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Green Weddings Program  
828.665.2492 www.ncarboretum.org



## WEDDING & RECEPTION POLICY FOR THE NORTH CAROLINA ARBORETUM

The mission of The North Carolina Arboretum is to cultivate connections between people and plants through creative expressions of landscape stewardship, including education, conservation, garden demonstration, economic development and research.

The North Carolina Arboretum is committed to the use of its facilities and grounds to further the Arboretum's mission, and for the general benefit of North Carolina citizens within this context. The North Carolina Arboretum Society, a 501 (c)(3) organization provides financial, philanthropic and volunteer assistance to support and promote the Arboretum as a valuable resource to the people of North Carolina and the region.

The Arboretum's Wedding Program is a product of The North Carolina Arboretum Society, and as a result, adheres to all applicable federal, state, and local laws and ordinances. The North Carolina Arboretum Society reserves the right to change this policy at any time.

The North Carolina Arboretum's facilities are not a "public forum," and The North Carolina Arboretum reserves the right to approve or reject at its sole discretion, for any reason, any and all requests to schedule events in the facility.

In order to ensure appropriate, equitable, and efficient use of all Arboretum facilities, all requests for holding weddings at the Arboretum must adhere to the procedures and guidelines below. Be advised there is the possibility that wedding events will take place at a time when there are renovations in progress at Arboretum facilities or grounds.

### **Application Procedures**

Applications for use of the Education Center, Baker Exhibit Center or Outdoor Garden Space for weddings and wedding receptions may be made in person, by appointment, by phone, or by email to The North Carolina Arboretum's Special Events Coordinator (SEC) or Special Events Assistant. Confirmation of the event or program will be made only with a signed *Wedding Policy Agreement*.

Wedding ceremonies must follow all laws of the state of North Carolina including the issuance of a valid marriage license within the state.

### **Guidelines and Fees**

In keeping with its natural scenic environment and its commitment to sustainability of the Southern Appalachian Region, The North Carolina Arboretum offers two facilities and Outdoor Garden Space for "green" wedding ceremonies and receptions under the following package options. Brides who book their ceremonies/receptions at the Arboretum are provided with a "Sustainable" Wedding Packet which provides specific information about the requirements of booking a "green" wedding at the Arboretum including catering, decorations and flowers, gifts, furnishings, transportation and recycling. **Weddings and Receptions will be scheduled January 15<sup>th</sup> through December 15<sup>th</sup> of each year.**

**BAKER EXHIBIT CENTER & EVENTS LAWN PLUS ONE OUTDOOR SPACE**

**Baker Exhibit Center** offers space on the first and second floor for your ceremony or reception. The **Events Lawn** serves as a beautiful space for your ceremony or reception and is included in the rental of the Baker Exhibit Center.

**Event Timeframe:** Ceremony and Reception: 5:00-11:00 PM

**Set-Up Time:** Starting at 3:00 PM for indoor space / 2:00 pm for outdoor space

**Clean-Up & Take Down:** 11:00 PM – 12:00 Midnight (there will be a \$150 fee charged for every 30 minute increment after midnight.

**Dressing Rooms after 4:00 PM:** First & Second floor level restrooms are used for bride & groom

**Catering Prep:** in catering kitchen, first floor.

**Maximum # People:** 150

**Electrical:** Outlets available 110v

**Lights / Sound:** Lights - A battery operated PA system required.

**Rehearsal:** This is included in the total fee. Rehearsals are scheduled at least one week prior to event date.

**Deposit:** 50% deposit required to hold your event date.

**Security Deposit:** A \$500.00 refundable security deposit is required and added to the total amount of your event package. The security deposit will be refunded after your event if no damage occurs to buildings or property.

