CEDAR VALLEY ARBORETUM & BOTANIC GARDENS
AT HAWKEYE COMMUNITY COLLEGE

Wedding Rental Policy & Agreement

Rental Hours

Saturday Wedding Rental - $2,000

- 8-hour block from 10 am - 6 pm

Non-Saturday Wedding Rental - $1,000 - 4 Hours | $1,500 – 5 to 8 Hours

- Non-Saturday wedding rentals must have a minimum of a 4-hour block between 10 am to 6 pm Monday through Friday or between 12 pm to 6 pm on Sunday.

Before/After Hours Rental - $375 per hour

- Before hours rentals are considered rentals taking place anytime from 7 am to 9 am or anytime from 7 am to 11 am on Sundays.
- After Hours rentals are those that take place from 6 pm to 9 pm

The arboretum does not allow any rental activity after 9 pm. Please note, the gardens & buildings are typically available for rental mid-May through early October but dates are weather dependent.

The rental fee includes:

- Initial informational meeting & tour with Arboretum staff & other meetings as scheduled.
- Use of one garden space of your choice during the hours determined in your rental contract, which **must include any time needed to set up and tear down**.
- Use of the Education Center if there are no other activities being held in the building on the day of your event.
- A one-hour rehearsal the day before the rental between the hours of 3:00 and 6:00 p.m., if available.
- Free admission and parking for wedding guests.
- The use of 100 white, outdoor chairs (pictured to the right) and six 5 ft. long, rectangular white tables, and eleven 6 ft. long, rectangular white tables.

Reservation Process:

- Dates are considered tentative until the deposit is received.
- Invoices can be paid with a debit or credit card online or can be paid for with cash or check in-person at the Arboretum office.

Break Down of Rental Costs

Rental Deposit:

- Saturday weddings require a $1,000 non-refundable deposit, that is placed towards the renter(s) total rental cost.
- Non-Saturday Weddings require a $500 non-refundable deposit or 50% of the total rental fee, whichever is greater.
- **This initial deposit is non-refundable if the event is canceled at any time by the renter.**
- The Rental Coordinator will send an invoice for your deposit via email; however, the deposit can be paid with card, cash, or check.
- The initial deposit must be made in full to secure your reservation, however the remaining balance can be paid with multiple payments.

Damage/Non-Compliance Deposit:

- **A damage/non-compliance deposit of $100.00 is required one week prior to the event by separate check or to be payable by credit or debit card at the time of contract submission.**
- If provided with a check, the damage/non-compliance deposit will be shredded by staff or mailed to renter upon satisfactory inspection of the grounds & recognition of compliance with all policies after the event.
- Should renters prefer to pay with a card, the renters credit/debit card information will be kept on file until satisfactory inspection of the grounds & recognition of compliance with all policies after the event. This card will only be charged after your rental time has ended and if there is damage or non-compliance with Arboretum policies.

Remaining/Add on Balance(s)

- Any remaining balance or add-on fees are due one week prior to the event date. Renters are welcome to pay their remaining balance before their official due date.

Optional fees & Services

Set up and take down of Arboretum provided chairs & tables - $75

Arboretum staff will set up to 100 chairs and up to 13 tables provided by the Arboretum before the event. If no configuration is provided, chairs will be set up in the best option as chosen by Arboretum staff. Staff will take down any chairs and any tables provided by the Arboretum and place them back in the Education Center after your event. Renters are able to complete their own set up and tear down of Arboretum provided items for no additional fee if they'd like but are responsible for the coordination of set up and take down of any non-Arboretum provided items.

Arboretum provided pop-up tents -$50 per tent

The Arboretum has 12 white, canvas pop up tents which can be rented for events. **For longevity and safety, only Arboretum Staff or volunteers are permitted to set up and take down tents.** Renters are able secure additional tents on their own, from the vendor of their choosing for no additional fee if they'd like but are responsible for the coordination of set up and take down of any non-Arboretum provided items during their event. The arboretum has partnered with Even Events & Rentals for a 10% discount on larger tents. If interested, inquire with rental coordinator.

Golf Cart Transportation-$100

The Arboretum can provide a golf cart for use during your event. Renters will need to provide a friend or family member to drive the golf cart during their event. Driver(s) will need to attend a short training and **provide a valid driver's license for insurance purposes**. Drivers are expected to engage in responsible driving practices while using Arboretum machineries and or vehicles.

Igloo Cooler-$25

125 Qt. Cooler with locking caster wheels, bottle opener, and dividers. Fits 2-liter bottles upright or up to 158 cans with dividers.

Speaker System-$100

The Arboretum can provide a speaker and microphone to be used by renters. Features Bluetooth connectivity and includes stands, 1 speaker, 1 amplifying unit, and 1 microphone.

Arboretum Rental Policy

1. Renters must be at least 18 years of age to rent any Arboretum facility.
2. Renters agree to follow all policies, procedures, and responsibilities and understand that they are responsible for making their guests aware of all policies, procedures, and responsibilities as well.
3. Visitors, rental guest or otherwise, will not pick any flowers or remove plants.
4. 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.
5. **Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.** This includes the parking lot.
6. Arboretum benches and tables located anywhere on the grounds may not be moved to other gardens to accommodate rental guests. Rental guests may move the tables from the education center to their rental area if allowed with approval from the Executive Director.
7. Inflatable games or entertainment options are not allowed.

8. Renters may not hang signage on Arboretum fencing or structures.
9. It is the responsibility of the renter to make all appointments to meet with Arboretum staff on site prior to the event date to confirm the event site on the grounds and discuss equipment needs and event preparation.
10. Pruning of trees, gardens, and flowers in the Arboretum is strictly prohibited.
11. Renters are expected to leave the premises clean. Damage to and/or clean-up of the grounds and/or facilities requiring the use of staff or volunteer time because of the event, and/or non-compliance by the renter with regard to the policies stated herein, will result in forfeiture of the damage/non-compliance deposit.
12. Renters are encouraged to have a designated person on site to meet delivery persons and connect with Arboretum staff for instructions, to answer any questions, and to receive contact information in case of an emergency or unforeseen problems.
13. All trash needs to be disposed of at the end of the event. Dumpsters are available in the parking lot. Extra trash bags are provided in the Education Center for rentals.
14. No confetti or rice can be thrown in the gardens.

Cancellation Policy:

- **The initial reservation deposit is non-refundable if an event is cancelled for any reason and at any time by the renter**.
- The remaining balance is refundable with cancellation if renters meet the following conditions.
    - 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 (in the case of an outdoor event).
    - If the event is cancelled for any other reason, 24 hours' notice of cancellation is needed.
    - If proper notice is not received, the full rental fee as stated in the Facility Rental Agreement will be charged.
- Renters that have paid the full rental amount and who do not provide proper notice of cancellation will not be provided with a refund of their remaining balance minus the reservation deposit.
- 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.

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 (must include time to include set up and tear down): _____ to _____

Expected number of guests (No more than 250): _____

Preferred site of event on Arboretum grounds (Circle one):

Rose Garden Master Gardeners Orchard

Rehearsal Details:

Rehearsal date/time (1 hour): _____

Debit or Credit Card information:

Check _____ Cash _____ VISA _____ MC _____ Discover _____

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

Name as Shown on Card_____

Rental Fees: We accept cash, check, and all major Credit Cards

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

Balance due 7 days prior to event: $_____

Additional optional fees & services:

Item	Cost	Total	Notes
Rental use after hours 6 PM – 9 PM	$375 per hour		Adding these hours allows for renters to use the Arboretum after normal operating hours.
Set up & Take down of Arboretum Chairs	$75 Flat Fee		This will be completed by Arboretum Staff when selected
Arboretum Pop-up tent	$50 per tent		Set up & tear down must be completed by Arboretum staff only
Golf Cart Transportation	$100 Flat Fee		Driver will have use for full time of rental.
Igloo Cooler	$25 Flat Fee		Must be returned to the Education Center by Renter
Speaker System	$100 Flat fee		Must be returned to the Education Center by renter
Damage/Non-Compliance Deposit	$100 Flat fee	$100.00	Due 7 days prior to event with final payment.
Total Additional Fees			

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: _____

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 about 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: _____

Return this form to:

Cedar Valley Arboretum & Botanic Gardens, C/O Rentals 1927 E. Orange Rd.
Waterloo, IA 50701 or email to cathy@cedarvalleyarboretum.org