



# IOWA ARBORETUM & Gardens

## WEDDING FORM & CONTRACT

**1875 PEACH AVE. MADRID, IOWA**

**[www.iowaarboretum.org](http://www.iowaarboretum.org)**

**515.795.3216**





## CLIENT AND EVENT INFORMATION

Our goal is to provide you and your guests the best wedding experience

The form must be completed and sent to Amber Schmidt at [amber@iowaarboretum.org](mailto:amber@iowaarboretum.org) and the down payment must be made to officially secure your date.

The signing of this page indicates that you agree to all of the arboretum terms and policies listed in this packet. Any violation of these terms and policies is subject to additional charges or cancellation of the event.

### *Contact Information*

Celebrant A's Name: \_\_\_\_\_

Celebrant B's Name: \_\_\_\_\_

Mailing Address (before wedding): \_\_\_\_\_

Mailing Address (after wedding): \_\_\_\_\_

Phone numbers: Celebrant A: \_\_\_\_\_ Celebrant B: \_\_\_\_\_

Email: Celebrant A: \_\_\_\_\_ Celebrant B: \_\_\_\_\_

### *Event Information*

Date of event: \_\_\_\_\_

Approximate Guest Count: \_\_\_\_\_

Wedding Site (Please Circle) & time: \_\_\_\_\_

Jones Memorial Gazebo

Beckwith Grand Pavilion

Waterside Garden

Other or Off Site: \_\_\_\_\_

Reception Site (Please Circle):

Hughes Education Center

Cafferty Building

Beckwith Grand Pavilion

Other or Off Site: \_\_\_\_\_

Reception Start Time (4 hours): \_\_\_\_\_

Reception End Time: \_\_\_\_\_

Will you be serving alcohol? \_\_\_\_\_

If yes, which events will have alcohol: \_\_\_\_\_

Catering Company: \_\_\_\_\_

Rehearsal Start Time: (1 Hours): \_\_\_\_\_ Rehearsal End Time: \_\_\_\_\_

Rehearsal Dinner Start Time (2 hours): \_\_\_\_\_ Rehearsal Dinner End Time: \_\_\_\_\_

### I AGREE TO FOLLOW THE POLICIES AND PROCEDURES OF THE IOWA ARBORETUM:

Contact Name (printed) \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTAL POLICY & PROCEDURES

### RESERVATION PROCEDURES

The use of all rental rooms and spaces are scheduled in advance through the Events Specialist at 515-795-3216 or by email at [amber@iowaarboretum.org](mailto:amber@iowaarboretum.org). In order for an event to be guaranteed, a \$500 reservation deposit must be paid and the contract must be returned. The reservation fee will be applied to the total amount due. **Once you choose your wedding site you will not be allowed to switch** to a different site only if it is raining and then the wedding will be held in the Hughes Education Center.

### BILLING & PAYMENTS

**Full payment is due 2 weeks prior to the event.** If full payment is not received 2 weeks prior, the Iowa Arboretum reserves the right to cancel the event and withhold any payments already made by the client. Acceptable forms of payment are credit card (Visa, Master Card, and Discover), checks (made payable to the Iowa Arboretum), or cash. Make your wedding more manageable by paying in monthly installments.

### CANCELLATION

Cancellations will be accepted. If you cancel, \$400 of the reservation fee will only be refunded if we book the location with another wedding/reception. No refund will be given for rental reservations or events cancelled due to inclement weather.

### HOURS

Events scheduled at the Iowa Arboretum on any day may begin no earlier than 10:00 a.m. and must conclude by 9:00 p.m. Exceptions to set hours must be approved by the Event Specialist.

- **Weddings can be scheduled from 10am - 5pm (2 hours for each wedding)**
- **Receptions are scheduled after the wedding (4 hours for the reception and 1 hour for clean up) and must end by 9pm.**
- All wedding rehearsals are by appointment and must be scheduled in advanced with the Event Specialist. The Event Specialist will be onsite between 1pm-6pm to assist with wedding rehearsal. If wedding site is reserved the day before, and alternate site or day can be arranged. The gate to the parking lot closes at 4:30pm. Alternate parking is available in the overflow parking lot if planning to stay half an hour past the rehearsal rental time.
- **Wedding reception areas can be decorated from 8:30am - 7pm** the day before the wedding, unless the room is rented. You will have 4 hours prior the day of the wedding to decorate.
- Rehearsal dinners can be reserved for the night before. There is a \$100 charge and must be scheduled with the Event Specialist. This fee will apply to any meal served after a rehearsal. The Rehearsal Dinner rental will also reserve the room for decorating reception area.

