



Wedding Rental Policies & Agreement

Saturday Garden Wedding Rental, \$800

- 8 hour time period from 10am-6pm
- The Arboretum only rents the gardens and buildings during the months of May through Early October.
- Use of the Education Center is included in rentals if it does not interfere with previously scheduled programming.
- All activity related to the rental must begin and end within the contracted rental period. Tents, tables, chairs and other equipment or décor rented from a third party must be set up and removed from the site during the allotted time.

Non-Saturday Garden Wedding Rental, \$100/Hour

- The use of the garden of your choice during the hours determined in your rental contract, including any set up and tear down – non-Saturday weddings must be a minimum of 3 hours.
- The Arboretum only rents the gardens and buildings during the months of May through Early October.
- Use of the Education Center is included in rentals if it does not interfere with previously scheduled programming.
- All activity related to the rental must begin and end within the contracted rental period. Tents, tables, chairs and other equipment or décor rented from a third party must be set up and removed from the site during the allotted time.

Wedding Venue Options

1. The Rose Garden

With our colorful variety of rose bushes, grand entrance, and picturesque pergola, it's no surprise that The Rose Garden is our premier wedding location. This garden is surrounded on three sides by towering Arbor Vitae, creating a sense of privacy while still providing a beautiful outdoor venue. The Rose Garden holds a maximum of **250 people**.

2. The Master Gardeners Orchard

Get married inside our gorgeous gazebo, surrounded on all four sides by friends, family, and beautiful fruit trees. Experience the magic our Master Gardeners Orchard has to offer. The Master Gardeners Orchard holds a maximum of **200 people**.

3. The Shade Garden

Nestled between towering trees and rolling hills, adjacent to our beautiful Butterfly Meadow, The Shade Garden is a lovely, shady spot to say "I do" during the summertime. If you're looking for an intimate, outdoor wedding experience, this may be the spot for you. The Shade Garden's **maximum capacity depends on which section of the garden you** use for your ceremony.

Cedar Valley Arboretum & Botanic Gardens

1927 E. Orange Rd. : Waterloo, IA 50701 : (319)226-4966 : www.cedarvalleyarboretum.org

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4. Other

If there is another garden or area of the Arboretum that is not mentioned above that you're interested in, we will work with you and do what we can to make it a reality for your special day.

The rental fee includes:

- Initial informational meeting with Arboretum staff (scheduled by renter)
- If necessary, Meeting with Arboretum staff one month prior to rental (scheduled by renter)
- Use of the garden wedding venue of your choice during the hours determined in your rental contract, including any set up and tear down – non-Saturday weddings must be a minimum of three (3) hours.
- A one-hour rehearsal the day before the rental between the hours of 4:00 and 7:00 p.m. is included in the rental fee, if available.
- Free admission and parking for all wedding guests.
- The use of 50 white, outdoor chairs and 12 long, rectangular tables.

Wedding Rental Fees:

- Reservations are made on a first come first serve basis. A \$400 or 50% deposit is required at the time of reservation and is non-refundable if the event is canceled at any time by the renter.
- The remaining balance is due one week prior to the event date. The rental fee excluding the deposit will be refunded if the event is held at an alternative site due to inclement weather conditions with proper notification of the cancelation received by the Arboretum.
- A damage/non-compliance deposit of \$300.00 is required one week prior to the event by separate check. The damage/non-compliance deposit will remain un-cashed and will be returned within ten days after the event and upon satisfactory inspection of the grounds and compliance with Arboretum policies.

