



Tatum Blvd. Community Room Rental Policy

SummerWinds Nursery's Community Room at 17826 N. Tatum Blvd., in Phoenix, Arizona is available by reservation for meetings and classes. SummerWinds reserves the right to approve or deny rental to any group. Events held in the Community Room do not necessarily reflect the views or opinions of SummerWinds.

Complimentary Amenities:

- The Tatum Blvd. Community Room has access to the store and restrooms.
- 30 chairs and several modular tables are available for use with the room. Users may rearrange as needed; however, items may not be removed from the community room.
- Wi-Fi and a 52" wide-screen T.V. is available for slides/video presentations.
- Decorations – only *blue painters tape for delicate surfaces* may be used on walls; no tacks or other adhesives, please.
- SummerWinds will dispose of bagged trash and sorted recycling.

Capacity: Up to 30 attendees classroom style with tables and chairs; up to 60 attendees theater style—additional fee may apply.

Times Available: Monday – Saturday from 8:00 a.m. – 5:30 p.m.; Sunday from 8:30 a.m. – 4:30 p.m.; special arrangements may be made for after-hours events.

Commercial Room Fees: The general rental fee is \$100 for the first two (2) hours, \$50 each additional hour—per day. For garden-related groups there is a reduced rate, upon approval by the SummerWinds Event Coordinator.

Food & Beverages:

- All food and beverages are to be arranged by the renter.
- Alcoholic beverages are not permitted.
- Recommendations available upon request.

Renter's Responsibilities:

- Renter is responsible for repair or replacement due to any loss, or damage to the room or its contents.
- Should more than 30 chairs be desired for use, it is the renter's responsibility to provide the additional chairs.
- Setup and cleanup – please place all trash in trash containers and recycling in designated containers. Please remove all personal belongings.
- Please be respectful of noise levels, if using sound equipment or listening to music.
- Children must be supervised in the community room and in the store.
- Event advertising is the responsibility of the renter.

Cleaning Deposit:

- The Community Room rental requires a \$100 refundable cleaning deposit at least seven days in advance of the event.
- Should the event run over the scheduled time, funds from the cleaning deposit may be applied toward the rental fee where possible.

Cancellations: Please notify the SummerWinds Event Coordinator of the cancellation of any scheduled meetings as far in advance as possible. SummerWinds will refund the full room rental and cleaning deposit fees for cancellations received at least 72 hours in advance of the scheduled event. Rental fees for cancellations received less than 72 hours in advance will not be refunded; however, cleaning room deposits will be refunded.

Reservation Process: Reserve an open date by completing and turning in the SummerWinds rental agreement, available from one of our friendly cashiers. The SummerWinds Event Coordinator will confirm the date after the application is approved and the rental fee and cleaning deposit is paid in advance. (Please do not advertise the event until the room reservation is approved and the rental fee and cleaning deposit is paid.)

Tatum Blvd. Community Room Event Coordinator: Our event coordinator is available by phone at (602) 867-1822, or e-mail to: joes@summerwinds.net.