### ADMITTING & STAFFING

Your guests will not be charged an admission fee to enter the Iowa Arboretum. They will need to identify the event they are attending at the front desk and will be allowed to access at no charge. An Iowa Arboretum staff member will be present for the entire event.

### LOST OR STOLEN ITEMS

The Iowa Arboretum is not responsible for lost, missing or stolen items. We cannot assume any responsibility for items left by the caterer, rental company, or client, nor will we store items without prior authorization with the Event Specialist

### DELIVERIES





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## RENTAL POLICY & PROCEDURES CONTINUED

### WEDDING

Any ceremony held on the Iowa Arboretum grounds is considered a wedding and will be charged appropriately.

### WEDDING DÉCOR

The wedding party is responsible for all wedding arrangements (catering, flowers, decoration, plates, utensils, cups, napkins, glasses). We do not provide linens. The wedding party must check with the Event Specialist before hanging items (paper products, nails, and command strips are not allowed– zip ties are okay with approval with the Event Specialist), before driving anything into the ground (check for utilities) and driving on the pathway and lawns. Tents are allowed on the grounds (as long as they do not interfere with trees). You must contact the Event Specialist to mark tent location. Décor not permitted: glitter, confetti, sequins, artificial rose petals, open flame. Please ask if you have décor in mind that is not mentioned above. Remember, the arboretum provides a lot of natural beauty, a little décor goes a long way. All petals dropped by a “flower girl” must be real petals, no synthetic flowers will be allowed.

The Iowa Arboretum has a no live animals policy during rentals and weddings, except for service animals covered under ADA guidelines. Any breach in this policy gives the arboretum the right to ask guests and animals to leave.

Decorations can be placed the day before the event (schedule with the Event Specialist) if no other event is scheduled. Runners must be stapled down. Directional signs and decorations are to be removed immediately after the event.

**Client must get approval from the Event Specialist about any items, props or decorations being left over night. This is the responsibility of the client and not the third party vendor.**

### EQUIPMENT

All Iowa Arboretum equipment is the responsibility of the client, who will be held responsible for damages incurred. **Any damages assessed will be deducted from the damage deposit.**

### RECEPTION INCLUDES:

Wedding Receptions must be scheduled in advance with the Event Specialist. See page 10 for a complete list of inventory. For poor weather, rehearsals will be moved inside.

- Access to the catering kitchen
- Set-up of tables and chairs in the Hughes Education Center
- **Outdoor receptions at the Beckwith Pavilion must contact and rent from a third party for tables and chairs. The Iowa Arboretum does not provide any tables and chairs for outdoor receptions.** Clients also must schedule a time with the Event Specialist to discuss delivery and clean up of the tables and chairs.

### WEDDING INCLUDES:

- Chairs (250 white chairs)
- Tables (rectangle tables for gifts, guest books, unity candle, water station, sound system upon request)
- Indoor space reserved for inclement weather
- Wedding room for the celebrants to get ready. The rooms will be available 4 hours prior to the wedding. Client must contact the Event Specialist to discuss extra time.
- Upon request bridal party will be transported by the Oak Leaf Express to ceremony site
- Comfort Room



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## RENTAL POLICY & PROCEDURES CONTINUED

### INTERNET

Wireless internet access is available for no extra charge but we can not guarantee the strength of the signal.

### ROOM SETUP & CLEANUP

**All spaces must be returned in the same neutral condition you found it.** Client will be provided with a Post Event Clean Up Checklist to be signed by the client and the Event Specialist. Clean up must conclude by 10:00 PM on the day of the event. This applies to all clean up only excluding rental tents, tables and chair through a 3rd party. If all spaces are not returned to the neutral condition, the \$500 cleaning/damage deposit will be retained.

### GARDEN CONSIDERATIONS

The Arboretum is open to the public from sunrise to sunset. **No vehicle traffic is allowed on pathways without prior approval.** Foot traffic in planting beds is not permitted.

### CHILDREN

Children are always welcomed at the Iowa Arboretum. If the child is under 16 years of age, they must be under supervision of a responsible adult at all times. Unsupervised children will be asked to leave.

