

WILLIAMSBURG BOTANICAL GARDEN

P. O. Box 1577 Williamsburg, VA 23187
www.williamsburgbotanicalgarden.org

Outdoor weddings are held within the Williamsburg Botanical Garden, an enclosed two-acre site with a variety of beautiful gardens, a wooden wedding arbor, and two green-roofed wooden pavilions. Outdoor weddings generally take place from April through October depending on the weather.

Wedding Ceremony Rental Contract

Include the names, addresses and phone numbers for both parties: (Bride and Groom collectively, "Lessee")

Bride's Name: _____

Address: _____

Phone: _____

Email: _____

Groom's Name: _____

Address: _____

Phone: _____

Email: _____

Wedding Ceremony Date: _____ Time: From _____ To _____

Wedding Rehearsal Date: _____ Time: From _____ To _____

Estimated Attendance: _____

If using a wedding planner, please provide contact information

Wedding Planner Name: _____

Address: _____

Phone: _____

Email: _____

This agreement (“Agreement”) is made and entered into on _____, by and between the Lessee and the Williamsburg Botanical Garden (“WBG”).

Standard Wedding Ceremony Fee. Lessee will pay WBG the sum of Six Hundred Dollars (\$600.00) as rental for the use of Williamsburg Botanical Garden. A non-refundable deposit of 50% of the Standard Wedding Ceremony Fee is to be paid at the time this Agreement is executed. The balance of the Wedding Ceremony Fee is to be paid in full 30 days prior to the Event Date.

Included in Standard Wedding Ceremony Fee. The Standard Wedding Ceremony Fee includes three-hour use of the Williamsburg Botanical Garden and green-roof pavilions on the Event Date within the hours of operation (7:00 am to dusk) to include set-up, wedding ceremony and breakdown of equipment, furniture and decor. Wedding Ceremony Rehearsal time is included in the fee. If additional time is needed for set up, ceremony or breakdown, there is an additional fee of \$250.00 per hour.

Benches and chairs located on the patio and under the pavilions may be used and additional chairs and tables may be rented for use during the Standard Wedding Ceremony. Seating for approximately 90 can be arranged. (see sample chair layouts available on WBG website). Delivery and pickup of all rental equipment must be coordinated with Williamsburg Botanical Garden.

DJs, small ensembles and music are permitted during the Standard Wedding Ceremony rental period. Wedding photography is permitted during the Standard Wedding Ceremony rental period.

Williamsburg Botanical Garden is wheelchair accessible.

Williamsburg Botanical Garden will provide an onsite representative during the rental timeframe on the day of the event.

Petite Wedding Ceremony Fee. Lessee will pay WBG the sum of Two Hundred Dollars (\$200.00) as rental for the use of the Williamsburg Botanical Garden. A non-refundable deposit of 50% of the Petite Wedding Ceremony Fee is to be paid at the time this Agreement is executed. The balance of the Wedding Ceremony Fee is to be paid in full 30 days prior to the Event Date.

Included in Petite Wedding Ceremony Fee. The Petite Wedding Ceremony Fee includes less than one hour use of Williamsburg Botanical Garden and green-roof pavilions on the Event Date within the hours of operation (7:00 am to dusk) and generally includes the bride, groom, wedding officiant, witnesses, and a few guests totaling fewer than 20 people. Petite Wedding Ceremonies are booked not more than one month in advance.

Wedding photography is permitted during the Petite Wedding Ceremony rental period.

Use of benches and chairs located on the patio may be used during the Petite Wedding Ceremony but due to the limited timeframe, no additional rental items, DJs or small ensembles are permitted during the Petite Wedding Ceremony and the Rehearsal time is not included in the fee.

Williamsburg Botanical Garden is wheelchair accessible.

Cocktail Hour: The Therapy Garden pavilion can be used for a post-ceremony Cocktail Hour with champagne toast and light hors d'oeuvres for guests while Wedding Portraits are taken. The additional fee for the Cocktail Hour is \$250.00 per hour. Lessees will provide all food and beverage items for the Cocktail Hour and are responsible for complying with Virginia ABC rules if alcohol is to be served and must coordinate with WBG in order to obtain the permission of the Parks and Recreation Department.

Check here if you are enclosing a deposit for a mini-reception _____

Check here if alcohol (beer, wine, champagne) will be served _____

Wedding Receptions: Proper wedding receptions—indoors or in a banquet tent—are held at the nearby Interpretive Center and reservations should be made through the James City Parks and Recreation Department.

Photography: There is no charge for commercial photography during a scheduled standard or petite wedding ceremonies or cocktail hour rentals. Portraits made at any other time are subject to a \$25.00 per hour fee in the general garden area.

Services Not Provided. WBG does not supply or set up tents, furniture or any equipment used for the event. Rented tents may be set up in Williamsburg Botanical Garden, but must be installed by a tent rental company and it is Lessee's responsibility to contract for those services separate from this Agreement. Tent location and rental vendor must be approved by Williamsburg Botanical Garden. All rental chairs and other equipment delivered by a rental vendor, but not installed by the rental vendor may be stored in a designated area coordinated with Williamsburg Botanical Garden prior to set up and following breakdown on the day of the event. Delivery and pick up of rental equipment outside the rental timeframe must be coordinated and approved by Williamsburg Botanical Garden.

