

# *Memphis Botanic Garden*

750 Cherry Road Memphis, TN 38117 901-636-4106





Your event starts here!

Choosing Memphis Botanic Garden for your special day means giving your guest an unforgettable experience. From the moment they enter the facility, they will be greeted by stunning seasonal blooms that will enhance all decor. Your wedding in The Garden will be impeccably decorated, reflecting your unique vision. Our lush and pristine Gardens will make the perfect backdrop for your wedding ceremony. The experts at The Garden will guide you in the planning process to make sure your day is one of a kind!



Garden Wedding

### **Includes:**

2 Hours for the Ceremony Bistro Tables Upon Request Tram Transport for Guests Up to 100 Padded Chairs Time for Wedding Photos Security Free Parking

Rental Prices: Friday- \$1,500 Saturday- \$1,500 Sunday- \$1,500

## Not Included:

Chair Rental - \$5/chair After the First 100 \*All rental items are subject to labor/delivery fees & taxes







Frequently Asked Questions:

#### WHAT ALL IS INCLUDED WITH MY GARDEN WEDDING FEE?

We include the garden space of your choosing for 2 hours of time for your ceremony and 1 hour of time the day beforehand for your rehearsal.

#### CAN I BRING IN MY OWN RENTAL ITEMS? (CHAIRS, LINENS, TENTS, ETC.)

No, all rental items must be coordinated and billed through the Memphis Botanic Garden.

#### HOW LONG BEFORE THE EVENT DO I HAVE ACCESS TO THE SPACE?

Typically you will have access to the space at least 3 hours before the start time of your event. At this time, the tables, chairs, and any rental items provided through the Memphis Botanic Garden will be set according to a layout you have approved.

#### WHAT CLEANUP IS REQUIRED AFTER MY EVENT?

You must take out any items that you brought in. Memphis Botanic Garden staff will break down all tables, chairs, and rental items provided by MBG.

#### WHAT IS YOUR CANCELLATION POLICY?

All deposits are nonrefundable-nontransferable. Cancellation of the facility rental for any reason other than an act of nature or public calamity shall not relieve the lessee from obligation of the rental fee.

DO YOU HAVE ANY DÉCOR RESTRICTIONS? (CONFETTI, GLITTER, ETC.)

All candles must be an enclosed flame (i.e. in a glass container). Confetti, Glitter, Balloons, Bubbles, Fireworks, and Artificial flowers are **NOT** permitted.



Garden Policies

Memphis Botanic Garden offers its magnificent gardens for your wedding ceremony. You may choose from many splendid locations within our 96 acres of lush gardens and woodlands. The Japanese Garden of Tranquility, with its famed Red Bridge, is one of the most unique and peaceful sights in our city and is the perfect place to surround yourself in nature's beauty. The Rose Garden features a large display of roses, the symbol of love, and America's favorite flower. The Little Garden Club Sensory Garden, designed to stimulate all five senses, has been awarded national honors for its ease of access for physically-limited visitors. The Iris Garden reflects the many colors of each changing season, while the Herb Garden provides a strong tie to Mother Earth. We encourage you to stroll the gardens and select the site that best celebrates your own needs.

• Your rental reservation will be confirmed after Memphis Botanic Garden (MBG) receives the following:

- 1. A signed contract outlining the date, time, location, and payment schedule.
- 2. Rental policies that have been signed by the lessee and a Memphis Botanic Garden rental representative.
- 3. A non-refundable/nontransferable deposit of \$750.

• Memphis Botanic Garden will provide 100 padded chairs for the Garden Ceremony. After this limit has exceeded, there will be a charge of \$5 per chair. Chairs will be set up immediately before and removed immediately following the ceremony. The rental coordinator should be notified of all rental needs. Event enhancement options must be coordinated, confirmed, and paid for 30 days before the event date.

• Cancellation of the facility rental for any other reason other than an act of nature or public calamity shall not relieve the lessee from obligation for the full rental amount. The garden wedding fee is neither refunded nor transferable should there be inclement weather on the event date. • Should any damage occur to the venue or grounds as a direct result of your event, the total for repair will be charged to the credit card provided with your signed contract. Memphis Botanic Garden will select the vendor for such repairs.

• Floral decorations may be placed in the wedding area just before the ceremony and must be removed immediately following.

• Private vehicles or vehicles associated with vendors for the wedding are NOT allowed on the grounds.

• All Memphis Botanic Garden horticultural material and garden structures must remain in their natural state; attachments of any kind are not permitted.

• Only real flower petals are acceptable. Artificial flowers are <u>strictly</u> <u>prohibited</u>. Throwing of Rice, Confetti, Artificial Flowers, or Birdseed is <u>strictly prohibited</u>. Fireworks are <u>strictly prohibited</u>.

• Power is available throughout the Garden, but the proximity and availability are not guaranteed. Extension cords are to be provided by the lessee.

• Memphis Botanic Garden will provide its best efforts, but cannot guarantee the availability of a covered area for your ceremony in the event of inclement weather.

• Dates and times for wedding rehearsals must be pre-arranged with the Rental Department.

• Bridal parties cannot block major pathways for more than 15 minutes.

• Memphis Botanic Garden does not provide changing space/rooms for weddings held outside in the gardens.

•Tram transportation to the selected garden for the ceremony is included with all Garden weddings. This service will begin 30 minutes before the start time of the wedding ceremony and end 30 minutes following the ceremony.

• The lessee must provide Memphis Botanic Garden with a valid credit card to remain on file. Should any balance remain, such charges will be placed on the lessee's credit card following the event.

The individual or organization entering into a contract for the use of any facilities within MBG agrees to indemnify MBG, its staff, its Board of Directors, volunteers, and the City of Memphis and holds them harmless from suit, damages or liability and expense, including attorney's fees, in connection with any suits, personal injury, property damage, and/or theft related to the contracted special event.

I have read and agree to abide by the above policies for Garden Weddings at the Memphis Botanic Garden.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

All proceeds benefit the growing Memphis Botanic Garden for the enrichment of all.

Contact Information:

## Please contact for event rentals:

# Michael Strickland - Director of Rentals michael.strickland@memphisbotanicgarden.com 901-636-4125

Robert Stice - Rental Associate robert.stice@memphisbotanicgarden.com

901-636-4121

# Rentals Line rentals@memphisbotanicgarden.com