**Fee Schedule for Baker Exhibit Center**

<b>Baker Exhibit Center Building &amp; Events Lawn</b>	<b>Plus One Outdoor Space</b> <i>You do not have to choose another outdoor space if using the Events Lawn</i>
May – October Rate for Friday & Sunday <b>\$2,200.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b>
May – October Rate for Saturday <b>\$2,500.00</b>	Outdoor Events Garden <b>\$350.00</b> Heritage Garden <b>\$350.00</b> Blue Ridge Court/Johnston Pool <b>\$300.00</b>
November – April Rate for Friday & Sunday <b>\$1,500.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b> <b><i>Outdoor space not available during winter months</i></b>
November – April Rate for Saturday <b>\$1,700.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b> <b><i>Outdoor space not available during winter months</i></b>

**EDUCATION CENTER & PLANTS OF PROMISE GARDEN LAWN**  
**PLUS ONE OUTDOOR SPACE**

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The **Education Center** offers space on the first and second floor for your ceremony or reception. The **Plants of Promise Garden Lawn** is adjacent to the Education Center and displays a beautiful lawn with native trees & plants in the garden.

**Event Timeframe:** Ceremony and Reception: 5:00-11:00 PM

**Set-Up Time:** Starting at 3:00 PM for indoor space / 2:00 PM for outdoor space

**Dressing Rooms after 4:00 PM:** Corner Conference Room and 2<sup>nd</sup> floor Restrooms or other available room.

**Catering Prep:** Classrooms 1-2

**Clean-Up & Take Down:** 11:00 PM – 12:00 Midnight (there will be a \$150 fee charged for every 30 minute increment after midnight.

**Maximum # People:** 150-220

**Electrical:** Outlets available 110v

**Lights / Sound:** Lights and PA system are in the EC Auditorium.

**Rehearsal:** This is included in the total fee. Rehearsals are scheduled at least one week prior to event date.

**Deposit:** 50% deposit required to hold your event date.

**Security Deposit:** A **\$500.00** refundable security deposit is required and added to the total amount of your event package. The security deposit will be refunded after your event if no damage occurs to buildings or property.

**Fee Schedule for Education Center**

<b>Education Center &amp; Plants of Promise Garden Lawn</b>	<b>Plus One Outdoor Space</b> <i>You do not have to choose another outdoor space if using the Plants of Promise Garden Lawn</i>
May – October Rate for Friday & Sunday <b>\$1,750.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b>
May – October Rate for Saturday <b>\$2,000.00</b>	Outdoor Events Garden <b>\$350.00</b> Heritage Garden <b>\$350.00</b> Blue Ridge Court/Johnston Pool <b>\$300.00</b>
November – April Rate for Friday & Sunday <b>\$1,200.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b> <b><i>Outdoor space not available during winter months</i></b>
November – April Rate for Saturday <b>\$1,400.00</b>	Outdoor Events Garden <b>\$250.00</b> Heritage Garden <b>\$250.00</b> Blue Ridge Court/Johnston Pool <b>\$200.00</b> <b><i>Outdoor space not available during winter months</i></b>

## HERITAGE GARDEN FOR SMALL CEREMONIES AND RECEPTIONS

The **Heritage Garden & Pavilion** offers a beautiful outdoor space for smaller ceremonies and receptions.

**Event Timeframe:** Ceremony and/or Reception: 5:00-11:00 PM

**Set-Up Time:** Starting at 2:00 PM

**Dressing Rooms after 4:00 PM:** Second floor restrooms in the Baker Exhibit Center

**Clean-Up & Take Down:** 11:00 PM – 12:00 Midnight (there will be a \$150 fee charged for every 30 minute increment after midnight.

