



# The Arboretum

State Botanical Garden of Kentucky

UNIVERSITY OF KENTUCKY AND LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT

## 2019 WEDDING RESERVATION FOR THE ARBORETUM

Today's Date: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Address of person making request: \_\_\_\_\_

Phone # with area code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ time: \_\_\_\_\_ to \_\_\_\_\_ (max. 3 hrs) # attending (max. 100): \_\_\_\_\_

Signature of person making request: \_\_\_\_\_

Please return this form to:

The Arboretum 500 Alumni Drive, Lexington, KY 40503

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

Reservation Confirmed:

By: \_\_\_\_\_ Date: \_\_\_\_\_

# ARBORETUM USE AGREEMENT

## **Mission Statement:**

*The Arboretum showcases Kentucky landscapes and serves as a resource for environmental and horticultural education, research and conservation.*

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the University of Kentucky, Lexington-Fayette Urban County Government Arboretum (The Arboretum) and \_\_\_\_\_ (name), for the use of The Arboretum on \_\_\_\_\_, 2019 (date), from \_\_\_\_\_ to \_\_\_\_\_ (time), for a wedding ceremony. Approximately \_\_\_\_\_ (number) individuals will be in attendance (maximum 100 people).

User agrees to the following terms and conditions:

1. **Fees:**

**Wedding:** A non-refundable fee of \$500.00(+6% Sales Tax), cash, check, Visa or Mastercard is required for the use of The Arboretum, due at the time this agreement is signed. Returned checks will be subject to a minimum \$25 fee. Wedding rehearsals must be pre-approved and not conflict with other Arboretum activities. Tents are **NOT** allowed.

2. **Guidelines:**

**Arboretum/Location:** The grounds will continue to be open to the general public daily dawn to dusk during weddings. The only location that may be used for the aforementioned function/event is located between the Fragrance Garden and Rose Garden, adjacent to the Fragrance Garden Pergola. 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. Chairs may not be placed within flower/planting beds; only the green space located between the garden beds may be used.

**Restrooms:** Are available during Visitor Center seasonal hours and outdoor restrooms are available daily, dawn to dusk. Restrooms cannot be used as a dressing room, staging area, etc.

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

**Parking:** 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.

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. Candles, confetti, paper, birdseed,

plastic or similar material are not allowed. 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.

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.

5. The following activities are prohibited in The Arboretum in connection with weddings: receptions/parties, food, dances, candles, animals, amplified music or alcoholic beverages. 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 arrangements to rent/transport them.

6. It is the user(s) responsibility to make sure there is someone in charge to make his 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 include (but are not limited to): 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.

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.

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User	Date
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The Arboretum	Date
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