



WEDDING POLICY FOR THE NORTH CAROLINA ARBORETUM

The mission of The North Carolina Arboretum is to cultivate connections between people and plants through creative expressions of landscape stewardship, including education, conservation, garden demonstration, economic development and research.

The North Carolina Arboretum is committed to the use of its facilities and grounds to further the Arboretum's mission, and for the general benefit of North Carolina citizens within this context. The North Carolina Arboretum Society, a 501 (c)(3) organization provides financial, philanthropic and volunteer assistance to support and promote the Arboretum as a valuable resource to the people of North Carolina and the region.

The Arboretum's Wedding Program is a product of The North Carolina Arboretum Society, and as a result, adheres to all applicable federal, state, and local laws and ordinances. The North Carolina Arboretum Society reserves the right to change this policy at any time.

The North Carolina Arboretum's facilities are not a "public forum," and The North Carolina Arboretum reserves the right to approve or reject at its sole discretion, for any reason, any and all requests to schedule events in the facility.

In order to ensure appropriate, equitable, and efficient use of all Arboretum facilities, all requests for holding weddings at the Arboretum must adhere to the procedures and guidelines below. Be advised there is the possibility that wedding events will take place at a time when there are renovations in progress at Arboretum facilities or grounds.

Application Procedures

Applications for use of the Education Center or Baker Exhibit Center for weddings and wedding receptions may be made in person, by appointment, by phone, or by email to The North Carolina Arboretum's Special Events Coordinator (SEC). Confirmation of the event or program will be made only with a signed *Wedding Policy Agreement*.

Wedding ceremonies must follow all laws of the state of North Carolina including the issuance of a valid marriage license within the state.

Guidelines and Fees

In keeping with its natural scenic environment and its commitment to sustainability of the Southern Appalachian Region, The North Carolina Arboretum offers two facilities for "green" wedding ceremonies and receptions under the following package options. Brides who book their ceremonies/receptions at the Arboretum are provided with a "Sustainable" Wedding Packet which provides specific information about the requirements of booking a "green" wedding at the Arboretum including catering, decorations and flowers, gifts, furnishings, transportation and recycling.

Package A / Education Center and/or Plants of Promise Garden

Space: Wedding ceremony and/or reception to take place in the Auditorium, Plants of Promise Garden Lawn, Atrium or second floor Gallery area and Veranda; Catering Prep: Classrooms 1-2; Corner Conference Room and/or 2nd floor Restrooms used for dressing rooms.

Timeframe: Ceremony and Reception: 5:30-11:00 PM

Set-Up Time: Starting at 3:00 PM

Maximum # People: 150

Facility Rental Fee: \$1,750 / Deposit \$1,000 / parking fee is waived

TNCA Membership: Requires Laurel Membership of \$250

Arboretum Responsibilities:

- Obtain a signed Alcohol Policy Agreement and a signed Wedding Ceremony Policy Agreement
- Provide the space for ceremony, bridal and groom room, restrooms and reception
- Set up and take down of rental tables & chairs working with bride's specifications to the agreement
- Provide housekeeping service
- TNCA staff present during event including Public Safety officer on property and Events Coordinator
- Set-up meeting with the customer to review contract and view site
- Provide a guide with helpful information on vendor services and "green" / sustainable weddings
- Open communication with customer on schedule, vendors, etc. for function
- Placement of private event signs
- Provide mirror in bridal and groom rooms

***Customer Responsibilities:**

- Complete Alcohol Policy and Wedding Ceremony Policy Agreement
- Rental of all equipment including bamboo chairs, tables, candelabras, wedding arches and other wedding items / **rentals delivered before 10:00 AM day of ceremony**
- Photography or videography services / Photography Agreement signed
- Catering services
- Floral service
- Clergy for ceremony or appropriate civil officiate
- 50% deposit upon signing contract, plus a \$250 refundable damage deposit
- Caterer cleans area after event
- PA system if needed

* All floral, decorations, candles, tables and chairs, and catering must demonstrate a sustainable carbon footprint reduction.

