



# Boyce Thompson Arboretum

## Wedding Guidelines

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### Wedding Ceremony

Congratulations and thank you for your interest in considering Arizona's oldest botanical garden and arboretum as a possible venue for your wedding ceremony. Boyce Thompson Arboretum is a stunning showcase of desert landscapes from around the world and is a picturesque location for outdoor wedding ceremony.

We require that you be or become a member of the Arboretum at (or above) the Contributor level. Membership support allows the Arboretum to continue its mission to provide educational programming, protection of Arizona's natural habitats, and continued development of its world-class garden collections. As a Contributor member you will have unlimited free admission for up to three adults, plus children and grandchildren under the age of 18, for a full year. Other benefits include our quarterly newsletter, six guest passes for your friends, invitations to member-only events, and our weekly eNewsletter if you would like more frequent Arboretum updates.

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### Wedding Ceremony

Ceremony dates, times and locations are offered year-round, subject to availability. Requests should be made as early as possible to secure your preferred date, time and garden location.

To make a reservation, call the Arboretum (520.689.2723) and ask to speak with our Wedding Coordinator. Appointments are scheduled during regular business hours Sundays. The Wedding Coordinator will review options with you and submit a wedding ceremony reservation request to Arboretum management for approval.

If your wedding ceremony request is approved, both a nonrefundable deposit of **\$200** and purchase or verification of Arboretum membership at the Contributor level or above (**\$125** membership) are due in order to reserve the date, time and garden location. Remaining fees must be paid in full at least two weeks prior to the wedding ceremony. Fees will be considered paid when received in the Arboretum Gift Shop. You will be given a cash register receipt as proof of payment at that time.



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### Wedding Ceremony Fees

1-25 attendees*	\$ 600.00 + Contributor membership
26-50 attendees*	\$ 900.00 + Contributor membership
51-75 attendees*	\$1,400.00 + Contributor membership
76-100 attendees*	\$1,900.00 + Contributor membership

\* Attendees include all adults and children over the age of two. The bride, groom, minister, other members of the wedding party, family, and friends, are all counted as attendees. These fees include admission into the Arboretum for your guests.

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### Wedding Ceremony Additions Available for a Fee

Tablecloth (ask about available options)	\$ 10.00 each
Extra table (6' x 3') (maximum 2 available)	\$ 10.00 each
Outdoor area heater (3 available)	\$ 50.00 each
Dressing room (1 available)	\$100.00 each
Lecture room (1 available)	\$300.00 each

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### Wedding Ceremony Garden Locations\*

Australian Pavilion	1-25 attendees
Perennial Garden	1-50 attendees
Desert Legume Garden	1-75 attendees
Historic Smith Building Patio	1-100 attendees (only available after 4 p.m.)
Picnic Area	1-100 attendees
Pistachio Grove	1-100 attendees
Woodland Garden	1-100 attendees

\* All wedding ceremony locations are outdoors. No alternative space is available in the event of adverse weather conditions.



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### Wedding Ceremony Inclusions

Reserved garden location	Access to Arboretum gardens for pre-wedding photos
Scheduled Ceremony rehearsal for one hour	4-Seat golf cart can be available to transport bride
Guest chairs	Guests' admission to Arboretum during normal hours of operation on day of ceremony
Gift/Guest book table (6' x 3')	Our service is for one hour before the ceremony/ one hour for the ceremony / one hour after for the wedding photos. 3 hours total
Setup and take down	

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Please contact Lynnea Spencer or Chris Evans at 520-689-2723



Date Received: \_\_\_\_\_ Posted to Calendar: \_\_\_\_\_

# Boyce Thompson Arboretum Event Contract Agreement

<b>NAME:</b>
PHONE:
eMAIL:
ADDRESS:

2 <sup>nd</sup> NAME:
2 <sup>nd</sup> PHONE:
2 <sup>nd</sup> eMAIL:

<b>MAIN EVENT:</b>
DATE:
ESTIMATED ATTENDEES:
START TIME:
END TIME:
OPTIONS ADDED:
FEE SUBTOTAL:

LOCATION:
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MUSIC:
CATERER:
BAR:
OTHER:

NOTES:
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ARBORETUM MEMBERSHIP:
MAIN EVENT FEES:
RELATED EVENT FEES:
<b>TOTAL FEES:</b>
DEPOSIT PAID:
BALANCE DUE:
DUE DATE:
DATE FINAL PYMT RECEIVED:

*(Attach copy of this form to daily sales report when pymt is received.)*

<b>RELATED EVENT:</b>
DATE:
ESTIMATED ATTENDEES:
START TIME:
END TIME:
OPTIONS ADDED:
FEE SUBTOTAL:

LOCATION:
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MUSIC:
CATERER:
BAR:
OTHER:

POS TRANSACTION NUMBERS:
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Arboretum Approval

Arboretum Approval (2<sup>nd</sup> required for exceptions to policy)



# Boyce Thompson Arboretum Event Contract Agreement

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- We received a copy of Boyce Thompson Arboretum's Wedding Guidelines and agree to comply with the procedures, rules, and restrictions outlined in that document.
- We acknowledge and agree to pay fees for our event according to the amounts and schedule of payment outlined in Boyce Thompson Arboretum's Wedding Guidelines document. Deposits are non-refundable. No refunds of other fees will be given after the 7th day prior to our scheduled event date.
- Any hired professional(s) providing services for our event will provide to the Arboretum proof of at least \$1 million in liability insurance no later than one week prior to the event.
- No open flames will be used (e.g., candles).
- No smoking will be permitted, except in the paved parking lot by the Arboretum's main exit gate.
- We take responsibility for the behavior of all attending guests and agree that excessive alcohol will not be supplied or consumed during this function. Hard liquor must only be served by a licensed bartender.
- During normal Arboretum operating hours, we will not in any way hinder enjoyment of the Arboretum by visitors who are not attendees at our event.
- We will be responsible for post-event cleanup of the area used. Before leaving we will return it to the condition it was in prior to our event.
- We will ensure that all attendees and service providers at our event know and observe Arboretum rules and restrictions. We will be responsible for the safe and proper use of Arboretum grounds, facilities, and property.
- We will reimburse the Arboretum for any damage to Arboretum property above and beyond normal wear and tear that a reasonable person would expect from use for this event.
- We will be responsible for ensuring that all attendees and service providers depart Boyce Thompson Arboretum grounds prior to the designated End Time, if the event is ending after normal operating hours.

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Bride/Partner's Signature

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Groom/Partner's Signature