

**PROCEDURES AND RULES FOR
OUTDOOR WEDDINGS**

Thank you for considering Wegerzyn Gardens MetroPark for your wedding ceremony. It is highly recommended that you visit the park and tour the property before reserving space for your outdoor wedding ceremony. Each of the eight areas offered for reservation are unique and garden displays change during the season. It is important to note that reserved areas may look different on the day of the wedding than they do on the day that you finalize the reservation. Please contact our office Monday – Friday, from 8:00 a.m. – 4:00 p.m. for specific details.

1. Wegerzyn Gardens MetroParks main entrance gate is open: April through October 8:00 a.m. - 10:00 p.m. and November through March 8:00 a.m. - 8:00 p.m. Wegerzyn Center hours are 8:00 a.m. - 5:00 p.m. weekdays. Availability of restrooms in the Children’s Garden varies according to the season. There is a portable restroom located at the south end of the parking lot near the picnic and prairie area.
2. The eight areas that may be reserved for outdoor wedding ceremonies are: Garden Green, Reception Lawn, Arbor, English, Federal, Memory, Victorian, and Woodland Gardens. Please contact our office with any special requests.
3. All areas are reserved on a first call basis. To secure a reservation, send the completed Wedding Agreement form and payment of $250.00 (make check payable to *Five Rivers MetroParks*) to Wegerzyn Gardens MetroPark, 1301 E. Siebenthaler Ave., Dayton, OH 45414.
* To cancel a reservation, submit a written request to Wegerzyn Gardens MetroParks at least 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 the event is cancelled due to weather (i.e. rainy day), a refund of 50% may be requested. The request must be in writing, and within ten (10) days following the scheduled ceremony.
1. All items must be carried in, and all guests must walk to and from the reserved site. THIS INCLUDES ALL SPECIAL DELIVERY VENDORS (FLORISTS, PHOTOGRAPHERS, ETC.) AND LIMOSINE SERVICE. Permit holders are responsible for conveyance of rules to all guests and vendors. Please note that driving on the grounds is not permitted.
2. Weddings are standing room only.
3. There are no indoor or changing facilities available for the wedding party.
4. Electricity is available in most areas upon request (applicants provide extension cords). Music is permitted but cannot be amplified over the entire grounds.
5. Five Rivers MetroParks personnel may terminate any event when deemed necessary. Circumstances that may lead to termination include, but are not limited to, weather that presents an eminent danger to guests or property and/or construction at the event site. In the case of construction, park staff will help find a suitable alternate location in the park.
* If an event is cancelled by Five Rivers MetroParks in its entirety or for the majority of the rented period, Wegerzyn Gardens MetroPark staff will make every attempt to assist in rescheduling or provide a full or prorated refund.
1. Please check the site before and after the ceremony. Wegerzyn Gardens MetroPark is not responsible for any items left on the premises. All items that were brought on site must be removed immediately following the ceremony.
2. Any special arrangements shall be made with an authorized representative of Wegerzyn Gardens MetroPark and must be requested in writing. Written approval prior to the event is required.
3. For information about provisions for guests with special needs, call (937) 275-7275, 8:00 AM through 4:00 PM, weekdays.
4. A meeting with an authorized Wegerzyn Gardens MetroPark staff member is required at least two (2) weeks prior to the ceremony to finalize the reservation. He/she will sign the Wedding Agreement form with final approval.
5. The selection of a backup location, other than Wegerzyn Gardens MetroPark, to use in case of inclement weather is recommended. There is not an alternate venue on site.
6. All Five Rivers MetroParks Rules & Regulations apply. These rules are available on our website.

**WHAT YOU MUST NOT DO**

* Do not leave cars in the parking lot after park closes ­­­ any cars left will be towed.
* Do not erect a tent or any other structure within the park.
* Decorations in gardens are not permitted, with the exception of aisle runners on pathways only. Remember this is a nature reserve/garden and this beautiful setting is for all to enjoy. We are open to the public 365 days a year.
* Do not rope off designated areas. Wegerzyn Gardens MetroPark is a public facility. People will be able to walk through the area, even during your reservation hours. Visitors usually show respect for weddings held on the grounds.
* Do not pick flowers or greenery.
* Do not toss artificial flower petals, confetti, birdseed, or rice. These items are detrimental to the health of birds and other animals.
* It is permissible to toss real flower petals or use bubbles.
* Receptions are not permitted.
* Alcoholic beverages and/or food during the ceremony are not permitted.

The permit holder is FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO THE WEGERZYN GARDENS GROUNDS, BUILDINGS, AND PLANTINGS THAT OCCUR AS A RESULT OF THE CEREMONY. Please respect and help maintain the beauty of the landscape.

Mail payment and Wedding Agreement to:

Wegerzyn Gardens MetroPark

1301 E. Siebenthaler Avenue

Dayton, OH 45414



**Wedding Agreement**

Couple’s Names: Click here to enter text.

Address: Click here to enter text. Address: Click here to enter text.

City, State, Zip: Click here to enter text. City, State, Zip: Click here to enter text.

Phone: Click here to enter text. Phone: Click here to enter text.

 Home/Work Home/Work

Email: Click here to enter text. Email: Click here to enter text.

Requested Wedding Date: Click here to enter text. Day/Time: Click here to enter text.

 (From – To)

Rehearsal Date: Click here to enter text. Day/Time: Click here to enter text.

 (From – To)

Ceremony Time: Click here to enter text.

Site Requested (Capacity):

 \_\_\_\_\_\_ Arbor Garden (100) \_\_\_\_\_\_ Reception Lawn (100)

 \_\_\_\_\_\_ English Garden (40) \_\_\_\_\_\_ Garden Green (100) ***\*No Electric***

 \_\_\_\_\_\_ Victorian Garden (40) \_\_\_\_\_\_ Memory Garden (100) ***\*No Electric***

 \_\_\_\_\_\_ Federal Garden (40) \_\_\_\_\_\_ Woodland Garden (40) ***\*No Electric***

Electricity Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Number of Guests: Click here to enter text.

Special Arrangements: Click here to enter text.

***(Approved by Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)***

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**I have read, understand, and agree to honor all of the wedding rules.**

Signed: Click here to enter text. Date:

Payment Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: