Garden "List of Approved Musicians." Due to our residential location music is limited to soft, easy listening background music. Amplification of any kind is not permitted. Please consult with the Event Coordinator if there are any questions.

### ANIMALS

Animals are not permitted on the premises for events with the exception of service or guide dogs.

### BRIDE'S AREAS FOR DRESSING

The main room of the Carriage House is available for the bride to dress

### CHILDREN

Guests bringing children may not leave them unattended at any time. Children are not to run in gardens, pick flowers, or play in or near fountains. Any damage caused by a guest's children is the responsibility of the renter.

### DANCING

Dancing is allowed on the outdoor brick patio areas.

### DECORATIONS

All decorations must be made of flame-retardant material and should be biodegradable. Helium balloons are not permitted. Lighted candles must be surrounded by glass protectors, such as hurricane lamps or votives and only be used on tables, not in the garden itself or on the ground. Items may not be put in the fountains. Materials used and decorations must be removed at the end of the rental and within the rental period.

### FIRST AID

A first aid kit is available in the Main Office. Injuries, other than minor cuts, etc., should be immediately called to the site supervisor's attention.

## **GARBAGE REMOVAL**

Caterers and renters must remove from the site all garbage, recyclables, and debris in bags that caterer or renter has provided. Garbage bags must be lifted and carried away, not dragged. Self-catered events should bring double their estimated quantity of bags and take all garbage and recycling off Gamble Garden property.

## **BIRD SEED OR THROWN ITEMS**

Bird seed and rice are not permitted to be thrown at weddings. No confetti, glitter, or other thrown items are allowed. Rose petals are acceptable ONLY if picked up by the renter. Aerosol cans and sparklers may not be used.

## **SMOKING**

Smoking is not permitted on Gamble Garden property, either in the gardens or any building. Guests should be monitored to be sure that smoking does not take place.

## **ON-SITE VISITS WITH PARTY COORDINATOR and/or VENDOR**

Should the need arise for an on-site visit to Gamble Garden where it is necessary to meet in the Carriage House or Tea House, a thirty-minute meeting may be **scheduled through the office**. This is due to the high volume of events and other activities that take place within these buildings; your courtesy is appreciated.

## **PARKING**

All guest parking must be on-site where possible. Street parking is strongly discouraged. The parking lot adjacent to Embarcadero Road with entrance on Waverley Street is for guests. The parking lot on Churchill Avenue should be reserved for caterers, staff, and the rental party. Blocking access to the parking lot is prohibited. Obstructing vehicles are subject to towing. Payment of towing charges is the responsibility of the owner of the vehicle towed. Vehicle access through the front gates to the circular driveway is by prior arrangement with the Event Coordinator. Valuables should never be left in vehicles; Gamble Garden is not responsible for lost or stolen items.

## **PATHWAYS AND GARDEN PLANTINGS**

All guest tables, chairs, and any equipment must remain on the bricked areas, not on the lawn or in garden areas. Foliage and flowers may not be picked or cut.

## **PIANO**

If renting a piano, it **must be an upright piano**. It will be stored in the Carriage House annex and the renter or caterer is responsible to move it to the area approved by the Event Coordinator.

## **RENTAL EQUIPMENT**

Our storage room is small; therefore, we cannot accept and store lounge furniture, "farm" tables or benches and chairs that do not fold or stack.

## **SELF CATERING (NOT USING SERVICE OF CATERER)**

Renter assumes duties and responsibilities of a caterer and follows the guidelines found under "Guidelines for Caterers and Renters" found on page 8 and 9 of this contract.

## **TENTS AND AWNINGS**

Fire regulations prohibit tents and awnings with the exception of hand held canopies for religious ceremonies.

## **WISTERIA GARDEN**

For safety reasons, lawn gates may be removed only by a Gamble Garden representative. The gates will be replaced immediately after the wedding ceremony has ended. The lawn area is not available from November until after May 1st, and then only at the discretion of the Garden Manager.



## GUIDELINES FOR CATERERS

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**INSURANCE** Caterers must provide the following current information to the Gamble Garden office:

1. Evidence of General Liability and Liquor Liability insurance naming the Elizabeth F. Gamble Garden *and* the City of Palo Alto as additional insured, in an amount not less than \$1 million in liability coverage; A- or better on the AM Best Guide rating.
2. Evidence of current Workers' Compensation Insurance.
3. Copy of current County Health and Sanitation Certificate.