Package B / Baker Exhibit Center

Space: Wedding ceremony and/or reception to take place in the Lobby and Second Level, 2nd Level Restrooms used for bride & groom dressing rooms.

Timeframe: Ceremony and Reception: 5:30-11:00 PM

Set-Up Time: Starting at 3:00 PM

Maximum # People: 75

Facility Rental Fee: \$1,750 / Deposit \$1,000 / parking fee is waived

TNCA Membership: Requires Laurel Membership of \$250

Arboretum Responsibilities

- Obtain a signed Alcohol Policy Agreement and a signed Wedding Ceremony Policy Agreement
- Provide the space for ceremony, bridal and groom room, restrooms and reception
- Set up and take down of rental tables & chairs working with bride's specifications to the agreement
- Provide housekeeping service
- TNCA staff present during event including Public Safety officer on property and Events Coordinator
- Set-up meeting with the customer to go over contract and view site
- Provide a guide with helpful information on vendor services and "green" / sustainable weddings
- Open communication with customer on schedule, vendors, etc. for function
- Placement of private event signs
- Provide mirror in bridal and groom rooms

*Customer Responsibilities

- Complete Alcohol Policy and Wedding Ceremony Policy Agreements
- Rental of all equipment including bamboo chairs, tables, candelabras, wedding arches and other wedding items / **rentals delivered before 10:00 AM day of ceremony. Deliveries made around the back of the building at the loading dock.**
- Photography or videography services / photography agreement signed
- Catering services
- Floral service
- Clergy for ceremony or appropriate civil officiate
- 50% deposit upon signing contract, plus a \$250 refundable damage deposit
- Caterer cleans area after event
- PA system if needed

* All floral, decorations, candles, tables and chairs, and catering must demonstrate a sustainable carbon footprint reduction

OTHER GUIDELINES

Parking

The parking fee is waived for groups renting the Arboretum facilities. Parking is in the main parking area. Handicapped parking is available at the Education Center and at the Baker Exhibit Center. People or materials may be dropped off in the circle in front of the Education Center and Baker Exhibit Center. There is a 10-minute parking limit in the circle. ***This includes caterers and all deliveries.***

Payment

To **HOLD** the event date the Arboretum requires a \$1,000 deposit fee at the time of scheduling the event as well as a signed *Wedding Ceremony Policy Agreement and Alcohol Use Policy* that is returned to the Arboretum. **The balance is due within 30 days of the scheduled event. If full payment has not been received within 7 business days of the scheduled event date, cash payment or certified check of said amount will be required or the event is in danger of being cancelled, without refund.**

Method of payment: check, cash, MasterCard and Visa. Checks should be made payable to *The North Carolina Arboretum Society*.

Returned Check Policy

In the event of a returned check from your financial institution, customer must redeem the check value plus a returned check fee of \$30 in cash or money order within forty-eight (48) hours of notification in order to **HOLD** scheduled date.

Cancellation Policy

More than six (6) months prior to the scheduled event date: 50% of the deposit amount will be refunded.
Less than six (6) months prior to the scheduled event date: the deposit is non-refundable.

Event Start and End Times / Access

The customer may have access to the facility being used at these times:

Education Center can be accessed at 3:00 PM the day of the scheduled event. The end time is 11:00 PM on the event date. All take down and clean up must be completed by this time. A fee of \$25 per half hour will be charged after 11:00 PM.

Baker Exhibit Center can be accessed at 3:00 PM the day of the scheduled event. The end time is 11:00 PM on the event date. All take down and clean up must be completed by this time. A fee of \$25 per half hour will be charged after 11:00 PM.

The Education Center and Baker Exhibit Center are public buildings during regular business hours, from 9:00 AM-5:00 PM, Monday-Saturday and 10:00 AM to 5:00 PM on Sunday. Wedding customers must recognize that they will not have exclusive use of the buildings or property, and that visitors will be sharing the use of the facilities during operating hours.

Catering

Catering service is the responsibility of the customer. All caterers must clean and leave the space used as it was found. A recommended caterer's list will be provided to the customer. The caterer must provide The North Carolina Arboretum with a current copy of their catering license. The Arboretum charges a 10% catering fee for all weddings.

