General rental conditions for rental & catering weddings/dinners/parties in Hortus Botanicus Amsterdam

1. Options and rental

1. An option for one or more spaces present in the Hortus Botanicus Amsterdam is without obligation and can remain for a maximum of two weeks. These two weeks will start on receipt of the first offer. After this period, the option expires automatically and no rights can be derived from the offer or claims to the spaces.
2. The Hortus Botanicus Amsterdam will rent to the tenant the space(s) mentioned in the agreement for the purpose described in the rental agreement and will make these space(s) available on the date(s) indicated therein. By signing the rental agreement, the tenant confirms that it accepts the space(s) mentioned in the rental agreement on the date(s) indicated. Until the Hortus Botanicus Amsterdam is in possession of an offer signed for approval and the down payment stated therein, no claim can be made to the space(s) selected/dated.
3. The rental only includes the space(s) described in the offer/agreement. The hirer must comply with the start and end times specified in the agreement. Time needed for setting up, furnishing and/or decorating or testing equipment starts at the time the space is rented.
4. The rented spaces in the Hortus Botanicus Amsterdam may only be used for events of a private nature. It is not permitted to exploit the spaces in any way by charging admission fees, selling food and drinks, or otherwise.
5. The Hortus Botanicus Amsterdam reserves the right to refuse the renting party (as yet) at any time, if it considers the purpose of the event or the organization to be contrary to or not in keeping with the Hortus' vision.

2. Cancellation of room rental / agreement.

1. An agreement may only be cancelled in writing, by email to zaalverhuur@dehortus.nl. The tenant who cancels the agreement for whatever reason shall owe Hortus Botanicus Amsterdam compensation in accordance with the following;
2. In case of cancellation more than 6 months before the commencement date, the customer shall be liable to pay the Hortus Botanicus Amsterdam the 10% of the costs for room hire.
3. In case of cancellation less than 6 months and more than 1 month before the commencement date, the customer shall be obliged to pay the Hortus Botanicus Amsterdam a compensation of 50% of the quotation total.
4. In case of cancellation less than 1 month and more than 7 days before the commencing date, the client is obliged to pay the Hortus Botanicus Amsterdam 80% of the total amount of the quotation.
5. In case of cancellation less than 7 days before the commencing date, the client is obliged to pay the Hortus Botanicus Amsterdam 100% of the total amount of the quotation.
6. In the event of a no-show (failure by a client, without cancellation, to make use of a service to be provided under this agreement), the client shall owe 100% of the total amount quoted.

3. Down payment and payment

1. Hortus Botanicus Amsterdam has the right, with respect to its services, to require an advance payment consisting of a first and second deposit. The first deposit covers the location rental and will be invoiced as soon as the agreement is signed. The invoice for the second down payment will be sent up to 28 days prior to the meeting in which the remaining offer amount will be charged. This is due 14 days prior to the meeting.
2. The final final invoice regarding room rental, catering and technical facilities, which the tenant is obliged to pay, will be sent within 14 days after the event held and must be paid by the tenant within 30 days of the invoice date.
3. All quoted prices are based on the total quotation. In case of major changes in the program, Hortus Botanicus Amsterdam reserves the right to adjust the prices.
4. The prices quoted in the offer are valid until December 31 of the relevant calendar year. Thereafter, price increases and changes in VAT percentages are reserved.
5. A deposit of €500 is included in the quotation as standard. This will be recovered after the event when the location is left clean and tidy.

4. Use of the leased space(s).

1. The tenant must follow the instructions of the Hortus Botanicus Amsterdam staff regarding the use of the space(s).
2. The tenant must comply with the maximum number of guests allowed per rental space as determined by the Hortus Botanicus Amsterdam. These numbers can be found in the appendix under Article 11 of each individual space.
3. Different terms of use apply to the various spaces within the Hortus Botanicus Amsterdam, these are listed separately and specifically under article 11 and apply within these general terms and conditions of the Hortus Botanicus Amsterdam.