**Maximum # People:** 30

**Electrical:** Outlets available 110v

**Lights / Sound:** Lights and PA system are in the EC Auditorium.

**No Catering Prep Area / No Rain Location Available / Restrooms located in the Baker Exhibit Center Garden Level.**

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### ARBORETUM RESPONSIBILITIES:

- Obtain a signed Alcohol Policy Agreement and a signed Wedding Ceremony Policy Agreement. Arboretum Campus Police will check bar inventory.
- Provide the space for ceremony and reception, manicured lawns and gardens, bridal and groom room, restrooms and catering prep where available.
- Set up of **Arboretum rental** equipment if renting Arboretum items.
- Provide housekeeping services which includes garbage removal from inside buildings, not garden space and recyclable container placement
- TNCA staff present during event including a Campus Police, housekeeper and Events representative
- Set-up meeting with the customer to review contract and view site
- Provide a guide with helpful information on vendor services and “green” / sustainable weddings
- Placement of private event signs

### \*CUSTOMER RESPONSIBILITIES:

- We require a Wedding Planner or Events Company to manage your wedding event and planning
- Complete Alcohol Policy, Wedding Ceremony Policy Agreement and Insurance Form
- Rental of all equipment including chairs, tables, candelabras, wedding arches and other wedding items. The rental company should be responsible for **setting up & taking down** the items rented. The Arboretum staff will only set-up or take down Arboretum owned rental items.
- **Rentals delivered after 12:00 PM day of ceremony.** *Arrangements can be made if rental items need to be delivered earlier.*
- Catering services
- Bakery Services
- Floral service
- Clergy for ceremony or appropriate civil officiate
- 50% deposit upon signing contract
- Caterer cleans food prep area and food service areas after event
- PA system if needed

\* All floral, decorations, candles, tables and chairs, and catering must demonstrate a sustainable carbon footprint reduction.



## Wedding & Reception Rental Items

ITEM	SIZE	COLOR	AMOUNT Client Sets Up / Takes Down	AMOUNT Arboretum Sets Up / Takes Down
<b>TABLES</b>				
Round Tables (25 total)	60"	Light Beige	\$8.00 each	\$9.50 each
Tall Cocktail Tables (6 total)	30" x 42" High	Wood Surface	\$8.00 each	\$9.50 each
Banquet Tables 6' (35 total)	30" x 72"	Light Beige	\$6.50 each	\$8.00 each
Banquet Tables 8' (4 total)	30" x 96"	Wood Surface	\$7.50 each	\$9.00 each
<b>CHAIRS</b>				
Chairs (150 total)	Natural / Cushion	Wooden	\$3.50 each	\$4.50 each
<b>TABLECLOTHS</b>				
Tablecloths (24 total)	120" Round	Ivory	\$15.00 each	XXXXXXXXXX
Tablecloths – Floor Length (20)	90" x 132" (6')	Ivory	\$15.00 each	XXXXXXXXXX
Tablecloths – Floor Length (24)	90" x 156" (8')	Black	\$15.00 each	XXXXXXXXXX
Chair Sash / Tie			\$1.75 each	XXXXXXXXXX
<b>MISCELLANEOUS</b>				
Archway		Wood	XXXXXXXXXX	\$50.00
Mounted Plasma HDTV	60"		XXXXXXXXXX	\$75.00

### Guideline for Using Outdoor Spaces & Gardens

No open flame candles allowed – candles must be in glass votive or container. We suggest using battery powered “tea lights”. No tiki torches allowed or any type of fireworks such as sparklers. Luminaries may be used with prior approval. “Floating” flowers may be used in the Johnston Pool and the Pond feature at the Entrance Plaza. Carpet or aisle runners may be used on hard surfaces only – not on grass. No Arboretum fixtures, including, plants, containers or other equipment or adornments may be removed from outdoor spaces. If items must be moved, Arboretum staff will approve and conduct the removal.

### Liability Insurance

Groups or individuals that rent the North Carolina Arboretum facilities need to provide proof of liability insurance in the form of a copy of their Homeowners Insurance Declaration page. The insured party can be anyone involved with the event, including family and friends, who has insurance that covers events outside of their home. Businesses who rent the Arboretum should provide Certificate of Liability insurance, naming the North Carolina Arboretum as an additional insured.

