



## PROCEDURES AND RULES FOR OUTDOOR WEDDINGS

You are encouraged to visit the Arboretum to familiarize yourself with our wedding locations. Please be aware that garden displays and other scenery will change during the season and what you see during your initial visit may not be similar to what is viewed on the day of your ceremony.

1. Two areas may be reserved for your outdoor wedding ceremony: The Pavilion in the Edible Landscape Garden (ELG), or the Clematis Arbor at the Crabapple Allee. Please contact the facility rental coordinator for any new locations.
2. The Arboretum main entrance gate opens at 8:00 AM and closes at 10:00 PM April through October.
3. You may wish to select a backup location, **other than the Arboretum**, to use in case of inclement weather. *We do not provide an alternate venue for your use. Our recommendation is your reception site.*
4. The Pavilion and Allee are reserved on a first call basis. To secure your reservation, send the completed form and \$500 to reserve the Pavilion or \$300 to reserve the Allee.
  - If you need to cancel your reservation, the Arboretum must receive a **written** request for cancellation no later than six months prior to the reservation date. A full refund will be mailed within 30 days. No cancellations will be refunded less than six (6) months prior to the event.
  - If for any reason you do not use the Pavilion or Allee due to weather (i.e. rainy day), you may request, **in writing**, a refund of 50% within ten (10) days following your scheduled ceremony.
5. The Arboretum can provide Tram Service for elderly and disabled persons. Please contact us for scheduling this service **1 month** ahead of your event. This is a complimentary service provided by our volunteers, please understand that we cannot guarantee this service.
6. For your convenience we have made arrangements with Bauer Elementary School, located approximately 200 yards south of the arboretum, to use their parking facilities for wedding parties. We strongly recommend that you take advantage of this location because it is closer to the ELG Pavilion, and is also less congested than our main parking lot. ***No parking is allowed in the area designated by the sign "Authorized Vehicles Only".***
7. All items must be carried, and you must walk to and from the chosen site. **THIS INCLUDES ALL SPECIAL DELIVERY VENDORS (FLORISTS, PHOTOGRAPHERS, ETC.) AND LIMOSINE SERVICE. You are responsible for letting your guests and vendors know this, so please give them a copy of these rules. Driving on the grounds is prohibited.**
8. The ELG Pavilion will accommodate approximately 200 people standing and 20-25 people seated on the six benches. The Arbor at the Crabapple Allee is an open-air location and has four benches that can seat approximately 16 people, and a maximum of 200 people standing. **Additional chairs may be rented for your guests. A Chair Rental Agreement must be completed and return to Cox Arboretum prior to ordering chairs.**
9. Fencing encloses the Pavilion and the Edible Landscape Garden. Please close the entrance gate upon leaving this area. The deer are abundant and will eat the plants if given the chance.

10. Please check your site before and after the ceremony. The Arboretum cannot be responsible for any items left on the premises. ***Please carry out all items you bring on site.***
11. If you re-arrange our benches for your ceremony, please return them to their original location at the conclusion of your ceremony. ***Do not move additional benches from other areas in the park to your area. This especially includes Memorial Benches!***
12. You may cover the table located in the Pavilion.
13. Electricity is provided in the Pavilion and music is permitted, but cannot be amplified over the entire grounds. *There is no electricity near the Crab Apple Allee.*
14. Five Rivers MetroParks personnel may terminate any event when it is deemed necessary. Such circumstances leading to termination may include, but are not limited to weather that presents an eminent danger to guests or property and construction at the event site. In the case of construction, park personnel will help you find a suitable alternate location in the park.

In such a case where the event has been cancelled in its entirety or for the majority of the rented period, Cox Arboretum MetroPark staff will make every attempt to assist in rescheduling or provide a full or prorated refund.

15. **ANY SPECIAL ARRANGEMENTS WILL BE MADE WITH AN AUTHORIZED REPRESENTATIVE OF COX ARBORETUM METROPARK. THESE ARRANGEMENTS MUST BE REQUESTED IN WRITING AND REQUIRE WRITTEN APPROVAL PRIOR TO THE EVENT.**

#### **WHAT YOU MUST NOT DO**

- Do not leave cars in the parking lot after dusk ---the park is locked at dusk and any cars left will be towed.
- Do not erect a tent or any other structure at any area on park except where allowed.
- Aisle runners may be used but cannot be left on the grounds after the ceremony. These runners should be made of paper or some other soft flexible material. Please note that aisle runners can be dangerous.
- Do not attach anything (signs, crepe paper, etc.) to any Arboretum structure or plant, even temporarily. Remember that we are a nature reserve/garden and this beautiful setting is for all to enjoy and we are open to the public 365 days a year.
- Do not rope off designated areas. Cox Arboretum is a public facility. People will be able to walk through the Edible Landscape Garden that surrounds the Pavilion and around the Crabapple Allee, even during your reservation hours. **VISITORS HAVE ALWAYS SHOWN RESPECT FOR WEDDINGS HELD ON THE GROUNDS.**
- PLEASE do not pick any flowers or greenery.
- You may toss flower petals or use bubbles, but NOT confetti, birdseed or rice. It is detrimental to the health of our birds.
- You are not permitted to serve alcoholic beverages during your ceremony.

**YOU ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO THE ARBORETUM GROUNDS, BUILDINGS, AND PLANTINGS THAT OCCUR AS A RESULT OF YOUR CEREMONY.** Please respect and help maintain the beauty of the landscape.

