



# ELOPEMENT

## WEDDING INFORMATION PACKET

LOVE GROWS HERE





Thank you for your interest in The North Carolina Arboretum's Green Weddings program. As an affiliate of the University of North Carolina System and non-profit organization, the Arboretum works to advance the state's future by cultivating connections between people, plants and places through education, design and economic development. As a public garden and living museum, it is important to protect our natural world while creating engaging opportunities for our visitors, clients, members, volunteers and partners. To help you plan your special day, please review the following details and policies regarding the Arboretum's Green Weddings program and help us continue to uphold the Arboretum's mission.



## ELOPEMENT PACKAGE DETAILS

All packages include:

- Two hours rental of Arboretum property, including setup and breakdown
- Arboretum Venue Coordinator on-site during the event to assist with facility logistics.
- Assorted tables and natural wood folding chairs with padded seats.
- Setup and breakdown of all Arboretum owned tables, chairs and rental equipment.
- Golf cart transportation between sites for bride, elderly and handicap guests.
- Directional signage.
- One-year Arboretum household membership.
- Bridal room.
- Complimentary parking for wedding party and guests.

## ELOPEMENT SITE LOCATION



### Heritage Garden

Wooden pavilion alongside cultivated gardens featuring plants used in regional medicinal and craft industries offers an intimate and spectacular setting for your small ceremony of 10 or less guests (excluding vendors).

*\*Please contact the Arboretum Events Coordinator for a list of possible alternative site choices. Approval is determined on a case-by-case basis.*

A reservation is considered confirmed after the date, time, guest count and location are agreed upon and the special events department has received the following:

- Signed rental agreement with guest count
- 50% deposit of the total wedding usage fee\*.
- \$100 refundable security deposit.

\*The final remaining balance is due within 60 days of the scheduled event along with the Certificate of Insurance. Cash, check, American Express, MasterCard, Visa and Discover are accepted. Please make checks payable to The North Carolina Arboretum Society.

## 2018/2019 RATES

Elopedments require a \$100 refundable security deposit in addition to the rental fees below:

Monday - Thursday	Friday – Sunday
\$500	\$1,000

### SCHEDULING A TOUR

To schedule a tour, please contact the Arboretum’s events coordinator at 828-665-2492 x. 255 or email [weddings@ncarboretum.org](mailto:weddings@ncarboretum.org). Complimentary parking will be given to pre-scheduled appointments only. Self-guided tours and viewings of the property are permitted during regular business hours; however, couples are responsible for paying the Arboretum’s \$14/car parking fee.

### INSURANCE & LIABILITY

Liability Insurance is required for the event with a minimum coverage of \$1,000,000. The insured party must be the client being billed for the event. If you do not have a Certificate of Liability Insurance, coverage can be provided under the Arboretum’s blanket policy for \$75.

### PUBLIC

As a public institution, the Arboretum is unable to close the property for weddings and rented events during normal business hours; however, Arboretum Event Staff will place appropriate signage and monitor general public activity to ensure your event remains private.

### Property hours for the public area open are:

November – March                      8:00 a.m. – 7:00 p.m., gate closes at 6:00 p.m.  
April – October                            8:00 a.m. – 9:00 p.m., gate closes at 8:00 p.m.

### RAIN PLAN

The Arboretum offers a covered pavilion in the Heritage Garden that could seat your guests in case of rain.

## **BRIDAL ROOM**

Clients will have access to the Arboretum's Bridal Room one hour prior to the event start time. This space includes a large conference table, chairs, counter space and mirrors. This room can be utilized as a holding room and to store personal items; however, all items must be removed after the event. To protect the furniture and space, hair and makeup must be done off-site. Additional space for groom/groomsmen is not available.

## **RESTROOMS**

Guests will be able to access restrooms inside the building closest to the outdoor event site. Handicap restrooms are available upon request.

## **ACCESSIBILITY**

The Arboretum's buildings and formal gardens areas are wheelchair accessible and a map of accessibility routes can be provided upon request. Golf cart transportation between sites is provided for elderly and handicap guests.

## **PETS**

Leashed pets are allowed to participate in outdoor ceremonies and receptions; however, pets are not permitted inside buildings or within the Bonsai Exhibit Garden (service animals permitted only). Please be considerate of the Arboretum grounds and clean up after your pet.

## **SMOKING**

All indoor facilities are smoke-free environments and smoking is only permitted in designated areas. A small cigar station and smoking area is permitted on a concrete surface in a designated smoking area.

## **PARKING**

Wedding guests will receive complimentary parking by alerting the gatehouse attendant upon arrival. Guests dropped off via taxi, Uber or Lyft services is permitted; however, drivers should be directed at the time of booking to access the property through the open exit gate if it is after 8 p.m. Due to noise ordinances, all guests must be off property by 11 p.m. Cars left overnight will be charged the parking fee for the following day.

