



*Thank you for considering Robin's Flower Pot, Garden Center and Nursery, as a location for your upcoming event. To confirm your reservation, please review the following information and return a signed copy of the Agreement with your deposit. To ensure the date is available and should you have any questions regarding our policies, please consult our Event Manager, Susan Ronald; email: [events@robinsflowerpot.com](mailto:events@robinsflowerpot.com) or phone: (207)-778-1764*

## RESERVATIONS

Initial arrangements for a function may be made by phone or in person. Reservations are considered tentative until a deposit and a signed contract are received.

## CAPACITY

Maximum of 100 guests

## FOOD AND BEVERAGE SERVICES

Food service is the responsibility of the user. User may bring in own food or use a caterer of their choice. Alcohol must be provided by a Licensed Bar Service. Users may not, under any circumstances, bring their own alcohol.

## SMOKING

Robin's Flower Pot is a smoke free facility. No smoking is allowed anywhere on the grounds.

## PARKING

Free on-site designated parking lot and roadside parking available.

## FUNCTION SPACE

2,500 square foot greenhouse  
In addition an; Outside arbor, patio, and garden area, includes some existing flower arrangements.  
Table and chairs  
Gas grill available

## DEPOSIT AND PAYMENT

A non-refundable deposit is required to reserve function space on a definite basis. For large events, the remaining balance is due 30 days prior to the event along with a refundable security deposit. For meetings and special events, the remaining balance and a refundable security deposit is due prior to the event.

## CANCELLATIONS

A non-refundable deposit is required for all events. Cancellations with less than 30 days for large events will be charged the full fee. Cancellations for meetings and special events, less than 72 hours will be charge the full fee.

## CUSTOM FLOWER ARRANGEMENTS

For an additional fee, arrangements can be made with Robin's Flower Pot for custom flowers and arrangements.

## TIME SCHEDULE

Event space is available from 8:00am to 6:00pm

## RESPONSIBILITY OF THE USER

The user is responsible for decorating and general clean up of the facility after use.

## MUSIC

Live music or use of a DJ is acceptable but arrangements are the responsibility of the user.

## RENTAL FEES AND DEPOSITS

**Garden Weddings** ~ \$1,500 – maximum of four hours and 100 guests ~ additional time allowed for decorating and clean up. \$200 non-refundable deposit required to reserve space. The remaining balance is due 30 days prior to event along with a \$200 refundable security deposit.

**Special Events** ~ \$100 per hour ~ maximum of 50 guests ~ \$50 additional per hour, for 51 or more guests. \$100 non-refundable deposit required to reserve space. The remaining balance is due two weeks prior to the event

A security deposit is required in addition to rental fees for all meetings and events and will be held until after the last rental date and will be refunded within 14 business days if the grounds and equipment are left clean and undamaged.

**Meetings** ~ \$100 for two hours ~ \$50 per hour for each additional hour. \$50.00 non-refundable deposit required to reserve space with remaining balance due prior to the event along with a \$50.00 refundable security deposit.