### VEHICLES

Arboretum gates close once guests leave after events. **No vehicles may be left overnight without approval from the Event Specialist.** If vehicles are left over night and locked in, they may not be retrieved until the next day when volunteers open the building during business hours, which are listed on our website. It is not the responsibility of the Event Specialist to come to the arboretum on the weekend to unlock gates for guests and clients to retrieve their vehicles.

## CATERING, ALCOHOL & TOBACCO

### CATERING

1. The Iowa Arboretum does not have a preferred food caterer and client can select any caterer. **At least 30 days prior to the event, the caterer you select must provide the Iowa Arboretum with: A copy of the License to Operate a Food Service Establishment, and a certificate of insurance evidencing commercial general liability in the amount of or greater than \$1 million dollars.** Iowa Arboretum must be listed under “additionally insured”.
2. Clients may bring in their own food for reception dinners. However, we require you to take out an insurance policy and list the Iowa Arboretum under “additionally insured”. **We require proof of insurance no later than 4 weeks before the event. The Iowa Arboretum reserves the right to cancel the event if no policy is taken out and sent to the Event Specialist as well as reserving the right to keep the cleaning and damage deposit.** Contact the Event Specialist for questions on insurance and this policy.
3. The caterers and event planners may provide their own linens, China, glasses, etc. All items brought in for the event must be brought out after the event. Caterer and bartenders are responsible for the removal of all glass bottles.
4. Rentals include the use of the coffee maker, oven/stove, microwave, catering refrigerator and trash cans/liners. The kitchen must be cleaned after use and left in the condition it was found (clean coffee maker, oven/stove, microwave and catering refrigerator). This includes sweeping and mopping the kitchen floors. **You are NOT permitted in the Iowa Arboretum’s cabinets to use other kitchen items: utensils, serving items, plates, roasters, etc.**
5. The caterer is responsible for all personnel, materials and supplies required for the preparation and service. Caterer will be responsible for providing their own ice for an event.



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## **CATERING, ALCOHOL & TOBACCO CONTINUED**

6. A waterproof mat must be used under any and all bar areas or areas where leakage may occur. Only leak-proof containers of coolers may be used and all containers holding liquid or ice must be placed on a waterproof mat.
7. All deliveries and pick-ups must occur during the client's rented time. **Any special delivery occurring at any other time must be pre-approved by Iowa Arboretum, must not interfere with any other event taking place at Iowa Arboretum, and must occur during normal hours of operation.** Iowa Arboretum is not responsible for the timeliness or accuracy of deliveries made by the client, and/or their vendors.
8. Clean-up after the event shall include: floors must be swept of any large debris. All kitchen surfaces must be wiped down, and left as clean as they were found prior to the start of the event. All food and beverages must be removed from the refrigerator and oven. Clean-up must take place during the time that has been rented by the client. Caterers must check out with an Iowa Arboretum representative at the end of the event to ensure all procedures have been followed.
8. All cardboard must be broken down, and cans should be placed in the recycle containers.
9. Absolutely no garbage or grease is allowed in the sinks or toilets. The strainer basket must be used in the sink to prevent debris from washing down the sink drain.
10. The Iowa Smokefree Air Act **does not permit smoking anywhere within the building or on the grounds** of the Iowa Arboretum. Guests can smoke outside of the gates only. Client is responsible for relaying policy to guests.
11. All items brought into the Iowa Arboretum for an event must leave the facility at the conclusion of the event. **Items may not be Left overnight, or for pick-up at a later date,** as Iowa Arboretum does not have storage space for such items.
12. Caterer/Vendors are required to check out with Iowa Arboretum staff at the conclusion of the event. Iowa Arboretum staff must confirm that all policy and procedures have been followed, and that the facility has been left in a satisfactory condition.
13. Iowa Arboretum retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Rental companies must remove items in a timely manner, and at a time occurring during regularly scheduled business hours. **Items not removed within 24 hours will be disposed of.**

**Client hereby does acknowledge receipt of the above rules and regulations, and further acknowledges that any and all contracts for services relating to the event are subordinate to this agreement.**

Catering Company name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## ALCOHOL- CHRISTIANI'S CATERING AND EVENTS

Christiani's Catering holds the exclusive liquor license. Parties must contact Peter Worsham at Christiani's for all their alcohol needs. Alcohol from 3rd parties are not allowed.