**SET-UP TIME** The caterer should contact the Event Coordinator at 650-329-1356 x 202 and advise when they will arrive to set up for the event. Caterers who are not familiar with Gamble Garden should inspect the premises well in advance of the event by arrangement with the Gamble Garden Office at 650-329-1356 x 201.

**CLEAN-UP TIME** The caterer should advise the renter of the amount of time needed for clean-up. The renter, guests, catering personnel, and Gamble Garden staff must vacate the premises by 10:00 p.m. (guests should leave no later than 9:00 p.m. when the rental block is from 2:00 to 10:00 p.m.) Failure to do so is in violation of Gamble Garden's Use Permit granted by the City of Palo Alto and will result in a penalty charge of \$800.00 per hour. Clean up includes:

1. Cleaning sinks, counters, stoves, and refrigerators.
2. Sweeping carpet and mopping all floors of all buildings and rooms used.
3. Taking down tables and chairs and storing them in the south room of Carriage House. (Do not lean equipment against the sliding doors or walls except where carpeted.)
4. Sweeping patios and picking up cups, toothpicks, food scraps and the like.
5. Removing from the site all garbage, recyclables, and debris in bags that the caterer has provided. Garbage bags must be lifted and carried away, not dragged.
6. Returning of any Gamble Garden property to its original position.
7. Advising site supervisor that clean-up is completed for inspection before departure.

**EQUIPMENT** Renters are responsible for all equipment rented by them and for the set-up and take-down. Equipment, of any kind, must remain on the bricked areas only – nothing is to be on the lawns or in the garden beds. **Caterers, renters, and rental companies must use the Churchill Avenue parking lot for unloading and loading.** Butane heaters may not be stored in any building.

1. **For Friday evening and weekend rentals**, equipment (stacking tables & chairs, plates, glasses and linens only) may be delivered and stored in the Carriage House annex room on Friday between 9:00 a.m. and 12 noon and picked up on Monday between 9:00 a.m. and 12 noon. Any other items will have to be brought on-site the day of the event and only during the contracted rental time and removed during the contracted rental time. If equipment is delivered on the weekend, it must be delivered and picked up during the rental period. Please consult with our Event Coordinator for other limitations.
2. **For a weekday evening rental delivery**, contact the Main Office to schedule a day between 9 a.m. and 12 noon, Monday through Friday for the equipment delivery and pickup. Stacking tables & chairs, plates, glasses, and linens only may be stored in the Carriage House annex room.

## **DISHWASHING AND DISHWASHER: Carriage House**

The dishwasher is not available for use by renters and/or their caterers. The Carriage House has a small hot water heater and the temperature does not get hot enough according to the regulations set for washing dining items per health department regulations.

## **ELECTRICAL PLUGS AND CIRCUIT BREAKERS**

The Event Coordinator and/or Site Supervisor will advise you regarding the location.

## **FURNITURE**

All tables in the Tea House may be used. Tables must be protected from heat, moisture, and scratching by the use of a table pad and cloth to cover the entire surface of the table used. Permission must be granted to move any furniture. Furniture may not be moved outside. All furniture, including rental equipment, must be moved by lifting, not sliding. Furniture must be returned to its original position.

## **GARBAGE REMOVAL**

Caterers and renters must remove from the site all garbage, recyclables and debris in bags that caterer or renter has provided. Garbage bags must be lifted and carried away, not dragged. Self-catered events should bring double their estimated quantity of bags.

## **DISPOSAL**

Nothing may be disposed of in the garden beds or lawn areas. This includes grease, ice, ashes, **water**, or *any* liquid.

## **RENTAL EQUIPMENT**

Our annex storage room is small; therefore, we cannot accept and store lounge furniture, “farm” tables or benches and chairs that do not fold or stack.