WBG Benches, Chairs and Tables. If benches, chairs or tables located on the patio and under the pavilions are used, they are to be returned to their original location at the end of the event, within the rental timeframe. Any damages caused to the benches, chairs or tables within the Williamsburg Botanical Garden are the responsibility of the Lessee.

Decorations. Decorations may be set up as long as neither plant material nor facilities are harmed by placement or removal. Any décor brought in by the Lessee must be removed immediately following the end of the event. Any damages caused to Williamsburg Botanical Garden, green-roof pavilions, or plants within Williamsburg Botanical Garden are the responsibility of the Lessee.

Electricity. Williamsburg Botanical Garden does not have electricity. The Lessee must supply all AC power requirements.

Restroom. Restroom facilities are available at the Freedom Park Interpretive Center.

Music. Music is permitted. Lessee must provide a generator if power for amplifiers will be needed. Sound levels should be moderate so as not to disturb others using Williamsburg Botanical Garden and surrounding park area.

Parking. Parking is limited to designated parking areas. No parking is allowed on the perimeter road and no vehicles are to be driven on the grounds except for deliveries. All deliveries must be coordinated with Williamsburg Botanical Garden Manager.

Damages and Clean Up. All areas must be cleaned after an event within the rental timeframe. Trash must be bagged and placed in dumpster behind the Freedom Park Interpretive Center. Lessee is responsible for supplying all trash bags and any other cleaning materials. Lessee is responsible for all damages to the rented venue facilitated by the behavior of its guests and event attendees. Payment for damages is due upon receipt of invoice detailing costs of repairs. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of 18% or the highest amount allowed by law. Lessee shall be responsible for all collection fees, attorney fees, or other costs in connection with Williamsburg Botanical Garden's attempt to collect all amounts due hereunder.

CANCELLATION POLICY. Cancellation refunds are as follows: For Standard Wedding Ceremony-100% less Non-Refundable Deposit prior to 90 days of the event; 65% from 60 to 90 days of the event; 35% from 30 to 60 days of the event; 0% for less than 30 days of the event.

For Petite Wedding Ceremony-100% less Non-Refundable Deposit prior to 10 days of the event

General Policies. Lessee agrees to adhere to the following general policies:

- Children must be supervised at all times.
- Events may take place starting at 8:00 a.m., and events must end 1 hour prior to dusk on day of the event to allow adequate time for clean up. Setup for events may begin one hour prior to scheduled event and breakdown of event must be complete within rental timeframe. Everyone must exit Williamsburg Botanical Garden AND Freedom Park by dusk.
- Ceremonies may begin as early as 8 a.m. throughout the wedding season.
- Lessee is responsible for notifying its vendors (i.e. decorators and event rentals) of the reserved time at Williamsburg Botanical Garden and when all persons and supplies are to be out of Williamsburg Botanical Garden AND Freedom Park. Lessee is responsible for notifying vendors of restrictions cited in this contract and ensuring compliance.
- **No fires are allowed** but candles with glass enclosure may be used with prior approval. No open flame candles will be allowed.
- Bubbles or flower petals may be thrown at weddings. Throwing of rice, birdseed, confetti or silk flowers is not permitted in the Garden or accompanying premises.
- There is no smoking in the Garden by either guests or vendors.

Private Event: Williamsburg Botanical Garden will make every effort to provide a private event by placing signage at the front entrance of the garden and notifying park staff of the wedding rental; however, lessee acknowledges that Williamsburg Botanical Garden is a public garden within Freedom Park, a James City County public park.

Waiver of Claims/Hold Harmless: Lessee shall indemnify and hold harmless the Williamsburg Botanical Garden, its officers, Board of Directors, and its agents from any and all liability or claim arising out of the Lessee's use of the Williamsburg Botanical Garden. Lessee hereby indemnifies waives all claims against the Williamsburg Botanical Garden, its officers, Board of Directors, and its agents for any injury or damage to any person or property in or about the premises by or from any cause whatsoever other than resulting from the willful misconduct or gross negligence of the Williamsburg Botanical Garden or its representatives. Lessee understands that it is solely responsible for the safety and security of its guests and for any injuries or property damage which it or its guests may cause or suffer.

This Agreement shall be binding upon Lessee. By signing this Agreement, the Lessee acknowledges that it has read, understands, and agrees with all portions of the Agreement and policies.

LESSEE HAS READ, AGREES TO, AND WILL COMPLY WITH ALL POLICIES.

LESSEE

WILLIAMSBURG BOTANICAL GARDEN

Bride: _____ By: _____
Print Name: _____ Name: _____
Groom: _____ Title: _____
Print Name: _____ Date: _____
Date: _____

Amount of deposit: _____

**Please sign and mail to: Williamsburg Botanical Garden
P. O. Box 1577
Williamsburg, VA 23187**

Please include your check for the amount due.

Thank you.