



The Arboretum, State Botanical Garden of Kentucky  
University of Kentucky  
500 Alumni Drive  
Lexington, KY 40503  
Email: [Arboretum@uky.edu](mailto:Arboretum@uky.edu)  
Website: [Arboretum.ca.uky.edu](http://Arboretum.ca.uky.edu)

## 2023 RESERVATION REQUEST FOR OUTDOOR FUNCTION AT THE ARBORETUM

*I understand a fee of \$530 is required for use of The Arboretum (see following pages).*

Today's date: \_\_\_\_\_

Name of person making request (please print):  
\_\_\_\_\_

Address of person making request:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

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

Date requested \* \_\_\_\_\_

*\*Due to limited availability, please call (859)257-6955 to confirm that your requested date is available. Weddings, events or outdoor functions are subject to cancellation due to weather, public health concerns or other issue beyond control of The Arboretum.*

Start time (max. 2 hrs) \_\_\_\_\_ *(Weekday wedding ceremony start time is 5 pm ONLY. Weekend ceremonies may start at 9 am. The last time a weekend ceremony may start is 5 pm.)*

Number attending \_\_\_\_\_ (maximum 100 attendees, total)

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

Please return this form to:

**The Arboretum, University of KY**  
**500 Alumni Drive**  
**Lexington, KY 40503**

Reservations will be confirmed in writing. All events must be approved by The Arboretum and have appropriate paperwork and payment before the event is fully confirmed. 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 \_\_\_\_\_, 2023 by and between the University of Kentucky, Lexington-Fayette Urban County Government Arboretum (The Arboretum) and \_\_\_\_\_ (name), for the use of The Arboretum on \_\_\_\_\_, (date) 2023, from \_\_\_\_\_ to \_\_\_\_\_ (time), for a wedding ceremony or other function. Approximately \_\_\_\_\_ (number) individuals will be in attendance (maximum attendance is 100 people).

User agrees to the following terms and conditions:

#### 1. Fees:

- a. **Outdoor function:** A **non-refundable** fee of \$530.00 (\$500 fee plus 6% Sales Tax), payable by 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. Function rehearsals must be pre-approved and may not conflict with other Arboretum activities. Tents are **NOT** allowed.
- b. \_\_\_\_\_ (please initial here to acknowledge your acceptance) Your date is subject to being rescheduled in case of circumstances beyond Arboretum's control. There is a **NO REFUND** policy in place.

#### 2. Guidelines:

- a. **Arboretum/Location:** The grounds will continue to be open to the general public (daily, from dawn to dusk) during functions. Locations that may be used for the function are: White Garden, Donovan Pergola, or Gazebo. There is a two-hour maximum time limit for your function at The
- b. Arboretum. The function (set-up, function, and clean-up) must be conducted within this 2-hour period. The user cannot close any part of The Arboretum and/or the parking lot for their event. Chairs are not provided by The Arboretum but can be carried by hand to the ceremony location; vehicles are not allowed to drive to the ceremony location. Chairs may not be placed in flower or planting beds. **Restrooms:** Available during regular Visitor Center hours; outdoor restrooms are available daily\*, dawn to dusk. Restrooms may not be used as a dressing room, staging area, etc. \*Subject to change without notice
- c. **Visitor Center:** The Visitor Center is not available for any portion of the wedding ceremony including, but not limited to, waiting, dressing, storage of items, delivery of items, etc. Other arrangements must be made in case of inclement weather. The Arboretum and/or its affiliates are not responsible for items left by the User.
- d. **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 grass 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 materials 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 to The Arboretum.
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 property 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 and 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 and to transport them to the location in The Arboretum.
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 and 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 function from being held include, but are not limited to, UK Football home games, Volunteer events, Donor events, Arbor Day, 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. Functions may be canceled or rescheduled due to weather, public health concern, or a change in University or University Athletics schedule.
  - a. 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

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Date

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The Arboretum

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Date