**Christiani's Catering & Events- Peter Worsham (515) 287-3169 or [peter@christianiscatering.com](mailto:peter@christianiscatering.com)**

The Iowa Arboretum strongly adheres to the laws and regulations of the State of Iowa pertaining to the service and the consumption of alcohol. **No alcoholic beverages may be brought on the property by a party other than Christiani's.** We reserve the right to confiscate alcohol not served by the caterer. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages are allowed in your reception area only and may not be taken into the parking lot. Events non-compliant with this regulation will be shut down.

By initialing below, client understands and agrees to the policies and procedures regarding alcoholic beverages.

Client Initials: \_\_\_\_\_

## ADDITIONAL INFORMATION

### HOLD HARMLESS AND INDEMNIFICATION

Iowa Arboretum shall not be liable for any claim, loss, injury, damage, or expense either with respect to person or property, sustained by you, or by any of your employees, agents, invitees, and guests due to your use of the facilities, or arising out of the use, operation, or condition of any equipment, machines, or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees, or guests of yours. It is agreed and understood that you hereby expressly release and discharge Iowa Arboretum and its owners, officers, employees, and agents from any and all demands, claims, and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify, and hold harmless Iowa Arboretum and its officers, directors, employees, and agents from and against any and all claims, demands, actions, losses, costs, damages, and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon, or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify, and hold harmless Iowa Arboretum shall include the obligation to pay all reasonable expenses incurred by Iowa Arboretum in defending any of such claims, including reasonable attorney's fees.

Iowa Arboretum reserves the right to change the conditions of, or cancel, this agreement up to 60 days prior to rental. All deposits and payments will be returned in the event Iowa Arboretum cancels the event.

## I AGREE TO FOLLOW THE POLICIES AND PROCEDURES OF THE IOWA ARBORETUM:

Contact Name (printed) \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Wedding Payment Information

Check all that Apply:	2023
Wedding & Reception (April 1st through October 31th)	\$2500
Ceremony (April 1st through October 31th)	\$1000
Reception (April 1st through October 31th)	\$1500
Off-season weddings & reception (November-April 1st)	\$1200
Dancefloor	\$250
Rehearsal Dinner	\$100
Cleaning/Damage Deposit ( <b>Applied to all receptions</b> )	\$500
<b>Total</b>	
<b>Payments</b>	
Reservation Fee (applied to total balance)	\$500
Balance (Due 14 days before event)	
<b>Balance</b>	





## WEDDING INVENTORY

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### **Hughes Education Center & Inventory**

Setup of 250 white chairs at wedding Ceremony  
60 inch round top tables with chairs for indoor use  
15'x15' Dance Floor (25 tiles 3'x3')\*  
Tulle Background to Cover Dry Erase Board

***\*Dance floor rental fee is \$250.***

Please check with Arboretum staff to see if our equipment will meet your needs. If not, you will be responsible for securing and setting up the sound equipment and additional lighting you bring to the Arboretum. There are electrical outlets available in the Beckwith Pavilion, Jones Memorial Gazebo and Waterside Garden. The Iowa Arboretum is a rental facility only. We do not make the arrangements such as catering, flowers, decorations, etc.

If you have reserved the Arboretum for your reception, you will have access to the kitchen facilities which include a full size catering fridge. **You are allowed to use the Arboretum's coffee makers. We do not allow the use of the Arboretum's dishes, silverware or table clothes.** Please ask the Event Specialist for a list of some of the local caterers who have worked here before.



### Cleaning Check List

Rooms and venues are to be returned to the same condition they are given to our guests. Return of your damage/cleaning deposit will depend on the condition of the facility. Please ask the Event Specialist about any questions you may have.

#### **Cafferty Building (dressing rooms and meeting room)**

Trash is neatly in trash cans (not left out on tables, floors, etc.) (extra trash bags are located inside trash can/under current bag)

Tables/vanities are cleaned off of any makeup, bobby pins, crumbs, etc (in dressing room and main room).

Bathrooms- toilets flushed, no paper towels on floor, counters are clear of makeup, bobby pins, etc.

Pillows are on couches

Floors are swept free of any crumbs, make up, glitter, etc.

All food is thrown away

#### **Hughes Education Center (main reception hall)**

Floors are vacuumed clean of any decorations, crumbs, food, etc. (hallway and main room)

Tables wiped down and clean of any spills, crumbs, décor, food, etc.

Garbage is placed neatly in trash cans.

Kitchen - Counters are wiped down of any food, spills, crumbs, etc. Floors are swept and mopped.

Coffee maker must be cleaned if used.

Refrigerator is cleaned and all food taken home.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_