If you do not have liability insurance, you may add your event to our Special Event Policy, and we will adjust your rental fee accordingly. The cost of insurance is \$70.00. Please contact Linda Davidson at 828-665-2492 ext. 227 for more information regarding insurance coverage.

### Parking

The parking fee is waived for groups renting the Arboretum facilities. Parking is in the main parking area. Handicapped parking is available at the Education Center and at the Baker Exhibit Center. People or materials may be dropped off in the circle in front of the Education Center and Baker Exhibit Center. There is a 10-minute parking limit in the circle. ***This includes caterers and all deliveries.*** No parking in the Reserved parking spaces

beside the Education Center. There is no overnight parking. If a car is left on property the owner will have to pick up the next day and pay the \$8 parking fee.

### **Payment**

To **HOLD** the event date the Arboretum requires a 50% deposit fee for the total wedding fee at the time of scheduling the event as well as a signed *Wedding Ceremony Policy Agreement and Alcohol Use Policy* that is returned to the Arboretum. **The balance is due within 30 days of the scheduled event. If full payment has not been received within 7 business days of the scheduled event date, cash payment or certified check of said amount will be required or the event is in danger of being cancelled, without refund.**

Method of payment: check, cash, MasterCard, Visa and Discover. Checks should be made payable to *The North Carolina Arboretum Society*.

### **Returned Check Policy**

In the event of a returned check from your financial institution, customer must redeem the check value plus a returned check fee of \$35 in cash or money order within forty-eight (48) hours of notification in order to **HOLD** scheduled date.

### **Cancellation Policy**

More than six (6) months prior to the scheduled event date: 50% of the deposit amount will be refunded.  
Less than six (6) months prior to the scheduled event date: the deposit is non-refundable.

### **Catering**

Catering service is the responsibility of the customer. All caterers must clean and leave the space used as it was found. A recommended caterer's list will be provided to the customer. The caterer must provide The North Carolina Arboretum with a current copy of their catering license.

Caterers may deliver food through the front doors of the Education Center or through the basement if after 4:30 PM and the loading dock behind the Baker Exhibit Center.

All paper products must be recyclable. Every effort must be made by the caterer to recycle waste and use organic food products.

### **Alcohol Policy**

Beer, wine and champagne are permitted. Mixed drinks (liquor or fortified wine) are not permitted. The signed *Alcohol Use Policy* must be on file before your event. The caterer is responsible for providing any alcohol that is served and must have the necessary insurance as required in the alcohol policy to cover both the catering company and the bartender. A qualified licensed bartender over the age of 21 and employed by the caterer must serve the alcohol.

Unauthorized alcohol use is not permitted at any time on The North Carolina Arboretum property. All clients, vendors and guests must comply with the Arboretum's *Alcohol Use Policy*. Violations of this policy can result in immediate termination of the event without refund and forfeiture of customer's entire security deposit. There will be a Campus Police officer on duty during events where alcohol is served. The Campus Police officer will check bar inventory when the set-up is complete and before alcohol is served. Any alcohol found that is not in compliance with the Arboretum's Alcohol Policy will be removed and destroyed by Campus Police.

## **Wedding Rehearsals**

Customers may schedule a rehearsal to be held within one (1) week of the scheduled event – subject to availability. The rehearsal will be scheduled in any location after 5:00 PM. The rehearsal is included in the original fee. Rehearsal dinners can be scheduled pending room availability at our regular Facility Rental Fee. Fee schedule available upon request.

## **Indoor Decorating**

Decorations in the **Education Center Auditorium** – you may use pushpins on the corkboard wall only. Some types of tape may be used such as masking or clear tapes – NO duct tape can be used on the wood or wallpapered walls. White lights will be in some of the trees in the lobby area of the Education Center.

Decorations in the **Baker Exhibit Center** – Some types of tape may be used such as masking or clear tapes – NO duct tape can be used on the wood or wallpapered walls. White lights will be in some of the trees in the lobby area of the Baker Exhibit Center.

