

TODAY'S DATE: _____

WEDDING RESERVATION FOR THE ARBORETUM

Name of person making request: _____

Address of person making request: _____

Phone #: _____ (_____) _____

E-mail address: _____

Date Requested: _____ *Cost \$300*

Time: From _____ To _____ (max. 3 hours)

Number of Attendees (max. 100): _____

Other facilities being requested (check all that apply):

____ Restrooms, time needed: _____ (min. 2 hours) *Cost \$125 (\$175)*

____ Tent(s) *Cost \$100*

Notes: _____

Signature of person making request: _____

Please return this form to:
The Arboretum
500 Alumni Drive ❖ Lexington, KY 40503 ❖ 859.257.6955

Reservations will be confirmed in writing. All events must have prior approval and appropriate paperwork/payment before the event. Use of all university facilities are subject to applicable university regulations.

Reservation Confirmed:

_____ By: _____
Date The Arboretum

For office use only:

Paid: Amount: _____ Cash _____ Check _____ # _____ Initials: _____

Tent: _____ pd. _____ **Restrooms:** _____ pd. _____ Initials: _____

ARBORETUM USE AGREEMENT

Mission Statement:

The Arboretum celebrates nature, fosters an understanding of relationships between humans and their natural world, provides cultural opportunities, serves as a center for environmental and horticulture education, research, and urban forest renewal while emphasizing conservation issues.

Hours of Operation:

Dorotha Smith Oatts Visitor Center: M-F 8:30 am-4:00 pm
The Kentucky Children's Garden: Season runs March-October; hours vary
Arboretum: Daily, Dawn till Dusk (with exceptions)

This agreement is entered into this _____ day of _____, 20____, by and between the University of Kentucky, Lexington-Fayette Urban County Government Arboretum (The Arboretum) and _____(name), for the use of The Arboretum on _____, 20____ (date), from _____ to _____ (time), for a wedding ceremony. Approximately _____ (number) individuals will be in attendance (**limit up to 100 people**).

User agrees to the following terms and conditions:

1. Fees:

_____ **Wedding:** A non-refundable fee of \$300.00 check (made payable to The Arboretum) or cash only will be accepted for the use of The Arboretum which is due at the time this agreement is signed. Wedding rehearsal's must be pre-approved and not conflict with other Arboretum activities.

_____ **Tent(s):** A fee of \$100 will be charged for the use of a tent. Only tents meeting University of Kentucky standards may be used. *Please refer to Tent Policy Guidelines (available upon request). Tents must be removed in a timely matter. User(s) are responsible for the tent, tent guidelines and indemnifies and holds harmless: The Arboretum, University of Kentucky, its trustees, officers, employees, agents and assigns from any and all legal action which may take place as a result of damage and/or theft of said tent.*

_____ **Restrooms:** A fee of \$125.00 for two hours (min.) will be charged, additional time will be charged at the rate of \$50.00/hr. If the event is scheduled on a weekend/after hours and there is a need for restroom facilities, the group can specify this need on the contract.

2. Guidelines:

_____ **Arboretum:** will be open to the general public during the hours noted above. Only that space identified on the reservation form may be used for the aforementioned

function/event. There is a **three hour maximum** time limit for your wedding at The Arboretum. The set-up/event/clean-up must be conducted within this period. The user **cannot** close any part of The Arboretum and/or the parking lot for their event.

Initials **Visitor Center:** Is not open on the weekends or after hours. Other arrangements need to be made in case of inclement weather. The Visitor Center is not available for any portion of the wedding including (but not limited to): waiting, dressing, storage of items, etc. The Arboretum and/or its affiliates are not responsible for items left by the User.

_____ **Parking:** To protect roots and trunks of trees and shrubs; to protect soils from compaction and ruts; to protect herbaceous plants and grasses....Driving of vehicles anywhere other than the entrance drive and parking lot is prohibited. (Permission can be granted only for extenuating circumstances, such as the removal of hazardous tree branches, or the moving of essential equipment necessary for the management of Arboretum plants or property.) All vehicles must be parked in a designated parking space. **No parking or driving will be permitted in any other area including but not limited to the WAKY, driveway, circle court or along any path or grassy area.** If more than 50 cars are anticipated, arrangements for overflow parking should be made. Parking spaces cannot be reserved for guests.

Initials **3.** Any permanent alteration or renovation of The Arboretum is prohibited. The cutting or removal of any plant or plant part is not permitted. User will be responsible for the safekeeping of plant materials, grounds, grass, buildings and all other facilities at The Arboretum. There is to be no use of candles, confetti, paper, birdseed, plastic or similar material that could affect the natural beauty of the space. If balloons or ribbons are used they should not be tied to any tree and/or shrub. It is the user's responsibility to remove such items without damage.

Initials **4.** User agrees to pay for any and all damage to The Arboretum as a result of the event described above. In the event of damage by the User, the University of Kentucky Physical Plant Division will repair The Arboretum and the User shall pay all costs for such repair within 24 hours of receipt of the invoice. A penalty of \$10/day will be assessed for any late payment.

Initials **5.** The following activities are prohibited in The Arboretum in connection with weddings: receptions/parties, food, dances, candles, animals, amplified music, alcoholic

beverages, or related events. Be advised that it is **against the law** to possess or serve alcoholic beverages on University property. If chairs are to be used, it is the user(s) responsibility to make the arrangements.

 6. It is the user(s) responsibility to make sure there is someone in charge to make his
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or her guests/participants aware and compliant with the rules/regulations of The Arboretum.

7. User indemnifies and holds harmless The Arboretum, University of KY, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of The Arboretum whether by the User or User's guests.

8. Arboretum or University events that may prohibit a wedding from being held are (but not limited too): Home UK Football games, Restoration Work Days, Arbor Day, Gala, etc. The Director of The Arboretum is authorized to reject any application that he/she regards as not being suitable for or in keeping with the mission of The Arboretum.

 9. Your date may be rescheduled, if possible, but there is a **NO REFUND** policy.
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Reservations will be confirmed in writing. All events must have prior approval and appropriate paperwork/payment before the event. Use of all university facilities are subject to applicable university regulations.

The undersigned has read the above agreement and agrees to the terms and conditions outlined herein.

User

Date

The Arboretum

Date