THE ELIZABETH F. GAMBLE GARDEN  
1431 Waverley Street, Palo Alto, CA 94301  
(650) 329-1356 | rentals@gamblegarden.org  
Office Hours: M-F 9:00 a.m. - 2:00 p.m.  
www.gamblegarden.org

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## GUIDELINES FOR MUSICIANS

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### SOUND RESTRICTIONS

Gamble Garden is in a residential neighborhood and sound restrictions are strictly enforced, as required by the Use Permit granted to Gamble Garden by the City of Palo Alto. Music is limited to:

- Soft, easy-listening background music; no disco, heavy metal, or such style of music is allowed.
- String instruments, classical flute, and upright piano played acoustically without amplification.
- No battery-operated or electrically enhanced sound equipment, speakers, microphones, or any electrical connections whatsoever.
- No DJs, MP3 Players, or CD Players.
- No microphones for public announcements and/or singing.
- No drums, horns (including woodwinds), keyboards, party horns, poppers, or noisemakers are allowed.
- Musicians must be selected from the Gamble Garden “List of Approved Musicians” which can be found in our Vendor List.

Some acoustic instruments and/or musical groups are not appropriate at Gamble Garden because of the decibel level. Our neighbors should not be able to hear your event at Gamble Garden from their homes.

The Event Coordinator will go over these guidelines with musicians ahead of time.

Musicians are encouraged to call the Event Coordinator at (650) 329-1356 ext. 202 with any questions. On the day of the event, a site supervisor will be on the premises. Violations of the sound policy will result in a dismissal of the musicians and the continuation of the event without music of any kind.

## **A Guide for Planning a Friday Evening Wedding**

*(We highly recommend an 8-hour block of time for weddings that include both ceremony and reception. If a 6-hour block of time is preferred, the following guidelines must be followed.)*

If your rental hours are a 6-hour block of time: this includes caterer set-up, ceremony, reception, caterer break-down and cleanup. You have the use of the Tea House and the Carriage House. In order to plan successfully in this time frame:

- Limit your total guest list (including the wedding party) to no more than 50 guests.
- Keep ceremony and reception simple. We suggest (1) hors d'oeuvres and drinks with cake or (2) a sit-down dinner with cake, but not both.
- Choose a simple set-up, no umbrellas or elaborate decorations.
- Use this guide as you discuss plans with your caterers and make sure they have a copy of the Gamble Garden Guidelines for Caterers (pages 8 and 9 of your contract) and fully understand the conditions of use. Please inform the Event Coordinator of your choice of caterer. On-site barbecues are not permitted. We recommend off-site preparation with food delivered in hot boxes.
- All guests and staff must leave by 10:00 pm.