Non-petroleum based candles must be used in an enclosed glass or metal container with a base to prevent tipping over. Non-petroleum based candlesticks may be used in candelabras as long as they are placed away from guests.

Lavender is the preferred material to throw rather than rice, birdseed, etc. Throwing rice, birdseed, confetti, party string, bubbles or other items are not permitted. Balloons may be used indoors only. No helium balloons used outdoors. Resources for lavender: [www.ncnaturalproducts.org](http://www.ncnaturalproducts.org) or any herb or dried flower supplier.

## **Florists**

The customer is responsible for hiring a florist. The florist must bring their own containers for flowers and decorations. Flowers and plants must have a liner tray to prevent water damage to furniture or floors. All floral decorations and items must be removed from the building at the end time of event.

## **Entertainment**

The customer is responsible for hiring the musical entertainment. A designated place will be determined for location of band. Equipment such as speakers, instruments, stereos, etc. is furnished by the customer or band. No dance floors may be placed on lawn or in garden areas. Sound systems used in garden should be tested beforehand to make sure electrical outlets are adequate.

## **Inclement Weather**

In the event of inclement weather and the Arboretum is closed as a matter of policy, 80% of the payment may be used on another available date. If customer should decide not to re-book the event on another available date, no refund will be provided, as The North Carolina Arboretum cannot be held responsible for inclement weather or inconveniences.

## **Smoking**

The North Carolina Arboretum buildings are smoke-free environments. Smoking is not permitted in the Education Center or the Baker Exhibit Center. Smoking is permitted in designated areas only. Please dispose of cigarettes and cigars properly in containers throughout gardens and on veranda.

## **Clean-Up & Take Down**

The customer is responsible for removing all décor items and rental equipment including tables and chairs. All garbage items disposed of by the customer must follow recycling best practices. There will be an additional staff charge for clean up for any items that are not removed by the customer. The Arboretum will clean floors and restrooms. The \$500 damage deposit will not be refunded if the space is not left as it was originally found.

## **Property Damage**

Any damage to the buildings, equipment, gardens and grounds that exceeds the \$500 damage deposit must be reimbursed by the customer renting the facilities. Charges for damage or loss to any building or grounds may include the replacement cost if the item is damaged beyond repair or lost, the cost of labor to repair the item, cleaning costs and a damaged item service fee to be determined. The \$500 damage deposit will not be refunded.

## **Protection of the Visitor Experience**

The North Carolina Arboretum reserves the right to protect the quality of the visitor experience at all times. In this regard, the Executive Director or his designees may enforce reasonable norms of behavior by any and all persons on the Arboretum property using all reasonable means, including expulsion from the property. Rude behavior by anyone will not be tolerated and will be subject to enforcement by the Executive Director or his designees.

## **Photography**

Photography for private, non-commercial uses is allowed. Wedding and family portraits are permitted, with prior arrangement, without charge. Photographers and their equipment are restricted from garden beds and may not block or interfere with pedestrian or vehicular traffic. Please call the Special Events Coordinator for site suggestions.

## **Wedding Laws for the State of North Carolina**

A marriage license can be obtained by contacting the County Register of Deeds:

Buncombe County Register of Deeds - Buncombe County Courthouse  
60 Court Plaza, Room 110 - Asheville, NC 28801  
P. 828.250.4301 - Hours of Operation: 8:30 a.m. to 5 p.m.

- No physical or blood test is required.
- There is no waiting period.
- The license expires after 60 days.
- There is a \$50 fee for the application.
- A certified Certificate of Marriage can be obtained from the Register of Deeds for \$10.
- The marriage may occur in any county in the state.
- The ceremony must be performed by a Magistrate in the Court System or by an ordained minister; the minister does not have to be local.

**The bride and groom will need to provide the following information:**

- Parents' names and current address.
- State of parents' births.
- If previously married, the date that the last marriage ended.