Ceremonies continued

Garden Rental Hours
The Gardens are rented on the hour for one (1) hour increments with one (1) hour before & one (1) hour after reserved for set up & clean up from 8 a.m.–8 p.m. Garden site and time must be decided on date of booking. Some evenings may have another wedding at another time in another garden. Outdoor ceremonies are available year round, but recommended May 10 through October 20.

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Arboretum Staffing
An Arboretum staff member will be present at your rehearsal and at least 15 minutes prior to the start of your ceremony & 15 minutes after the ceremony ends to assist with set up, clean up & any special needs.

Arboretum Membership
To qualify for the member rates, the client signing the contract must have a Friends & Family level membership (or higher) at the time of signing the contract.

Privacy
The Arboretum grounds are open to the public and privacy CANNOT be guaranteed.

Parking
We offer free parking that is close to both buildings. Parking is permitted in designated areas only. Parking is not permitted on 3-Mile Drive on the grass or alongside the roads. You will be expected to move your vehicle if it is parked in any area that is not designated. Limousines are not allowed to park alongside the gardens. If vehicles are not in designated parking areas a $100 per hour fee will be accessed.

Liability Insurance
Liquor packages will be arranged thru catering (both cash and hosted bar options). Renters need to provide evidence of general liability insurance with limits of $1,000,000 (combined single limit) including bodily, personal and property damage. You can choose to purchase liability insurance thru http://tulip.ajgrims.com if you prefer.

Reservation/Damage Deposit
The Arboretum will accept your reservation/damage deposit of $300 by credit card or check upon signing the contract for your date. This deposit ensures that your date is “locked in”. The deposit WILL NOT BE REFUNDED IF CANCELLED. You will be billed for any damages that you or your guests inflict on Arboretum property during your event.

Rental Fees
The Arboretum will issue an invoice within 4 months of the event date. The invoice will confirm services, fees and special charges (if any). The invoice also confirms that the Renter has read and agrees to the policies and procedures outlined therein. The invoice must be signed and returned to the Arboretum, along with the rental fees, 90 DAYS prior to the event.

Music
Musical instruments are permitted (harp, violin, etc.) Please note that sounds carries very easily so volume will need to be tested to ensure you are not disrupting other visitors of the Arboretum. Some gardens do not have power outlets. Please let your Arboretum Representative know if you have questions/concerns.

Decorations/Balloons/Rice/Bird Seed/Candles
Balloon releasing is NOT PERMITTED. Deflated balloons are harmful to the environment and to wildlife. Rice and birdseed are NOT ALLOWED. Soap bubbles, rose petals, butterfly and dove releases are permitted. Candles are only permitted with a glass sleeve.

Inclement Weather
Refunds WILL NOT be made for a garden function due to weather conditions. If you prefer to stay outdoors we have the Ordway or Sensory Garden Shelters available (unless it is too dangerous to be outside). Otherwise we will guarantee all ceremonies a space inside as a weather backup. Options will depend on availability & group size. Options may include: McQuinn Great Hall, Snyder Lobby, Conservatory, or event space that is not rented.

Handicap Facilities
The Arboretum parking lots and garden paths are handicap accessible. A limited number of wheelchairs are available in the lobby of the Oswald Visitor Center for use at no charge.

Changing Room
If available, a changing room in the Oswald Visitor Center or Snyder Building can be rented for $75. All possessions must be removed from the classroom by 6:00pm unless other arrangements have been made. University of Minnesota Landscape Arboretum is not responsible for any lost of stolen items. Food and beverages cannot be brought into either buildings. Additional charges will occur if items are left in changing room after the rented time.

All fees are reviewed annually and prices are subject to change.

Please contact reservations for details at 952-443-1411, or email arb-reservations@lists.umn.edu

5. Ceremonies Continued