



Thank you for your interest in our facility for your wedding, reception, photo shoot, family reunion, party, meeting or event! If you have any questions, please contact us by calling 505-296-6020 or for the fastest response, send an email to [info@abqgardencenter.org](mailto:info@abqgardencenter.org). We'll help answer any questions, go over dates or help you schedule a tour of the facility. You can also visit us at [AlbuquerqueEventCenter.com](http://AlbuquerqueEventCenter.com) for tour scheduling and answers to the most commonly asked questions.

## KEY VENUE INFORMATION

- Three spaces available:
  - Pinon Room - Accommodates 200 individuals (includes 72" x 30" tables and chairs)
  - Grace's Room - Accommodates 40 individuals (includes 72" x 30" tables and folding chairs)
  - Los Altos Gardens - Accommodates 150 individuals (any furniture must be rented)
- Common Spaces (Prep Room, Kitchen, Courtyard, Rest Rooms & Hallways) are included with most rentals
- Available to rent seven days a week between the hours of 8 am and 12 am
- Just off Lomas Boulevard with available city public parking. Private gated lot available for loading, unloading or any hired personnel such as bands, catering, etc.
- Facility Monitor(s) provided, Certified Security provided during alcohol service
- Free Wi-Fi

## VENUE RENTAL RATES AND PACKAGES (EFFECTIVE 08/13/2024)

### Premium Package (with garden)

\$2,600 Fri,Sat,Sun / \$2,350 Mon-Thur

- 12 hour rental (day of the event)
- Only available from April 15th through October 15th
- Full access to the Pinon Room, Grace's Room, Los Altos Gardens and all common spaces
- Includes tables and chairs with takedown included (must be cleaned)
- Outdoor furniture must be rented and approved for garden/lawn use
- Rental is non-refundable (full or in part) due to inclement weather
- Not available for half-day packages

### Deluxe Package

\$1,750 Fri,Sat,Sun / \$1,575 Mon-Thur

- 12 hour rental (day of the event)
- Full access to the Pinon Room, Grace's Room and all common spaces
- Includes tables and chairs with takedown included (must be cleaned)



### **Standard Package**

\$1,600 Fri,Sat,Sun / \$1,450 Mon-Thur

- 12 hour rental (day of the event)
- Full access to the Pinon Room and full/shared access to common spaces
- Includes tables and chairs with takedown included (must be cleaned)
- NOTE: Because this is a single room rental, you may have to share all common spaces with another renter if Grace's Room is scheduled for another event the day of your booking.

### **Basic Package**

\$875 Fri,Sat,Sun / \$775 Mon-Thur

- 12 hour rental (day of the event)
- Full access to Grace's Room and full/shared access to common spaces
- Includes tables and chairs with takedown included (must be cleaned)
- NOTE: Because this is a single room rental, you may have to share all common spaces with another renter if the Pinon Room is scheduled for another event the day of your booking.

### **Garden Ceremony Package**

\$750 Fri,Sat,Sun / \$675 Mon-Thur

- 4 hour rental (day of the event)
- Only available from April 15th through October 15th
- Access to the Los Altos Gardens and Rest Rooms only
- Works well for a simple Wedding Ceremony or Memorial Service
- Furniture must be rented and approved for garden/lawn use
- No food, drink or alcohol - bottled water only
- Rental is non-refundable (full or in part) due to inclement weather

### **Half-Day Packages**

25% Discount

- Available only on the Deluxe, Standard and Basic packages
- 6 hour rental (day of the event)
- Applies to all Sunday through Friday rentals; Saturday rentals will be evaluated on a case by case basis
- Includes all information listed under each respective package listed above

Discount applies only to the base package fee (no discount on supplements, deposits, etc.)





## **Package Supplements**

Prior day facility use (decorate/rehearsal/etc.)

If the facility is available the evening before your event, you may have access to the building for an additional \$75/hr with a 2-hour minimum. This can only be arranged 2 weeks prior to your date. Additional hours the same day of the event can be added at time of rental.

