



Wedding Facility Rental

Taltree
arboretum & gardens®

Meyer Pavilion Wedding

Rental is for pre-set time slots on Friday or Saturday and ceremony times slots are two (2) hours long (see below) in the Meyer Pavilion.

Ceremony Times & Fees (available April to October)

Friday (\$550)

- 4:00pm or 5:00pm

Saturday (\$700)

- 1:30pm
- 4:30 pm

General Guidelines

- Renter is expected to respect Taltree grounds & property and adhere to the Taltree Arboretum & Gardens Etiquette.
- Set-up is 30 minutes prior to rental time. All ceremonies and photography in the Pavilion must conclude by the contracted end-time as rental periods for ceremonies cannot be extended.
- Pictures may be taken anytime during your contracted rental time for no additional fee. If taken on another date, the daily entrance fee of \$10 is required for each person in attendance. Taltree members pay no additional fee anytime the grounds are open to the public. **Photos may be taken elsewhere in Arboretum, if proposed area is not contracted for use.**
- Group size is limited to 125 chairs maximum inside Pavilion, or 150 chairs maximum if using Pavilion lawn.
- Chairs must be rented from Taltree's approved vendor: All Occasion Rental: (219) 464-9974
www.alloccasionrental.com
- 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.
- Items inside storage/closet areas are not for use during any rental event at Taltree.
- Decorations may not be attached to any structure, light fixture, tree or other plant. Flower petals or bubbles only may be used for throwing after ceremony. For ecological reasons, rice, birdseed, silk flower petals, and other living things are not permitted. If clean-up is necessary by Taltree staff, Security Deposit shall be forfeited.
- No open flames are permitted on Taltree's grounds at anytime. However, votives can be used to decorate, provided that they are placed completely inside glass containers to prevent wax spillage and fires. Unity candles are allowed for wedding ceremonies provided that they are enclosed in glass containers. Renter assumes all liability of damages from candles including, damage from waxes, fire, or personal injury. Fireplace can be utilized for ceremonies with pre-arrangement with Taltree Event Coordinator.
- 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.
- Guests may walk on trails, roads, and mowed areas. Please do not walk in landscaped beds. Any damage to landscaped beds will be deducted from Security Deposit.
- Vehicles including limousines must be parked in the paved or gravel parking lots, not at the Meyer Pavilion or along the Pavilion lane. Only service vehicles (ie. florists, musicians) may use the lane to the Meyer Pavilion to unload; after unloading, vehicles must park in parking lots. Any damage caused by vehicles will be deducted from Security Deposit.
- **The speed limit on Taltree's entrance road is 10 mph.**
- **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.
- Taltree's on-duty staff member will be available for parking directions and general questions only.
- **Taltree is a smoke free, tobacco free and drug free campus.**

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Office & Mailing Address: 71 N. 500 W., Valparaiso, IN 46385 Main Entrance: 450 W. 100 N., Valparaiso, IN 46385

Office 219-462-0025 / fax 219-462-0848 www.taltree.org



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Fees & Terms

- To reserve your wedding rental, a security deposit of \$200, a non-refundable reservation fee of \$300 (which applies to the rental fee) and a signed Wedding Contract are required.
 - If booking more than 60 days prior to wedding date, the minimum payment of \$500 is required to book wedding.
 - If booking less than 60 days prior to wedding date, rental must be paid in full.
- The \$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 Security Deposit, the rental party agrees to pay additional amount deemed necessary by Taltree. Any refund due will be mailed 4-6 weeks after event date.
- Remaining balance is due 60 days prior to the 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.
- Proof of Liability Insurance is required through one of the following options:
 - Option 1
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.
 - Option 2
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 Foundation, 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, Attn: Event Coordinator.
- Checks returned for Non-Sufficient Funds will be assessed a fee of \$40.
- **Cancellation of contract must be made in writing. *Security Deposit is refundable according to the following schedule:***
 - ***100% of Security Deposit will be refunded up to 90 days prior to event.***
 - ***No refund due 89 days or less prior to event.***
 - ***No refund due to inclement weather.***
- Wedding facility rental guidelines and terms subject to change with a 30 day notice.

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