

Weddings & Ceremonies – 2010 Facility Rental Guidelines

- Rental Fees & Wedding Time Slots (when Arboretum is open from 8 AM – 7 PM)
 - Monday – Friday after 4 PM, or any time on Saturday or Sunday:
 - Meyer Pavilion: \$500; Hitz Rose Garden: \$300
 - Monday – Friday, 8 AM -3 PM:
 - Meyer Pavilion: \$300; Hitz Rose Garden: \$100
 - Meyer Pavilion wedding rental time slots are 1 & ½ hours long.
 - Ceremonies begin (except Sunday's): 12:00 PM, 2:30 PM or 5:00 PM.
 - Sunday ceremonies begin: 10:00 AM, 12:30 PM or 3:00 PM
 - Maximum no. of guests: 150
 - Hitz Rose Garden wedding rental time slots are one (1) hour long.
 - Ceremonies begin (except Sunday's): 1:00 PM, 3:00 PM or 5:00 PM.
 - Sunday ceremonies begin: 11:00 AM, 1:00 PM or 3:30 PM
 - Maximum no. of guests: 50
- Set up is 15 min. prior to rental time. All wedding parties must have completed all photography and ceremony by contracted end-time. ***Please do not ask to extend your time in the Meyer Pavilion or the Hitz Rose Garden, as this hinders staff preparing for next event. Photos can be taken elsewhere in Arboretum, if proposed area is not contracted for use.***
- **Personal Insurance Liability Policy**: A non-refundable \$100,000 personal liability insurance policy fee of \$80 will be due in addition to the facility rental fee. Taltree Arboretum & Gardens shall purchase said policy for your event. If you have \$100,000 personal liability insurance coverage for off-site events, proof of insurance coverage is required from your insurance company. In order to waive the \$80 insurance fee, please have your insurance company state on company letterhead that you have the required \$100,000 personal liability insurance coverage for said event/date at Taltree Arboretum & Gardens, Inc. The letter must also list the insurance policy number, expiration date of the policy, insurance agent, and policy holder's name and address. Please instruct your insurance agent to fax document to 219-462-0848.
- A \$200 refundable Security Deposit is required in addition to the rental fee. Should damage occur or extensive clean-up be required after event, Taltree will assess the cost and refund any difference. If costs exceed Deposit, rental party agrees to pay additional amount deemed necessary by Taltree. Any refund due will be mailed 4-6 weeks after event date.
- A Rental Deposit equal to 50% of the total due, less chair rental fees, and a signed Wedding Contract are mandatory to reserve date. **Minimum Rental Deposit for a Meyer Pavilion wedding on Friday evening, or a Saturday or Sunday = \$350.**
- Rental Deposit is refundable according to the following schedule:
 - 50% up to 90 days prior to event.
 - No refund 89 days or less prior to event.
 - No refunds due to inclement weather.
- Remaining balance is due two (2) months prior to event. If balance is not paid, event will be considered canceled by Renter and Taltree has the right to contract the time-slot to another party.
- Checks returned for Non-Sufficient Funds will be assessed a fee of \$40.

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- **Chairs for 2010 weddings must be rented from All Occasion Rentals:** 219-464-9974 Valparaiso, IN; Chairs for 2011 weddings must be rented from Taltree Arboretum & Gardens. Additional fees shall apply. Chairs will be set up/removed by vendor only.
- Pictures can be taken anytime during your contracted rental time, at your designated venue, for no additional fee. Bridal photos may be taken at other available arboretum locations on the day of your event for no additional fee. If photos wish to be taken on another date, the daily entrance fee is required for each person in attendance. Taltree members pay no additional fee anytime the grounds are open to the public.
- Rehearsals may be scheduled **three (3) weeks** prior to event and not before, subject to availability. No additional fee will be charged for Rehearsal. Wedding Rehearsals are not to exceed one (1) hour.
- Flower petals or bubbles only may be used for throwing after ceremony. Rice, birdseed, silk flower petals, and other living things are not to be used. If clean-up is necessary by Taltree staff, Security Deposit shall be forfeit.
- Taltree's on-duty staff member will be available for parking directions and general questions only.
- Limousines may *not* access the Pavilion Lane. Musicians and florists may drive to the pavilion during the setup time, however **vehicles must be moved to main parking lot immediately after unloading**. Security Deposit stipulations apply for any damage caused by vehicles, private or commercial.
- Smoking is allowed, however cigar/cigarette butts must be placed in smoking receptacles **ONLY**.
- **Alcohol is not permitted at weddings by guests or bridal party.** An exception will be made for consumption by the bride & groom for ceremonial reasons. Failure to comply may result in rental party and/or guests being asked to leave the premises without refund of fees or security deposit.
- No decorations may be attached to any structure, light fixture, tree or other plant.
- All guests must remain on trails, roads, and mowed areas. Please do not walk in landscaped beds. Any damage to landscaped beds will be deducted from Security Deposit.
- There are no waste receptacles for use by wedding groups. Please ensure that all trash is removed and taken out of the Arboretum for disposal.
- Bridal couples wishing to have their wedding in other venues or areas of the arboretum not specifically listed above will need to contact Taltree's business office, 219-462-0025, for specific details and fees.

For additional questions and/or to check date availability, please contact Taltree's Business Office at 219-462-0025, Monday –Friday from 8:30 a.m. – 4:30 p.m.

TALTREE Arboretum & Gardens®

Main Entrance: 450 West 100 North, Valparaiso, IN 46385

Bus. Office/Classroom Entrance: 71 North 500 West, IN 46385

219-462-0025 www.taltree.org