



Your Special Day at the Garden ...

The Garden is a wonderful setting for your special event. Cape Fear Botanical Garden is a private non-profit living museum funded by private donations and created for the education and enjoyment of the community. Its buildings and gardens are unique and their protection is the responsibility of staff, Board of Directors and guests.

Garden Guidelines

Please read the following guidelines carefully.

Hours:

1. The Botanical Garden is open to the public Monday through Saturday from 10 am to 5 pm and on Sunday from noon to 5:00 pm. Please note: as the Garden is open to the public during the above hours, there is no guarantee of complete privacy during these times. However, "Quiet -- Wedding In Progress" signs will be posted near your event.
2. All activity (including clean-up) must be completed and the Garden vacated not later than 10 pm.
3. The costs for exceeding the timeframes covered by your pre-paid contract will be deducted from your security deposit. In extreme circumstances, you could be invoiced for damages or overtime fees exceeding your security deposit.
4. Please try to contract adequate time for your event. The ability to add to the timeframes in your contract will be determined by the scheduling of other events/activities. Timeframes of your contract may not be shortened.

Fees:

1. A pre-paid, non-refundable deposit of \$400.00 is required to reserve your special day. If this has not been paid then the event is not scheduled. This deposit represents the first 2 hours of your contracted rental.
2. Cancellation, at any time, results in loss of your pre-paid deposit of \$400.00.
3. A separate security deposit of \$200.00 is required and is refundable contingent upon post- event inspection. Garden staff will conduct this inspection. If it reveals that the facilities and grounds are left in a condition comparable to the pre-event inspection and that all guidelines listed on this form have been followed, the security deposit will be refunded by mail.
4. Payment in full must be received a minimum of ten working days prior to the event. Failure to make full payment when due will result in cancellation of reservations and forfeiture of deposit.

Set-up/Clean-up:

1. The Garden has tables and chairs available for rental. Please meet with the event coordinator in advance so that our Garden staff can set up the tables and/or chairs according to your request. You may arrange to utilize the Pavilion in the event of rain. It is your responsibility to call the day before your event not later than 12:00 noon if you want your event moved to the Pavilion.
2. If your event includes refreshments, please let us know in advance if you would like to use the farmhouse kitchen and/or the smokehouse commercial refrigerator for catering purposes.
3. The bride and her attendant(s) may await the ceremony in the farmhouse, but dressing facilities are not available.
4. Any additional setup (i.e. tents, decorations, table linens, carriage rentals, etc.) is the responsibility of the Client, with prior approval from Garden staff.
5. Please do not use staples, glue or other devices to attach decorations that may cause damage to property. This will result in the loss of your security deposit.
6. Set-up and clean-up is to be included in your contracted time. This should be a consideration when finalizing times.
7. All removal of decorations and site clean-up is the responsibility of the Client. All trash generated by the event must be disposed of in the Garden trashcans. If you are in need of trash cans please let our staff know.

Rehearsal:

1. Rehearsals are to be scheduled weekdays during normal operating hours (one hour limit, please!). There is no additional fee for your rehearsal scheduled during normal operating hours. If your rehearsal is held after normal operating hours, there is a \$25.00 fee for each hour after 5:00 pm. Please come during scheduled times only, as there may be other scheduled appointments/activities for that day.
2. Rehearsals are for the rehearsal of the ceremony and should not include a rehearsal dinner. Rehearsal Dinners are an additional special event and are subject to additional event fees.

Parking:

1. Guests for your special event are required to park in the main parking lot. **All events require a parking attendant to direct incoming cars.** For weddings, the bride only may park in the space adjacent to the farmhouse.
2. Parking near the event area will be permitted for setup and breakdown **only!** Vehicles must then be moved to the designated parking area. All service vehicles must enter through the service entrance. **SEE GARDEN STAFF BEFORE DRIVING ANY VEHICLE INTO A GARDEN AREA THAT IS NOT DESIGNATED FOR PARKING.** Any resulting damages will be the responsibility of the Client.
3. Caterer's and Musician's vehicles may be temporarily parked on the perimeter road near the reception area. (Behind the farmhouse and tobacco barn).
4. We recommend that you review these guidelines with members of your party and of any contracted service providers. Any damages incurred will be the responsibility of the Client.

PLEASE NOTE:

- Cape Fear Botanical Garden **IS NOT** responsible for finding an alternative site for your wedding in inclement weather.
- Birdseed may be used. No balloons, confetti or rice will be permitted.
- NO spike heels inside the Gazebo.
- Smoking is permitted in pavilion area only.
- Music must not exceed reasonable levels at any time.
- NO weapons or decorative weapons of any kind.
- Use of alcoholic beverages must comply with all state and local ordinances, licenses and laws.
- Guests and their behavior are the responsibility of the Client. Any damages will be charged to the Client.
- The Client agrees to assume responsibility for any injury to persons attending the event or loss of their property.
- Cape Fear Botanical Garden reserves the right to determine the type of events appropriate for the setting.

I certify that the above guidelines have been explained to me and I agree to abide by these guidelines in the conducting of my special day at the Garden.

Client Signature

Date



*From the staff at Cape Fear Botanical Garden...
Thank you for choosing the Garden for your special day!*