



PECONIC LAND TRUST

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*Bridge Gardens*

*Policies and Guidelines*

## *Events Policies*

Thank you for your interest in Bridge Gardens as the setting for your special events and productions. The following is a list of general guidelines intended to assist you in working with the Peconic Land Trust and the Bridge Gardens staff. If you require additional information, please contact Rick Bogusch, Bridge Gardens Manager at (631) 537-7440 or [RBogusch@peconiclandtrust.org](mailto:RBogusch@peconiclandtrust.org).

Bridge Gardens is a unique botanical garden located on Mitchells Lane in Bridgehampton, New York, and is a stewardship project of the Peconic Land Trust. Donated to the Trust in the fall of 2008 by Jim Kilpatrick and Harry Neyens, Bridge Gardens covers five acres just northwest of the hamlet of Bridgehampton and features a wonderful assortment of plants, flowers, and hedgerows.

### *Frequency*

One event on the property per month is permitted.

Bridge Gardens can only host two events per calendar year for over 100 attendees based on the Town of Southampton permit requirements (*see below*). For events of this size, Bridge Gardens limits the number of attendees to 350.

All bookings are accepted on a first come, first served basis.

Outdoor events can be held between May 1 and October 31. Indoor events, such as corporate meetings, dinners, and cocktail parties can be held year-round.

### *Permits and Insurance*

For events over 100 persons, you must apply for a permit with the Town of Southampton. Southampton Town requires permits to be submitted at least 90 days prior to the event date. For more information, visit their website at [www.town.southampton.ny.us](http://www.town.southampton.ny.us). Obtaining and submitting a special permit application is the responsibility of the event sponsor or sponsor's agent.

All events that propose to serve alcohol must obtain a permit from the New York State Liquor Authority. Additional information on this permit can be found on their website: [www.abc.state.ny.us](http://www.abc.state.ny.us). Though alcohol is permitted on the premise, Bridge Gardens reserves the right to refuse admittance to any person(s) deemed intoxicated. Unruly and/or intoxicated individuals will be asked to leave the property immediately or escorted off by officials.

Bridge Gardens requires a valid Certificate of Insurance be submitted by event sponsor(s) and all associated caterers and photographers specifically stating "Bridge Gardens is hereby included as additional insured as their interests may appear with respect to operations performed by the name insured" and be listed for \$1,000,000 coverage.

User assumes all responsibility and liability for damages or injury to any event participant, Bridge Gardens, and its grounds and facilities.

### ***Payment and Cancellation Policy***

Dates for events will be booked when a signed contract and specified deposit are received. *A 50% deposit is required upon signing of the contract and final payment is due at least three months prior to the scheduled date for confirmation. Please make checks out to Peconic Land Trust, Inc. and mail to: PO Box 1776 Southampton, NY 11969.* A signed confirmation of the scheduled date will be sent from Bridge Gardens.

The event may be cancelled up to 8 weeks in advance without penalty. All payments will be refunded in such circumstances. *Cancellations made fewer than 8 weeks in advance will forfeit all advance payments.*

Peconic Land Trust and Bridge Gardens reserves the right to refuse or cancel any event with legitimate cause.

### ***Parking***

Three vehicles may park on site. Up to six vehicles may park on the east side of Mitchell Lane opposite the Bridge Gardens entrance. If parking for more than nine vehicles is needed, arrangements for off-site parking and transportation of guests to Bridge Gardens must be made by the user prior to the event and approved by the Garden Manager.

### ***Facilities***

Your rental fee pertains only to the use of the grounds at Bridge Gardens. All events must separately contract for items such as catering, tents, sanitary facilities, trash disposal, tables, chairs, linens, etc. A location map of any or all of the above items must be provided to the Garden Manager. All vendors are subject to approval.

If a tent is desired for any event, tent rental and set-up is the responsibility of the event sponsor or the sponsor's agent. Tent use, location, and set-up and removal dates must be approved by the Garden Manager prior to the event.

All trash generated by an event must be removed from Bridge Gardens by the end of the day following the event by the event's sponsor or the sponsor's agent. In the spirit of environmental responsibility, the Peconic Land Trust requests all event sponsors to recycle.

### ***Supervision***

The Garden Manager or designee will be on premise during all events. The primary duty of the Garden Manager or designee is to ensure the protection of the plantings, buildings, grounds, and visitors of Bridge Gardens. Failure to comply with instructions and decisions made by the Garden Manager or designee is grounds for rescinding permission for site usage and is cause for immediate removal from the property. Such actions will forfeit full reservation fee.

Absolutely no harm is to be done to any plant, flower, structure, or wildlife on the property. Picking, cutting, or trampling any flower or flower bed is strictly prohibited.

All decorations being placed on the grounds must be pre-approved by the Garden Manager. Decorations cannot be attached to any plant, flower, or structure.

Your rental fee is limited to a five day set-up and break-down period: set-up is allowed 2 days prior to the event and break-down must be complete within 2 days after the event. Access to Bridge Gardens by any staff working the event must be pre-approved by the Garden Manager. Use and location of tents and their set up and removal dates must also be pre-approved.

### ***General Rules***

The following activities are strictly prohibited on the grounds: smoking, pets, and littering.

Only live music is permitted.

Throwing rice, confetti, or bird seed is strictly prohibited. The releasing of balloons, doves, and butterflies is also prohibited.

## ***Rates***

### ***1. Special Events***

- ✚ 100 attendees or less: \$5,000
- ✚ Over 100 attendees: \$10,000

### ***2. Photo Shoots***

- ✚ Private photo shoot: \$300 per 8 hour session
- ✚ Commercial Print Photography: \$2,000 per 8 hour session

✚ For events under 50 attendees, the Garden Manager's house can be rented. The house can accommodate dinner parties for 12 or less and cocktail parties for 50 or less. Call for details.

- ✚ Commercial Film shoots: Please contact the Bridge Gardens staff for rates.

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

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_ and \_\_\_\_\_ hereby verify that the above information is accurate. A deposit of \$\_\_\_\_\_ will be made on or before \_\_\_\_\_ for a ceremony on the Bridge Gardens premises to be held on \_\_\_\_\_. I have read and fully accept the terms of this contract.

\_\_\_\_\_  
Printed: \_\_\_\_\_

\_\_\_\_\_  
Printed: \_\_\_\_\_

## *Vendor Information*

**Vendor:** \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website/Email: \_\_\_\_\_

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**Vendor:** \_\_\_\_\_

Address: \_\_\_\_\_

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