



**28100 SW 182 Ave.
Homestead FL 33030
Events Director JoAnn Parns
Joann.parns@gmail.com
sales@rforchids.com**

There's a lot to consider before you choose and reserve a site for your special event. Here's what you need to know before you sign on the dotted line.

- **How much will it cost to use this site? What's the payment plan?**
Fees vary between peak and off-peak dates. Peak season runs between October 1st and May 30th. Off-peak dates are June 1st through September 30th. Venue rental is \$4950 during peak dates and \$3450 off-peak. We accept cash, check or credit for the 50% initial deposit required to secure your date. This deposit is non-refundable after 30 days. Interim payments are welcome. Payment in-full is due 60 days before the event along with a credit authorization for a refundable \$500 cleaning & damage deposit. No service charges or gratuities are payable to the venue.
- **Is there a reception package? What's included and how much does it cost?**
Catering & event planning packages are available from a number of our vendor partners. Your facilities rental entitles you to use of the R. F. Orchids garden area, including gazebo, gathering and catering chickees, the Banyan Pavilion and our private "get-ready" suite. You may schedule a complimentary two-hour photo window throughout the garden and yard and enjoy wholesale pricing on live orchid or cut flower arrangements through the nursery's florist. Time for event rehearsal is also included as is coordination with our Events Director to insure a delightful outcome.
- **Does site have liability insurance? (In case someone gets injured at the party, you don't want to be held responsible – if the site does not have insurance, you will have to get your own.)**
R. F. Orchids requires all caterers and bar service vendors to be fully licensed and meet certain insurance requirements. Every event client must purchase private event insurance, available online at a reasonable cost, subject to our insurance guidelines. This insurance protects the client as host of the event as they are responsible for any damage or injury.
- **How long will you have the site? Is there an overtime fee if you stay longer? Must you rent the site for a minimum amount of time?**
R. F. Orchids is open to the public from 9am until 5pm, Tuesday through Sunday. Private events may begin at 5:30pm. Guests must vacate the premises no later than 12:00am.
- **Will there be another party just before or just after yours? If so, will there be enough time to clean up and redecorate before the next wedding begins, or is an awkward overlap possible?**
Yours will be the only celebration here on a given date. Deliveries and set-up may begin after 10am the day of your event. Two hours are allowed for post-event pick-ups and clean up.
- **Are tables, chairs, plates, and glasses available, or will you have to provide (rent) them yourself or your caterer?**
Event clients may use any of the garden's existing tables, chairs and furniture. Other dining & cocktail tables, chairs, linens and service items are available through a caterer or a party rental company.

R. F. Orchids FAQ – page two

- **Is there an in-house caterer? Can you choose to use an outside caterer instead?**
We do not employ an in-house caterer, so you may use an outside caterer of your choice providing they meet our vendor requirements.
- **Are there kitchen facilities available? Caterers charge extra if they have to haul in refrigerators and stoves.**
Onsite covered and open space is provided for caterers' prep work, event staging and set-up. No kitchen facilities are included, but caterers may setup any required equipment.
- **Must you leave everything as is, or can you move things around and decorate to suit your purpose? Are there decorating guidelines?**
You may relocate existing garden furniture and decorate to suit your purpose; however, we do not allow any nail/screw/staple attachments to the columns or ceilings.
- **If there is parking, is it free? If not, what are the rates and gratuities for valet parking? (You should pay this up front so that your guests don't have to tip.)**
Free parking along 182nd Avenue is included in our facilities' rental, managed by your security team. If you desire valet or shuttle service, we can recommend preferred independent vendors.
- **If there is no bar, can one be set up? Does the place have a liquor license?**
Bar service is handled by your caterer or bartending vendor. Alcohol liability insurance is required if serving any liquor. We do not charge any corkage fees. Any license required for a function is the responsibility of the client.
- **Is there a dress code?** No, whatever attire suited to the style of the party is permitted.
- **Does the site have restrictions as to what kind of music you can have, or a time at which music must be turned off? What about pyrotechnics?**
Guests are free to enjoy the music of their choice. Music must end at the contracted time. No pyrotechnics, other than fog machines and sparklers, are allowed on the premises.
- **Will someone who works at the location supervise your wedding?**
We have an event supervisor present during event set-up, through the end of the function and clean-up. This individual assists your own event coordinator with any issues concerning the venue. We are happy to provide you with complete "day-of" coordination services for an additional \$500 fee.
- **Must you hire your own security or does the site provide them?**
The client is responsible for providing 2 security guards chosen from our two preferred security vendors. They are charged with insuring the smooth arrival, parking and departure of your guests in addition to any tasks you may assign. Fees are approximately \$200 for the evening.
- **What is the cancellation policy?**
Your initial deposit is non-refundable after 30 days. If a date change is requested more than 6 months prior to the original date, the deposit may be transferred to a new date that is within one year of the original. In the event of a cancellation due to circumstances beyond our control, we will attempt to reschedule your function. If unable to find a mutually convenient date, your facilities rental fee is fully refundable as the sole remedy.

*Thank you for your inquiry into the venue options available at
R. F. Orchids, where tropical meets elegance!
References are available upon request.*