5. Damages

1. Nothing may be affixed or affixed by the tenant in any way whatsoever to the premises assigned for use, without prior permission from the Hortus Botanicus Amsterdam.
2. Nothing may be attached to the Hortus' collection items. Neither may anything be attached to the materials with which the Hortus presents or draws attention to its collection items, including but not limited to pots, tubs, stands, information boards and flowerbeds.
3. Moving the Hortus' collection items is prohibited. These may only be moved by employees of the Hortus Botanicus Amsterdam.
4. The tenant must ensure that no damage is caused to the buildings and garden and to the items present in the building or garden. The tenant must leave the room(s) in the same condition in which they were found. Tenant warrants that all suppliers and facility companies contracted by Tenant will comply with this provision.
5. The renter is furthermore obliged to take all reasonably possible measures to prevent damage as referred to in article 4. Taking such measures does not release the hirer from the obligation to compensate the lessor for any damage as referred to above.
6. The Hortus Botanicus Amsterdam has the right to have any damage it observes to walls, floors, the plant collection, etc. in the leased space(s) and to the goods present in it repaired at the expense of the tenant, insofar as the damage was caused during the use of the space(s) in question by the tenant or is directly related to it.

(Fire) safety 6

1. The tenant shall ensure that no highly flammable or explosive substances, gases, dangerous goods, odor-producing substances, as well as radioactive sources are present in the entire rented property during the rental period.
2. It is not allowed to scatter rice, balloons or confetti inside, or in front of the gate or in the garden, or to set off fireworks only biodegradable flowers. Tenant shall ensure compliance. If a violation is reported by an employee of the Hortus, a minimum fine of €150 will be imposed. This may be supplemented by cleaning costs and compensation for any damage, all charged to the tenant.
3. Smoking and open fire are prohibited in all indoor areas of the entire Hortus Botanicus Amsterdam.
4. The staff provided by the Hortus Botanicus Amsterdam is responsible for safety as well as the general management of the location. The staff is authorized at all times to correct or, if necessary, remove the tenant and/or attendees from the location.

7. Music and sound

1. Amplified music, in any form, is allowed only up to a maximum of 80 decibels in the Orangery.
2. Before and during an event, the hirer must take such measures as the Hortus Botanicus Amsterdam deems necessary regarding the noise level in the various (outdoor) areas.
3. Windows and outside doors of the Oranjerie must remain closed from 22:00 hours.
4. The renter must ensure that the peace and quiet for people living in the vicinity of the Hortus Botanicus Amsterdam is respected both inside the gates of the Hortus Botanicus Amsterdam and when leaving the Hortus Botanicus Amsterdam. The tenant will ensure that the garden is entered and left peacefully, without causing any nuisance to local residents. At 00.00 hours at the latest, the last guest should have left the premises, unless a shorter rental period has been agreed.
5. Immediately after a meeting or event, the rented room(s) must be vacated within the agreed rental period. This includes the removal of all material used by the lessee, such as boxes, information material, etc. All this should be done with due regard for the night's rest of local residents.
6. The hirer shall be liable for the payment of the music copyrights exploited by the Vereniging Buma/Stemra or by a foreign sister organization of the Vereniging Buma/Stemra or another third party with respect to audio and/or video played, and shall indemnify the Hortus Botanicus Amsterdam in full against any claims of music copyrights owed in this article.

8. Catering

1. Catering is permitted only in the Orangery.
2. The use of caterers other than those nominated by the Hortus Botanicus Amsterdam is not permitted.
3. The number of persons specified by the hirer is binding. Reduction of a maximum of 5% of the number of guests or participants up to 72 hours before the start is free of charge. This must be confirmed in writing at least 72 hours before the start. After this deadline, the originally agreed number will be invoiced unchanged. If it turns out that the Hortus Botanicus Amsterdam has to deliver for more persons than agreed upon, the Hortus Botanicus Amsterdam shall be entitled, at its own discretion, either to refuse delivery to more persons than agreed upon, or to accept delivery to these persons at the conditions agreed upon at the start and the necessary increase of the previous offer.
4. The tenant is not permitted to sell or provide free refreshments that it has brought with it, nor to purchase these from a caterer other than the Hortus, with the exception of wine and champagne, under the conditions mentioned in 8.5.
5. You are permitted to bring your own wine or champagne to serve. For this, the Hortus Botanicus Amsterdam will charge a corkage fee of € 17.50 per 75cl bottle of wine and € 25 per 75cl bottle of Champagne/Prosecco/Cava.

