

Garfield Park Conservatory and Sunken Garden

Wedding Information and Policies for 2010

2505 Conservatory Drive, Indianapolis, IN 46203
(317) 327-7580 • www.garfieldgardensconservatory.org



Thanks for considering Garfield Park Conservatory and Sunken Garden for your wedding ceremony. The following are the rental policies and procedures that *all are responsible for knowing*. Remember that this facility is available for ceremonies only, no receptions. Under no circumstances will facilities be closed to the public during wedding rentals.

Rental Areas, Prices and Times:

Sunken Garden -- \$950.00 for a 2 hour time slot

- Time slots are 11AM-1PM or 2PM-4PM (April 15 – October 15)
- 150 chairs and wedding arch provided

Conservatory waterfall area -- \$225 for one hour rental and admission, \$200 for additional hour

- Ceremonies may be held between 11AM-4PM, call for availability
- 20 people – standing room only
- All wedding events in the Conservatory, including the ceremony and photos must be done during the rental time.

**These prices are for 2010 and are subject to change each calendar year*

Rental Policies and Payment

Conservatory staff will begin taking reservations at midnight December 1st for the following year's wedding season. Rentals will be taken on a first come, first served basis. Patron must make full payment and sign rental contract within 30 days of initial reservation, or the rental will be cancelled. Please call to make appointment with staff to sign and pay. Cancellations must be made 60 days prior to event in order to receive a refund. A \$20 processing fee will be charged for all refunds. All payments must be received at least 14 days prior to booked date or rental will be cancelled.

Fountains, waterfall, flowers, displays, noise, and weather are not guaranteed and no refunds will be issued for these reasons. Permittee will be responsible for fees incurred due to damage to floral displays, plant material, turf, arch, and/or chairs. Any damage or decorations left behind are subject to a \$500.00 damage fee.

A single-stall restroom is available in the Conservatory; however it is not to be used as a dressing room. All wedding participants must be dressed upon arrival. Wedding participants will not be allowed into any "employees only" areas for any reason.

Photography

The Conservatory and Sunken Garden has a professional photography fee for all photo shoots held on the grounds, however this fee is waived for booked weddings. On the day of the rental, photos for weddings held in the Conservatory or Garden are permitted with no extra fee. Please note that admission to the Conservatory is \$1 per person and can be paid in advance or invoiced to the Permittee. Be aware that there may be other weddings/photo shoots occurring on the same day. Photo shoot guidelines are below and must be followed. These rules will be enforced by staff.

- Everyone must remain on the sidewalks and paths. Do not step off the paths into the flowerbeds, on plants or any other structure.
- Do not move or rearrange any plants or props.
- Do not sit on plants, waterfall, fountain or props. You are permitted to sit on benches and the paths.
- Do not block or obstruct any paths while taking pictures. This includes keeping coats, equipment, etc. clear from walkways.
- You are not allowed to bring in props or backdrops.

Rehearsals

Rehearsals may be done during public hours in both the Conservatory and Garden. Please note that admission to the Conservatory is \$1 per person and can be paid in advance. These rehearsals must not keep the public from enjoying these areas and may take no longer than an hour. All rehearsals must be completed 1 hour before closing (4PM in Conservatory and 9PM in Garden). Rehearsals must be scheduled with Conservatory staff in order to avoid conflicts.

Sunken Garden Wedding Specifics

All weddings in the Sunken Garden will take place in the South garden basin where the wedding arch is located. Along with the arch, 150 chairs will be provided. No additional chairs may be added by the Permittee. Conservatory staff does all set-up and tear down of chairs. All other clean-up is the responsibility of the Permittee. All decorating and clean-up must be done within the reserved two hour time slot.

Fountain and floral displays are not guaranteed at any time. May, September and October are all times when floral displays may not be present in the garden, either because of changing displays or weather conditions. We do not exclude these times from rental, but be aware that flowers may not be present during these months.

The use of flower petals, glitter, confetti, mylar, rice, and bird seed is prohibited. Staples, tacks, tape or nails may not be used on the arch or chairs; please use floral wire.

An electrical outlet is available in the Garden. It is approximately 100 feet from wedding arch and Permittee is responsible for providing extension cords for any equipment needed.

Admission to the Conservatory is \$1 per person. This can be paid by guests wanting to enter at the door, or arrangements can be made to invoice the Permittee. These arrangements must be made with staff ahead of time.

No provisions exist in case in inclement weather and no refunds will be issued. It is the Permittee's responsibility to have a rain plan for their event.

Conservatory Waterfall Wedding Specifics

This area is located in the back of the Conservatory in front of the waterfall. It is a small space designed for groups of no more than 20 people in attendance. No chairs allowed.

Under no circumstances will the Conservatory be closed or specific areas blocked off for wedding events. The public will still have access to the facility. Emergency exits should not be blocked or opened unless in an emergency.

Please keep in mind that the Conservatory, because of its design and purpose, is not air-conditioned and is extremely warm and humid during the summer months. Climate controls will be maintained within the Conservatory, with first priority given to plant health. Mist fans are used throughout the Conservatory to maintain humidity and temperatures and will not be shut off. Flow of waterfall is not guaranteed and cannot be adjusted.

The use of flower petals, glitter, confetti, mylar, rice, and bird seed is prohibited. Permittee is responsible for all clean-up. All indoor photography, decorating and clean-up must be done within the reserved time slot. Up to two hours can be reserved if needed.

An electrical outlet is available in the Conservatory; however Permittee is responsible for providing an extension cord.

Garfield Park Conservatory and Sunken Garden Policy Agreement



This form must be signed by Permittee before rental is final.

By signing below, the Permittee acknowledges that they have read, and are responsible for following, the Garfield Park Conservatory and Sunken Garden facility policies. Permittee understands that all involved in the wedding are required to abide by these regulations.

Indy Parks and Recreation staff reserves the right to summon a Park Ranger or Indianapolis Metropolitan Police Officer at any time during an event for enforcement of facility policies, city ordinances and state laws. Violation of these policies may result in the termination of the event and ejection from the facility.

Permittee Name _____

Signed (Permittee) _____ Date _____

Indy Parks _____

Signed (Indy Parks) _____ Date _____

Date of Event _____ Time of Rental _____ Rental Number _____