



Weddings at Botanical Research Institute of Texas (BRIT®)

Spaces and Capacities



ATRIUM I&II

A modern, naturally lit space located just within entry into our facilities, the Atrium has floor-to-ceiling windows with a view of our native Texas BRIT Prairie. With adjoining hall leading into a large catering pantry, this space makes for easy flow from dancing to dining.

Seated Ceremony 150

Seated Dinner 150

Standing 300



COMMONS + EXHIBIT HALL

Bamboo ceilings, adjustable lighting and year-round botanical art call for a romantic setting. These two spaces are separated by sliding walls, opening the room entirely for an accessible space. Set the mood with your choice of music streaming from embedded room speakers.

Seated Ceremony 200

Seated Dinner 200

Standing 230



BRIT Prairie

Behind our sustainable building is a native Texas prairie. Little Bluestem, Sunflowers, Bluebonnets and Indian Paintbrushes along with a large Live Oak create a stunning ceremony location. It's a smooth transition from ceremony to reception as the Prairie is connected to the Atrium, Commons and Exhibit Hall.

Seated Ceremony 200

Seated Dinner 200

Standing 300

RENTAL GUIDELINES

Security

At least one uniformed police officer is required. The officer on duty is hired at a minimum of 4 hours at \$45 per hour, per officer. For 300+ guests, a second officer is required. Price of officer(s) will be included in your overall payment to BRIT.

Trash

BRIT upholds sustainable efforts like zero landfill trash. If you choose to leave trash onsite, there is a \$100 fee. Should you or your caterer choose to remove trash, there will be no additional fee. Should trash be left onsite, it is up to you to collect and take to BRIT dumpsters. Failure to move trash if left onsite is an additional \$80 fee.

Caterers and Other Rentals

We have a list of preferred caterers, rental suppliers and other vendors. These businesses have been approved by BRIT and are familiar with the unique requirements of the building and grounds. If a caterer or other vendor is not on the preferred vendor list, you must inform BRIT for approval. BRIT has sole discretion regarding acceptable vendors to ensure satisfactory quality, security and safety standards. Additionally, all catering activities utilizing propane or other gases requires prior notification of BRIT's facilities manager for planning, inspections, and certification purposes.

Insurance Requirements

BRIT requires adequate liability insurance from you and any vendor you have hired. Vendors must supply a certificate of insurance showing general liability limits and including the Botanical Research Institute of Texas as an Additional Insured on a primary and noncontributory basis. All Certificate(s) of insurance shall be provided to BRIT ten business days prior to your wedding.

Alcohol Policy

An additional Liquor Liability certificate of insurance is required from a caterer when liquor will be served. The caterer is responsible for securing proper event permits from TABC and submitting copies to BRIT. Should alcohol be provided outside of a caterer, BRIT requires the use of exclusive, certified bartender(s) at a rate of \$27 per hour. Price of bartender(s) will be included in your overall payment to BRIT.

Decorations

Due to the public nature of the building and grounds, BRIT reserves the right to restrict the use of certain decorations. Some seasonal building decorations cannot be removed to accommodate your event; we will attempt to honor your requests as much as possible. Nothing may be glued, stapled, or nailed in any way to any part of the interior or exterior building. No balloons or anything with glitter and tinsel may be brought into the building. If petals are used, they must be white or ivory. We do not allow sparklers, confetti, rice or birdseed on the premises of BRIT. All candles must be enclosed in glass. All decorations must be completely removed by the client at the conclusion of the event and within the allotted teardown time.



Smoking

BRIT is a smoke and vape-free environment. This includes the building, decks, stairways and brick paths. Please help us to communicate and enforce this policy with your guests.

Music

Live bands and DJs are welcome; however in consideration of the surrounding buildings and their occupants, BRIT reserves the right to limit music volume and song content.

RENTAL GUIDELINES

Parking

BRIT will provide free self-parking in the BRIT parking lots. In the event that your party exceeds the parking capacity and/or falls on a date that conflicts with the Fort Worth Botanic Gardens, you will be required to park guest vehicles in the Fort Worth City lot. This can be coordinated through Standard Parking. We will advise you of this prior to the signing of your contract.

The use of valet service is limited to Rent-a-Frog Valet, Fort Worth.

Damage

If any damage to BRIT and/or damage/loss of any rental articles occurs because of your event, you are responsible to cover the cost of any damage, theft or loss. Please speak with the Event Manager if you have questions.

Indemnification Agreement

BRIT requires that in consideration of your use of the BRIT building and/or grounds, you agree to indemnify and hold harmless BRIT against all claims, damages, losses, liabilities and expenses, including attorney fees arising out of, or resulting from your use of the BRIT premises.

Inclement Weather



In the case of possible rain for an outside wedding, a decision is needed by 10:00 a.m. on the business day prior to

move from an outdoor space to inside. BRIT reserves the right to determine the feasibility of relocating the wedding based on other scheduled uses of the building. BRIT will follow the direction of FWISD regarding inclement weather. Should BRIT require to close the facility, we will work to determine a mutually acceptable new date. BRIT will attempt to notify you of a potential closing as soon as possible.

BRIT Membership

Weddings at BRIT automatically makes you a BRIT member. Membership includes discounts to BRIT workshops and camps, discount at local nurseries, subscription to Better Homes and Gardens and admission to more than 300 gardens.

Payment Terms

We require your prompt payment according to the terms and dates specified in the contract agreement. All checks should be made payable to the Botanical Research Institute of Texas. Please reference appropriate invoice numbers on all checks. Checks should be mailed to: The Botanical Research Institute of Texas; Attn: Events; 1700 University Drive; Fort Worth, TX 76107-3400. We accept payment by personal check or credit card.

30% of total shall be due ten (10) business days after receiving initial contract. An additional 20% is due ninety (90) business days prior to the event and final payment is due ten (10) business days prior to the wedding. If final payment of the invoice is not received prior to the wedding, BRIT reserves the right to cancel without refunding the 30% or 50% installments. A 15% charge for administrative overhead, documentation and preparation of the event will be included.

A supplemental invoice (for charges incurred and not included in the above invoice due to damages, loss, theft, etc.) will be issued after the wedding when necessary, and payment is due upon receipt. A 10% monthly finance charge will be assessed after 30 days to all past due accounts.

An Event Contract will be developed in support of your non-refundable deposit describing the wedding rental details.

The contract will be updated as the event planning process proceeds.



FACILITY RENTAL RATES

CERMONY & RECEPTION PRICE

SPACE	PRICE
Atrium I&II	\$3,445
Combination of 2 spaces	\$4,365 - \$5,055
Entire Facility	\$8,690

RECEPTION PRICE

SPACE	PRICE
Atrium I&II	\$2,365
Combination of 2 spaces	\$3,285 - \$3,975
Entire Facility	\$7,610

OPTIONAL INCLUSIONS

ITEM	PRICE
Linens	\$20 - \$30 per linen
Outdoor chairs	\$2.75 - \$4.50 per chair
Bar area	\$75 - \$100

All prices include: four hours for setup and teardown (eight hours total on wedding day), rehearsal during business hours, tables and chairs, security, janitorial. Ceremony and reception pricing includes dressing rooms. BRIT will provide twenty 60" round tables, 200 indoor chairs, 4ft and 5ft rectangular tables and 6 high-boy cocktail tables. All other items can be rented. Though not intended, BRIT reserves the right to change the above prices without notice.



Photos by Amy Zumwalt Photographers

Venue **by Nature.**



**BOTANICAL RESEARCH
INSTITUTE OF TEXAS**

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Contact Event and Rental Manager at (817) 332-7750 or events@brit.org.



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