



## NEW HANOVER COUNTY ARBORETUM WEDDING RENTAL AGREEMENT

### RENTAL FEES

#### Wildflower Package - One Hour Reservation - Ceremony Only

#### Pricing:

- Weekdays:
  - normal business hours - \$300
  - after hours - \$500
- Weekends (Saturday & Sunday):
  - \$700

### SECURITY DEPOSIT

#### In addition to the rental fee a Refundable Security Deposit is required

- Weekdays
  - normal business hours - \$300
  - after hours - \$500
- Weekends - \$700

### RENTAL TERMS

\_\_\_\_\_ **Fees:** At the time of scheduling, a contract must be executed and all *(initials)* applicable fees must be paid. No date is considered firm until this is accomplished. We accept credit cards or checks made payable to the *Friends of New Hanover County Arboretum*.

#### TO SECURE A RESERVATION WE REQUIRE:

- The signed contract
- Package must be paid in full plus the refundable security deposit.

\_\_\_\_\_ **Guests:** The maximum number of guests for any event is 30. Guests and *(initials)* their behavior are the responsibility of the lessee. Any damage to the Arboretum grounds or property due to misconduct of renters and/or guests will result in legal action.

\_\_\_\_\_ **Smoking:** Smoking of any kind including vaping is strictly prohibited. *(initials)* Violation of our non-smoking policy will result in loss of all or part of the security deposit if smoking or evidence of smoking is discovered.

\_\_\_\_\_ **Arrival:** The bridal party may arrive 30 minutes prior to the rental start *(initials)* time if the bride wishes to dress on site. A dressing room will be provided.

\_\_\_\_\_ **Pets:** Dogs are allowed on the grounds but must be kept on a leash at all *(initials)* times. Waste must be picked up and disposed of in a trash can.

\_\_\_\_\_ **Decorations:** In order to protect the natural environment, decorations are *(initials)* limited to free standing decorative elements. Nothing may be hung on trees or placed in plant beds. There are to be no open flames, including candles, torches, or sparklers. Plant seeds, birdseed, rice, confetti, and balloons are strictly prohibited for celebrations or sendoffs. Fresh flower petals are allowed, though all petals must be removed.

\_\_\_\_\_ **Rentals:** No rentals are allowed. In the event of inclement weather please *(initials)* plan accordingly and bring umbrellas. Tents, chairs and tables cannot be rented from outside vendors or the Arboretum, under any circumstances.

\_\_\_\_\_ **Drones:** Requests to fly drones must be approved by the Event Coordinator at *(initials)* the New Hanover County Arboretum prior to the event date. Proof of general liability insurance and a signed waiver is required.

\_\_\_\_\_ **Cleanup and Removal:** All events must end within the contracted time. Any *(initials)* deviation of this will result in a penalty equivalent to the rental fee per hour (\$300/\$500/\$700). **The latest an event can be contracted for is 1 hr. prior to dusk.** All items brought into the garden must be removed from the garden immediately following the event, including decorations and flowers.

\_\_\_\_\_ **Cancellation:** The New Hanover County Arboretum maintains the right to *(initials)* cancel, without advance notice, any event not in compliance with agreement terms and regulations. It is the responsibility of the person requesting the facilities and services to ensure that the event and patrons are in compliance with all applicable regulations.

In the event that conditions are deemed unsafe due to circumstances beyond control of the New Hanover County Arboretum, the event may be canceled by the New Hanover

County Arboretum and all fees will be refunded. Should the lessee decide to cancel the event, all fees except the security deposit will be refunded with a written notice of cancellation prior to 90 days of the event.

\_\_\_\_\_ **Security Deposit:** A thorough evaluation of any damages will be made by a (*initials*) New Hanover County Arboretum representative following your event. The security deposit refund will be processed within 30 days of your event, provided that no damages have occurred, and all contract regulations and guidelines were properly followed. If any damages or contract violations are discovered, a detailed explanation will be provided along with a partial refund, if applicable, within this time period. In the event of a lost or misplaced refund check, a new check can be issued for a \$35 fee.

I (*print name*), \_\_\_\_\_, as the lessee of the event described below, agree to comply with all stated regulations in the New Hanover County Arboretum Rental Agreement. The Lessee shall indemnify and save harmless NHC ARBORETUM, its trustees, its officers, its agents, and its employees from all loss, cost and expense arising out of any liability, claim of liability, for injury or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the use or occupancy of the NHC Arboretum relating to the event, whether such use is authorized or not or by any act or omission of LESSEE or any of its agents, guests, patrons or invitees, and LESSEE shall pay for any and all damage to the property of NHC ARBORETUM.

Lessee's Signature:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Estimated Headcount: \_\_\_\_\_

Bride/Spouse 1: \_\_\_\_\_

Groom/Spouse 2: \_\_\_\_\_

**Wedding Locations(s): Please indicate/circle one.**

*Wedding Lawn, Woodland Gardens, Japanese Gardens, Red Bridge - Island*

New Hanover County Arboretum

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Services may not begin until the contract is fully executed by all parties.