Equipment Policies:

- Chairs and tables are provided by the Arboretum for rentals accommodating up to 50 guests.
- Chairs & tables over what is provided, podiums, tents, arbors, electrical cords, or the like are not provided by the Arboretum for Garden Rentals but may be brought in at renter's expense. Equipment may be contracted through a rental service and must be set up and taken down either by rental service staff or the renter within the rental period.
- Equipment set up and tear down outside of the rental period must be approved by Arboretum staff and may incur fees based on time involved. The Arboretum will not be held responsible for personal or rented property or equipment left unattended. Please secure property as you would in any public place.
- Tents are allowed in designated areas only and must be approved by Arboretum staff with care taken to protect garden integrity. It is renter's responsibility to supervise tent installation and removal. Maximum tent size allowed is 20 feet x 40 feet but is completely dependent upon the garden site selected which may require a smaller size to protect garden integrity. Arboretum staff will determine whether the selected garden site and tent size will require professional tent installation.
- Electrical outlets are available in the Rose Garden, Children's Garden, Enabling Garden, and Display Gardens. Electrical supply is very limited and it is the renter's responsibility to run power cords to their approved garden rental site if necessary.

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Arboretum Policies

1. You must be 18 years of age to rent any Arboretum facility.
2. Renters will follow Arboretum policies and are responsible for making guests aware of the policies as well.
3. Please do not pick any flowers or remove plants.
4. The Arboretum is a public garden and all gardens and parking will remain open to visitors during your event.
5. Smoking is prohibited on Arboretum grounds. Evidence found of discarded smoking materials requiring staff time to clean up will result in loss of the damage/non-compliance deposit, in full or in part.
6. **Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.** This includes the parking lot. Canned or bottled beer and wine are allowed, however containers not properly disposed of and left on Arboretum grounds or in buildings will result in loss of the damage/non-compliance deposit, in full or in part. Please advise your guests of this rule.
7. Limited parking is available in the marked lot. There is additional parking behind our Children's Garden. Renters will be shown this parking area upon request by Arboretum staff. Vehicles and carriages must stay on gravel roadways and parking is not allowed on the grass or in the gardens unless a designated parking sign is present.
8. The Arboretum's well water is safe to drink. Bottled water may also be brought in by renter.
9. Arboretum benches and tables located anywhere on the grounds may not be moved to other gardens to accommodate rental guests.
10. The gardens and the Education Center will be left in the same configuration as found. They will be left clean and tables and chairs properly stored. This includes wiping tables and counters, folding and returning tables and chairs to storage, mopping any spills, sweeping floor, and any other clean-up that is needed. A broom, dustpan, mop, bucket, and cleaner are in the closet.
11. Please have an alternate plan in case of rain, which may include a designated tent site on Arboretum grounds.
12. There are three restrooms. Two are located at the front of the R.J. McElroy Education Center and one at the courtyard. The courtyard restroom is accessible to persons with disabilities.
13. Ground fires are strictly prohibited.
14. Decorating is permitted, although no staples or nails are allowed. You also may not use tape on painted surfaces.
15. Inflatable games or entertainment options are not allowed.
16. Small directional or announcement signs may be placed in the ground at the entrance or along the pathways. It is prohibited to hang signage on Arboretum fencing or structures.
17. It is the responsibility of the renter to make all appointments to meet with Arboretum staff on site needed prior to the event date to confirm the event site on the grounds and discuss equipment needs and event preparation.
18. Damages to Arboretum grounds or injuries sustained by Arboretum visitors as a result of equipment brought in by the renter, regardless of prior approval, will be the responsibility of the renter.
19. Pruning of trees, gardens, and flowers in the Arboretum is strictly prohibited.
20. Leave the premises clean. Damage to and clean-up of the grounds and/or facilities resulting from the event, as well as non-compliance by the renter with regard to the policies stated herein, will result in forfeiture of the damage/non-compliance deposit.
21. Have designated help scheduled for set up and tear down.

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22. Have a designated person on site on time to meet delivery persons and Arboretum staff for instructions, to answer any questions, and to receive contact information in case of an emergency or unforeseen problems.
23. Advise guests of the Arboretum Policies, specifically that no smoking is allowed.
24. Have designated parking attendants on hand to guide guests to the parking lot or other previously approved parking area. Parking on the service drive and/or on the grass is not allowed unless previously approved by Arboretum staff and, if not previously approved, will result in forfeiture of the damage/non-compliance deposit.