## **VENDORS**

The Arboretum can provide clients with a preferred vendor list and lodging recommendations. The client is responsible for actions of any person(s) hired assisting with the event. Please contact the Arboretum Events coordinator for an electrical diagram for vendors needing electrical plug-ins during your event.

## **RENTALS & DÉCOR**

As part of the wedding package, clients will be provided with assorted tables and folding wooden chairs with padded seats. Additional items – including games, signage and arbor – can be rented for an additional fee. Please contact the Arboretum Events Coordinator for more information.



## PREFERRED VENDOR LIST

### Hotels

- For room blocks of 10 or more, contact Beth McKinney ☐ 828.258.6139 ☐ [bmckinney@exploreasheville.com](mailto:bmckinney@exploreasheville.com)
- For individual rooms bookings, click the link below to access a special rate from Arboretum Community Partner, Biltmore Farms Hotels: <https://bit.ly/2TWXRJz>

### Preferred Caterers

Colorful Palate ☐ 828.684.7470 ☐ [www.colorfulpalate.com](http://www.colorfulpalate.com)  
Dining Innovations ☐ 828.210.2220 ☐ [www.dininginnovationsavl.com](http://www.dininginnovationsavl.com)  
Celine and Company ☐ 828.254.9902 ☐ [www.celineandcompany.com](http://www.celineandcompany.com)  
Catering by Corey ☐ 828.494.9556 ☐ [www.cateringbycorey.org](http://www.cateringbycorey.org)  
Smash Events ☐ 786.338.3655 ☐ [www.smasheventsinc.com](http://www.smasheventsinc.com)

### Rentals

Classic Event Rental ☐ 828.255.2230 ☐ [www.classiceventrental.com](http://www.classiceventrental.com)  
East West Vintage Rentals ☐ 828.230.0377 ☐ [www.eastwestvintagerentals.com](http://www.eastwestvintagerentals.com)  
Rental Me This ☐ 828.505.3434 ☐ [www.rentalmethis.com](http://www.rentalmethis.com)

### Staffing

Cordial & Craft ☐ 828.316.1502 ☐ [www.cordialandcraft.com](http://www.cordialandcraft.com)  
Golden Girls Events Staffing ☐ [www.goldengirlseventsstaffing.squarespace.com](http://www.goldengirlseventsstaffing.squarespace.com)  
Blue Ridge Event Staffing ☐ 828.357.4323 ☐ [www.blueridgeeventstaffing.com](http://www.blueridgeeventstaffing.com)

### Floral & Décor

Blue Ridge Blooms ☐ 828.216.4175 ☐ [www.blueridgeblooms.com](http://www.blueridgeblooms.com)  
Flora ☐ 828.252.8888 ☐ [www.floraevents.com](http://www.floraevents.com)  
Flowers by Larry ☐ 828.698.5060 ☐ [www.flowersbylarry.com](http://www.flowersbylarry.com)  
Shady Grove Flowers ☐ 828.236.1713 ☐ [www.shadygroveflowers.com](http://www.shadygroveflowers.com)  
Urban Farm Girl ☐ 828.989.0824 ☐ [www.urbanfarmgirlflowers.com](http://www.urbanfarmgirlflowers.com)

### Bakeries

50/Fifty ☐ 828.280.2184 ☐ [www.50fiftyheartofdessert.com](http://www.50fiftyheartofdessert.com)  
Short Street Cakes ☐ 828.505.4822 ☐ [www.shortstreetcakes.com](http://www.shortstreetcakes.com)  
Sweet Elegance ☐ 828.222.6242 ☐ [www.sweetelegancecakes.com](http://www.sweetelegancecakes.com)

### Entertainment

Bright Light Entertainment ☐ 828.606.6645 ☐ [www.brightlightdj.com](http://www.brightlightdj.com)  
Café String Quartet ☐ 828.582.2297 ☐ [www.cafestringquartet.com](http://www.cafestringquartet.com)  
Deans' Duets ☐ 828.308.1477 ☐ [www.deansduets.com](http://www.deansduets.com)  
Spintastic Sounds ☐ 828.699.7686 ☐ [www.spintasticsounds.com](http://www.spintasticsounds.com)

### Event Planning & Coordination

Party Envy ☐ 828.779.4816 ☐ [www.party-envy.com](http://www.party-envy.com)  
Smash Events ☐ 786.338.3655 ☐ [www.smasheventsinc.com](http://www.smasheventsinc.com)  
Events By Kiersa ☐ 828.606.9659 ☐ [www.asheville-events.com](http://www.asheville-events.com)