Caterers may deliver food through the front doors of the Education Center or through the basement if after 4:30 PM and the loading dock behind the Baker Exhibit Center.

All paper products must be recyclable. Every effort must be made by the caterer to recycle waste and use organic food products.

Alcohol Policy

Beer, wine and champagne are permitted. Mixed drinks (liquor or fortified wine) are not permitted. The signed *Alcohol Use Policy* must be on file before your event. The caterer is responsible for providing any alcohol that is served and must have the necessary insurance as required in the alcohol policy to cover both the catering company and the bartender. A qualified licensed bartender over the age of 21 and employed by the caterer must serve the alcohol.

Unauthorized alcohol use is not permitted at any time on The North Carolina Arboretum property. All clients, vendors and guests must comply with the Arboretum's *Alcohol Use Policy*. Violations of this policy can result in immediate termination of the event without refund and forfeiture of customer's entire security deposit.

Wedding Rehearsals

Customers may schedule a rehearsal within one (1) week of the scheduled event. The rehearsal will be scheduled in either building after 5:00 PM. The rehearsal is included in the original fee. No rehearsal dinners are allowed.

Decorating

Decorations in the **Education Center Auditorium** – you may use pushpins on the corkboard wall only. Some types of tape may be used such as masking or clear tapes – NO duct tape can be used on the wood or wallpapered walls.

Decorations in the **Baker Exhibit Center** – Some types of tape may be used such as masking or clear tapes – NO duct tape can be used on the wood or wallpapered walls.

Non-petroleum based candles must be used in an enclosed glass or metal container with a base to prevent tipping over. Non-petroleum based candlesticks may be used in candelabras as long as they are placed away from guests.

Birdseed is allowed to be thrown **outdoors only**. Throwing rice, confetti, party string, bubbles or other items are not permitted. Balloons are not permitted.

Florists

The customer is responsible for hiring a florist. The florist must bring their own containers for flowers and decorations. Flowers and plants must have a liner tray to prevent water damage to furniture or floors. All floral decorations and items must be removed from the building at the end time of event.

Entertainment

The customer is responsible for hiring the musical entertainment. A designated place will be determined for location of band. Equipment such as speakers, instruments, stereos, etc. is furnished by the customer or band. No dance floors may be placed on lawn or in garden areas.

Inclement Weather

In the event of inclement weather, and the Arboretum is closed as a matter of policy, 80% of the payment may be used on another available date. If customer should decide not to re-book the event on another available date, no refund will be provided, as The North Carolina Arboretum cannot be held responsible for inclement weather or inconveniences.

Smoking

The North Carolina Arboretum buildings are smoke-free environments. Smoking is not permitted in the Education Center or the Baker Exhibit Center. Smoking is permitted in designated areas only. Please dispose of cigarettes and cigars properly in containers throughout gardens and on veranda.

Clean-Up

The customer is responsible for removing all décor items and equipment. All garbage items disposed of by the customer must follow recycling best practices. There will be an additional staff charge for clean up for any items that are not removed by the customer. The Arboretum will clean floors and restrooms. The \$250 damage deposit will not be refunded if the space is not left as it was originally found.

Property Damage

Any damage to the buildings, equipment, gardens and grounds that exceeds the \$250 damage deposit must be reimbursed by the customer renting the facilities. Charges for damage or loss to any building or grounds may include the replacement cost if the item is damaged beyond repair or lost, the cost of labor to repair the item, cleaning costs and a damaged item service fee to be determined. The \$250 damage deposit will not be refunded.

Photography

Photography for private, non-commercial uses is allowed. Wedding and family portraits are permitted, with prior arrangement, without charge. Photographers and their equipment are restricted from garden beds and may not block or interfere with pedestrian or vehicular traffic. Please call the Special Events Coordinator for site suggestions. Arrangements for all commercial photography or filming of any kind must be made in advance with the Director of External Affairs.

Future Wedding Locations

As the North Carolina Arboretum continues to grow, other wedding locations may be made available for ceremonies. When these locations become available they will be added to our policy and guidelines document.

Updated: January 16, 2009