Photography Policy:

Photographers hired by the renter(s) are not bound to the 4 person-session limit enforced for regular admission. However, all event photographers are expected to follow the policy outlined below:

- The Photographer's activities will not interfere with the enjoyment of the CVABG by others.
- Photographers must leave the gardens in the same condition as when they arrive. They should report any issues to staff before starting a shoot.
- The use of large props (larger than hand held) for a photo shoot are discouraged. Exceptions must be approved in advance by staff when a shoot is scheduled and may incur extra cost.
- Battery powered equipment is permitted. The CVABG will not provide 110v power for a photo shoot.
- Tripods are allowed but should not block pathways or limit the garden access of others.
- The use of drones within the CVABG is strictly prohibited.
- Photo shoots extending outside regular CVABG open hours must be approved and scheduled in advance by staff and may incur extra cost due to overtime.
- The CVABG assumes no responsibility for loss, theft, or damage to any equipment or belongings.
- Photography of nudes, swimsuits, lingerie, or other subjects of a graphic nature are strictly prohibited.

Cancellation Policy:

- As previously stated, the reservation deposit is non-refundable if an event is cancelled for any reason and at any time by the renter.
- Notice of cancellation must be received by the Arboretum at least two hours prior to the scheduled start of the rental period if cancelled due to weather conditions (only in the case of an outdoor event) and 24 hours prior to the event if cancelled for any other reason.
- If proper notice is not received the full rental fee as stated in the Facility Rental Agreement will be charged.
- In the event of cancellation of an event by the Arboretum, full payment of the rental fee to include the reservation deposit will be refunded to the renter.

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Wedding Rental Contract Information

To be filled out by renter

Contact Information:

Contact Name(s): _____

Address: _____

Phone: _____ Email: _____

Rental Details:

Rental Date(s): _____

Rental Hours (to include set up and tear down): _____ to _____

Rehearsal date/time (1 hour): _____

Expected number of guests: _____

Preferred site of event on Arboretum grounds: _____

Fees: Please note that we accept cash, check, and all major Credit Cards

Deposit Amount enclosed (50% of total rental cost): \$ _____

Balance due 7 days prior to event: \$ _____

Damage/non-compliance deposit by separate check is due 7 days prior to the event in the amount of \$300.00. This check will not be cashed.

Check ____ Cash ____ VISA ____ MC ____ Discover ____

Card Number: _____ Exp. Date: _____ Sec. Code: _____

Name as Shown on Card _____

I have read the attached policies for groups visiting the Cedar Valley Arboretum & Botanic Gardens. I agree to abide by them and understand that any non-compliance of those policies, by me or by my guests, will result in forfeiture of the damage/non-compliance deposit. I also understand and agree to the Cancellation Policy stated therein.

Signature: _____ Date: _____

Return this form to:

Cedar Valley Arboretum & Botanic Gardens
C/O Rentals 1927 E. Orange Rd.
Waterloo, IA 50701

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Photo Release

The Arboretum reserves the right to photograph your event set up, but will not photograph individuals without your permission. We greatly appreciate receiving photographs of people and events to use for development and promotional purposes. Please send the following Photo Release with your signed rental agreement if photographs may be taken of your event by Arboretum representatives or if you would like to share your own photographs with us.

Professional photographers may have their own restrictions with regard to use of their photos which the Arboretum must comply with before use, so please make your photographer aware of your agreement and have them contact the Arboretum directly regarding their individual restrictions, if any. Thank you!

Photo Release

I give the Cedar Valley Arboretum & Botanic Gardens permission to publish in print, electronic, or video format photographs of my event, to include individuals, whether taken by an Arboretum representative or provided by myself or my photographer. I understand that my name will not be published or shared unless express written permission is granted by me.

I release all claims against the Arboretum with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Signature: _____ **Date:** _____

Please contact the office at 319-226-4966 or office@cedarvalleyarboretum.org with any questions.

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