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**

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

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**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. 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
- 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
Celine and Company 828.254.9902 www.celineandcompany.com
Catering by Corey 824.494.9556 www.cateringbycorey.org
Smash Events 786.338.3655 www.smasheventssnc.com

Rentals
Classic Event Rental 828.255.2230 www.classiceventrental.com
East West Vintage Rentals 828.230.0377 www.eastwestvintagerentals.com
Rental Me This 828.505.3434 www.rentalmethis.com

Staffing
Cordial & Craft 828.316.1502 www.cordialandcraft.com
Golden Girls Events Staffing www.goldengirlseventstaffing.squarespace.com
Blue Ridge Event Staffing 828.357.4323 www.blueridgeeventstaffing.com

Floral & Décor
Blue Ridge Blooms 828.216.4175 www.blueridgeblooms.com
Flora 828.252.8888 www.floraevents.com
Flowers by Larry 828.698.5060 www.flowersbylarry.com
Shady Grove Flowers 828.236.1713 www.shadygroveflowers.com
Urban Farm Girl 828.989.0824 www.urbanfarmgirlflowers.com

Bakeries
50/Fifty 828.280.2184 www.50fiftyhearthofdessert.com
Short Street Cakes 828.505.4822 www.shortstreetcakes.com
Sweet Elegance 828.222.6242 www.sweetelegancecakes.com

Entertainment
Bright Light Entertainment 828.606.6645 www.brightlightdj.com
Café String Quartet 828.582.2297 www.cafestringquartet.com
Deans’ Duets 828.308.1477 www.deansduets.com
Spintastic Sounds 828.699.7686 www.spintasticsounds.com

Event Planning & Coordination
Party Envy 828.779.4816 www.party-envy.com
Smash Events 786.338.3655 www.smasheventssnc.com
Events By Kiersa 828.606.9659 www.asheville-events.com