

- Paper runners are not allowed on the grass as they can shred. Cloth runners may be used if in place only for the duration of the wedding ceremony.
- Throwing rice, birdseed, rose petals, confetti, and use of sparklers, fireworks and balloons is prohibited. Bubbles are acceptable.

Equipment Policies:

Chairs and tables are provided by the Arboretum for an Education Center rental accommodating 50 guest maximum.

Chairs, tables, 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, Display Gardens, and Community Gardens. Electrical supply is very limited and it is the renter's responsibility to run power cords to their approved garden rental site.

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.

Cedar Valley Arboretum & Botanic Gardens

P.O. Box 1833 :: Waterloo, IA 50704 :: (319)226-4966 :: www.cedarvalleyarboretum.org

*Facility Rental Policy updated July, 2011 and is subject to change per Board approval. Agreements dated prior to this update remain as written and previously agreed upon.

Garden Etiquette:

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 garden 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. **Alcoholic beverages and controlled substances are not permitted on Arboretum grounds.** This includes the parking lot. Evidence found of alcohol consumption by a renter or their guests 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 no parking near the Education Center and the circle drive can be used for guest drop off only. 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. A service driveway can be used before the event to “drop off” supplies with approval of Arboretum staff.
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. 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.

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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. 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.

Garden Rental Suggestions:

1. Have designated help scheduled for set up and tear down.
2. 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.
3. Advise guests of the rules of etiquette, specifically that no smoking or alcohol is allowed.
4. Have designated parking attendants on hand to guide guests to the parking lot or other previously approved parking area. Parking in the circle drive, 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.

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Cedar Valley Arboretum & Botanic Gardens
2011 & 2012 Facility Rental Agreement

Rental Date(s): _____ Type of Event: _____

Event Hours (to include set up and tear down):

Beginning Time: _____ Ending Time: _____

If Wedding, rehearsal date/time (1 hour): _____

Contact Information:

Contact Name(s): _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Event Details:

Expected number of guests: _____

Preferred site of event on Arboretum grounds: _____

Garden Rental Options 2 and 3 Only - Equipment needed and source:

Fees:

Amount of deposit enclosed: \$ _____ Balance due 7 days prior to event: \$ _____

Garden Rental Options 2 and 3: Damage/non-compliance deposit by separate check is due 7 days prior to the event in the amount of \$300.00.

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
3336 Kimball Avenue, Suite 150A
P.O. Box 1833
Waterloo, IA 50704**

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

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Cedar Valley Arboretum & Botanic Gardens
Photo Release Agreement

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:** _____

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