9. Technical facilities

1. Some rooms in the Hortus Botanicus Amsterdam are equipped with audio-video and projection equipment. Where these facilities are not available, the possibilities for installation of external equipment are also limited.
2. Use of the available technical facilities will be named and confirmed in advance in the agreement.
3. Changes in the use of the equipment present may be communicated in writing up to 2 days before the start date at the latest. The quotation will be adjusted accordingly.
4. The use of other audio, video or projection equipment by the hirer can only take place after consultation with the Hortus Botanicus Amsterdam and only installed with an AV company known to the location.

10. General

1. In any form of publicity surrounding a meeting or event, the lessee must clearly show that the meeting for which the lessee has rented space from the Hortus Botanicus Amsterdam is held by the lessee. The Hortus Botanicus Amsterdam may only be mentioned as the location of the meeting.
2. The Hortus Botanicus Amsterdam is in no way responsible or liable for any damage to or loss and theft of clothing and/or other goods present in the checkroom (unless manned) or other room(s).
3. The Hortus Botanicus Amsterdam bears no responsibility for goods belonging to the tenant or third parties and does not charge itself with securing and insuring them. The Hortus Botanicus Amsterdam reserves the right to remove goods left behind, without the Hortus Botanicus Amsterdam being liable for loss or damage.
4. Costs for extra surveillance related to the reception of special guests (e.g. members of the Royal House, dignitaries at ministerial level, etc.) and/or foreseeable actions/demonstrations in connection with the foreseeable gathering, as well as exceeding the maximum number of guests allowed in a room, will be charged to the lessee.
5. Included in the rent are normal cleaning costs. In case of excessive soiling of the Hortus Botanicus Amsterdam, additional cleaning costs will be charged.
6. The tenant must tolerate urgent and necessary repairs in or to the room(s) rented by it by or on the instructions of the Hortus Botanicus Amsterdam. The Hortus Botanicus Amsterdam will take the tenant's use into account as much as possible when carrying out the said work.
7. Disputes about the implementation of the rental agreement and these general terms and conditions, which form an inseparable part thereof insofar as applicable, will be submitted exclusively to the competent court in Amsterdam.

11. Separate rooms, specific conditions

Palm Greenhouse

1. The Palmenkas is a monumental building and is located on the grounds of the Hortus Botanicus Amsterdam. The greenhouse is owned by the Hortus and its main function is to house parts of the Hortus' plant collection. Upon entering into this agreement, the location is known to the tenant.
2. The rented Palmenkas may only be used for meetings, presentations and (wedding) ceremonies.
3. In the entire Palmenkas there is a maximum in the allowed presence of the number of persons depending on the event of 80 persons.
4. The Palm Greenhouse is only available for rental between mid-May and mid-October and only from 5:00 p.m. to 8:00 p.m., excluding dismantling of up to 1.5 hours. In no case may the building up of the event in the Left Wing begin earlier than 4:00 pm. In the dome space, right wing and in the outdoor space, in no case may build up earlier than 17:00.
5. No open flame, oven or cooking equipment may be used in any way by the tenant in the Palm Greenhouse.
6. No amplified music is allowed in the Palm Greenhouse. Acoustic music is allowed only when the doors are closed. Sound equipment for a speaker is allowed, provided the doors are closed during use.
7. When renting the Palm Greenhouse, use of the associated and adjacent restroom facilities is permitted.
8. The Palm Greenhouse is subject to all stated conditions for rental from this document.

Laranja Room

1. The Laranjazaal is the upper room of the Oranjerie, located on the grounds of the Hortus Botanicus Amsterdam. Upon entering into this agreement, the location is known to the tenant.
2. The rented Laranjazaal may only be used for meetings, presentations and lunches.
3. In the Laranja room there is a maximum in the allowed attendance of the number of persons of 40.
4. When renting the Laranja Room it is permitted to use the associated and first floor toilet facilities.
5. The Laranja Room is subject to all mentioned conditions for rental from this document.

Orangery

1. The Oranjerie is located on the grounds of the Hortus Botanicus Amsterdam. Upon entering into this agreement, the location is known to the tenant.
2. The rented Oranjerie may only be used for meetings, presentations, workshops, dinners and receptions.
3. In the Orangery there is a maximum in the allowed attendance of the number of persons of 80.
4. The Orangery is available for hire all year round between 17:00 and 00:00 including set-up and take-down.
5. When renting the Orangery it is allowed to use the associated and on the first floor located toilet facilities.
6. When renting the Orangery, use of the terrace is included.
7. The Orangery is subject to all mentioned conditions for rental from this document.