

UI Arboretum Wedding Contract

Reservation Number _____

This form is provided by The Arboretum at the University of Illinois at Urbana-Champaign. The Arboretum is available for organized events from 8:00 am–dusk. The University is held harmless for any accident that might occur during the scheduled event that involves the undersigned applicant, service providers hired by the applicant or vehicle/equipment used in connection with this event/function. The undersigned applicant agrees to reimburse the University for any damage to University property as a result of his/her scheduled event. The undersigned applicant understands that there are no restrooms, changing facilities, shelter, drinking water or telephones on the premises. *General use guidelines and information are noted on reverse.*

The UI Arboretum
 University of Illinois at Urbana-Champaign
 11102 S. Goodwin Avenue
 409 Turner Hall, MC-047
 Urbana, IL 61801
 (217) 333-7579

Date of Wedding _____

Contact Information

Name of Applicant (please spell)		
Address		
City	State	Zip
Home/Work Phone	Cell Phone	
E-mail	Fiance	
Fiance Home/Work Phone	Fiance Cell Phone	

Wedding Information

Desired Location	Estimated Number of Guests
Arrival Time	Departure Time

Rehearsal Information

Rehearsal date	Rehearsal time

Services

Contractual parties are responsible for providing their own services. Services provided during an event must be reported and approved by Arboretum staff. **NOTE: For alcohol to be served on the grounds of The Arboretum, the entire event must be catered by UIUC Catering.** Arboretum staff will instruct you on the proper protocol for working with campus catering.

Catering <input type="radio"/> Yes <input type="radio"/> No	Caterer
Flowers <input type="radio"/> Yes <input type="radio"/> No	Florist
Chairs: <input type="radio"/> Yes <input type="radio"/> No	Vendor
Tent <input type="radio"/> Yes <input type="radio"/> No	Provided By
Music <input type="radio"/> Yes <input type="radio"/> No	Amplified <input type="radio"/> Yes <input type="radio"/> No
Podium <input type="radio"/> Yes <input type="radio"/> No	Podium Yes No
Porta Potties <input type="radio"/> Yes <input type="radio"/> No	Vendor
Photography <input type="radio"/> Yes <input type="radio"/> No	Photographer
Special needs (explain)	
Questions/comments	

Insurability	
The applicant certifies that she/he is properly insured to hold the University harmless for any accident, which might occur with the event by the applicant or anyone assisting the applicant, or any vehicle/equipment being used in connection with this event/function.	
Damage to University Property	
The applicant agrees to reimburse the University of Illinois for any damage to University property as a result of their function/event. The sponsor understands the public function guidelines for use of The Arboretum premises.	
Reservation/Event Fee	
The \$500 event fee is due 30 days before the event and is refundable if notification of cancellation is received no less than seven days prior to the scheduled event. The \$500 base fee covers the cost of security, site management, and use of the site. The event fee is non-refundable if the event is canceled due to inclement weather. A check or money order may be accepted. Please make check payable to the University of Illinois.	
Security Deposit (reservation fee & security deposit must be submitted separately)	
The security deposit of \$150 is due at the time the request form is submitted. The deposit payment by check may be post-dated up to one year prior to the event. If it is determined that there has been no damage to University property as a result of the function/event and that there has been reasonable cleanup of the premises, the deposit will be returned. The deposit is non-refundable in the event of cancellation. Please make check payable to the University of Illinois.	
Parking	
Limited parking is available in the lots on South Lincoln, outside the Noel Welcome Garden entrance and south of the Japan House. Enforced parking is available at meters along South Lincoln Avenue between the hours of 6:00 am and 5:00 pm Monday through Friday. After hours and weekends are free.	
Rice/Bubbles/Balloons	
Guests may not throw rice. Bubbles and balloons may both be used.	
Photography	
Photography is allowed in The Arboretum, including the Hartley Selections Garden, however the Garden will not be closed to the general public during photo sessions.	

Signatures

Signature of Applicant _____	Todays Date _____
Staff Approval Signature _____	Todays Date _____