### **SAMPLE TIMELINE OF A WEDDING FROM SIX-HOUR WEDDING RENTAL:**

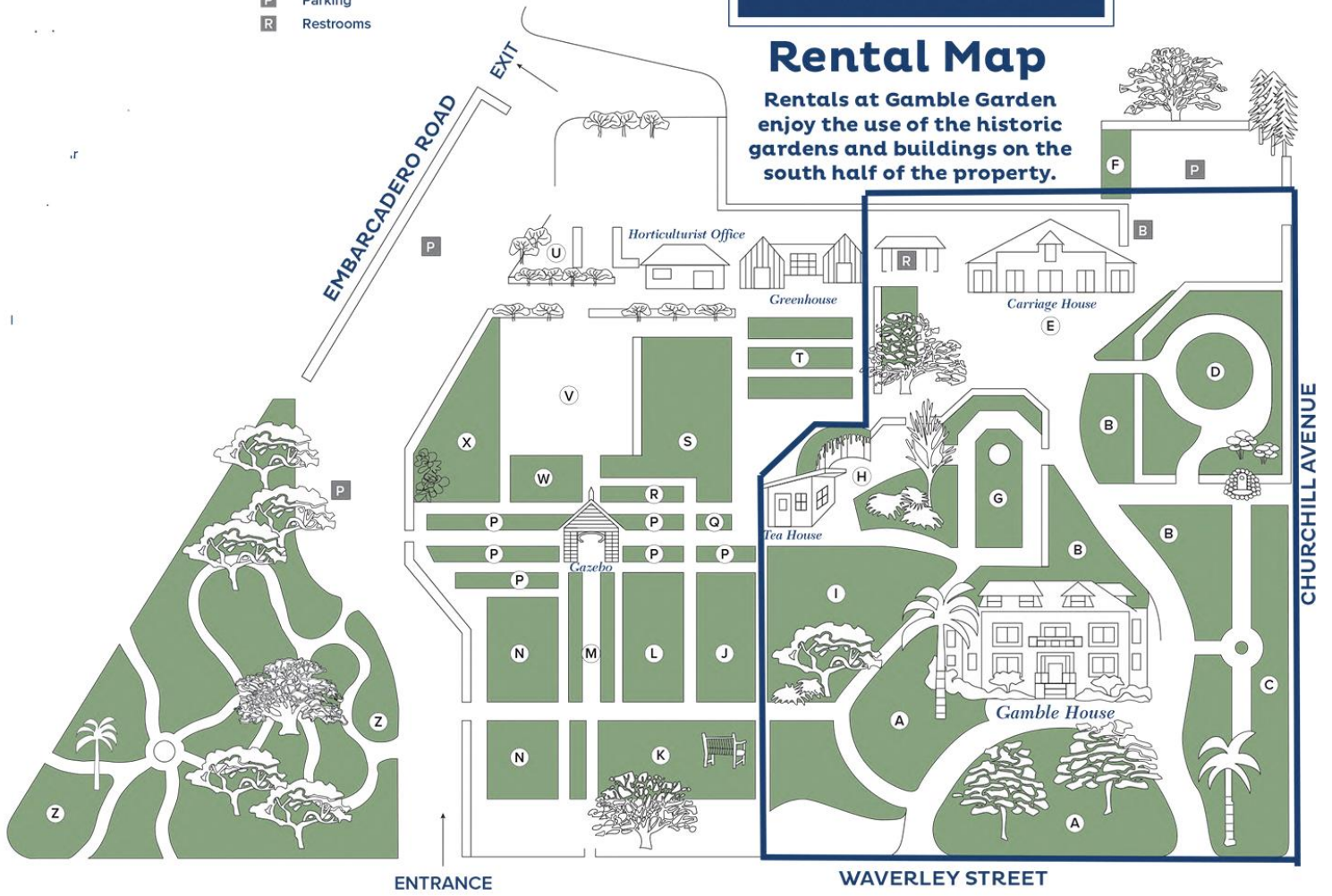
- 4:00 Caterers arrive at Gamble Garden for briefing with the site supervisor and begin set up
- 6:00 Ceremony
- 7:00 Hors d'oeuvres and beverage service *or* dinner  
(Toasts to the bride and groom should take place during this hour)
- 8:30 Cake cutting, coffee
- 9:00 Bride and groom depart
- 10:00 Catering clean-up complete, all guests and staff vacate the premises.

ELIZABETH F.  
**GAMBLE GARDEN**  
 HISTORIC HOME & GARDEN

# Rental Map

Rentals at Gamble Garden enjoy the use of the historic gardens and buildings on the south half of the property.

- B** Bike Racks
- P** Parking
- R** Restrooms



For the convenience of our renters, **Gamble Garden can provide:**



**Chardonnay Toned Chiavari Chairs**

The resin chairs come with Chardonnay-toned vinyl padded seats.

The chairs are ideal for indoor or outdoor use.

Chairs are available at \$5 per chair, limit 50 chairs.

Renter and/or caterer to set up and return to the storage unit.



**Black Plastic Chairs**

The chairs are ideal for indoor or outdoor use.

All 50 chairs are available to rent for \$75.

Renter and/or caterer to set up and return to the storage unit.

**Event Tables**

- 4 – 60” round (seat 8 to 10)
- 8 – 6’x 30” rectangle (seat 2 to 8, utilizing the ends)
- 2 – 5’x 30” rectangle
- 4 – bistro tables

All tables are available to rent for \$75.

Renter and/or caterer to set up and return to the storage unit.

All tables must be covered with tablecloths provided by renter or caterer.

**Please include this sheet with your contract to book.**

I would like to rent:

\_\_\_\_\_ Chiavari chairs at \$5.00 per chair = \_\_\_\_\_  
\_\_\_\_\_ Plastic chairs for \$75 = \_\_\_\_\_  
\_\_\_\_\_ Plastic tables for \$75 = \_\_\_\_\_

**Send in a separate check, made payable to Gamble Garden with the rental contract and other payments. You may also call the office to pay with Visa, Mastercard, or American Express.**

**M-F, 9am-2pm (650) 329-1356**