Alcohol Service Security

Security fee of \$425 will automatically be added to any rental in which alcohol is served (see Alcohol Service)

Media System

\$75 per event for use of:

- Sound system in the Pinon Room (2 speakers, microphone, Bluetooth connection)
- Projection screens in either room
- Podium with self-contained microphone and speaker

Digital Roadside Billboard (LED Sign)

\$75 for a special message for the duration of your event (must be scheduled in advance)

## **Photo Shoot / Video Shoot / Podcast**

\$75/hr weekdays between 9:30 am and 2:30 pm

\$100/hr weekends or any weekday after 2:30 pm

- Friday, Saturday & Sundays bookings can only be booked or scheduled 30 days in advance
- Not available on holidays when the center is otherwise closed
- Requires a 2-hour minimum billed in 30 minute increments after the first 2 hours
- Requires full payment and a signed agreement upon booking to secure your date and time
- Rentals are non-refundable (full or in part) due to inclement weather.

## **Meetings**

Grace's Room

\$200 weekdays between 9 am and 3 pm

\$300 weekdays after 3 pm

Pinon Room

\$350 weekdays between 9 am and 3 pm

\$450 weekdays after 3 pm

- Must be a company, group or organization, not available for individual rentals
- Must be used for a meeting directly related to renter. No rental under business for personal events.
- 4 hour rental
- Not available on Friday, Saturday or Sunday
- Not available on holidays when the center is otherwise closed
- No food or alcohol - Light refreshments or snacks are OK
- Billed in 60 minute increments after the first 4 hours
- Requires full payment and a signed agreement upon booking to secure your date and time
- Ask us about our 'Preferred Renter' contract – special rates for 4 or more meetings per year



## Payment & Deposit

We require a 50% down payment of the package you choose to hold your date. We accept all major credit and debit cards, cash, business checks and cashier's checks. Personal checks may be accepted on a case-by-case basis and must completely clear the bank before the start of any event. Most payments can be made through our invoicing system that accepts credit cards and ACH.

## Setup

You are responsible for all setup and decorating of your event. Due to insurance liability, you may not use the facility owned ladders, so please plan accordingly.

## Cleaning

Your rental includes breakdown and replacing the facility tables and chairs. You are responsible to clean off the facility tables and chairs, place all facility trash in the parking lot dumpster and remove all items and decorations (including rentals) completely from the facility.. This does not apply to Photo Shoot, Video Shoot, Podcast or Meeting rentals in which everything must be returned to the state it was when you arrived.

## Permits

This only applies to rentals which involve the general public. If you are hosting an event where the general public is invited such as a fair, show, etc., you are responsible for obtaining the correct Albuquerque City food and fire permits. A copy of these permits **MUST** be displayed to the public during your event and sent to us to keep with your file.

In general:

- Any food not pre-wrapped before entering the building requires a food permit and possible inspection.
- Any events that will gather a total of 50 people (inside) and/or 100 people (outside) will require a fire permit and inspection for each location.

## Liability Insurance

We require a \$1,000,000, Special Events Liability Coverage policy to be purchased for the day(s) of your event. The policy must list the 'Council of Albuquerque Garden Clubs' as additionally insured. A copy of the policy must be provided to us 60 days prior to the start date of your event to avoid penalty or cancellation. These policies run between \$75 to \$200 and typically include additional coverage like illness, theft, weather and vendor loss.

## Alcohol Service

- An additional security fee of \$425 will be added to any rental in which alcohol is served.
- Service is limited to 4 hours without exception.
- Service cannot begin until certified security arrives and will end promptly when they leave.
- Under no circumstance may alcohol leave or enter the Albuquerque Garden Center grounds except by way of the alcohol vendor.
- During service, entry and exit access may be restricted according to New Mexico state law.
- All rentals wishing to serve alcohol **MUST** be booked a minimum of 60 days in advance,
- Alcohol is not allowed at events that cater to or for mostly minors such as a birthday party or high school prom. This would also include any event where people under age 21 make up a majority of the guest list.