

Garfield Park Conservatory and Sunken Garden

Wedding Information Sheet for 2012

2505 Conservatory Drive, Indianapolis, IN 46203
(317) 327-7580 • www.garfieldgardensconservatory.org



Thanks for considering Garfield Park Conservatory and Sunken Garden for your wedding ceremony. The following are the rental policies and procedures that *all are responsible for knowing*. Remember that this facility is available for ceremonies only, no receptions. Under no circumstances will facilities be closed to the public during wedding rentals.

Please note: The fountains in the Garden are in need of major repairs and will NOT be operational during the 2012 season. Please consider this before making any wedding plans.

Rental Areas, Prices and Times:

Sunken Garden: \$700.00 for a 2 hour time slot

- Time slots are 11AM-1PM or 2PM-4PM (April 15 – October 15)
- 150 chairs and wedding arch provided

Conservatory Waterfall: \$225 for a 1 hour time slot

- Ceremonies may be held between 11AM-4PM, call for availability
- 20 people – standing room only
- All wedding events in the Conservatory, including the ceremony and photos must be done during the rental time.

**These prices are for 2012 and are subject to change each calendar year*

**Rentals are not available during certain Special Events*

Rental Policies and Payment

Conservatory staff will begin taking reservations on December 1st for the following year's wedding season. Voicemails can be left at midnight, and messages will be returned in the order received on the next business day. Rentals will be taken on a first come, first served basis. Patrons must make full payment and sign rental contract within 14 days of initial reservation, or the rental will be cancelled. Please call to make appointment with staff to sign and pay. All cancellations must be made 60 days prior to event in order to receive a refund. A \$20 processing fee will be charged for all refunds. The rental fee must be paid in full at least 14 days prior to the wedding date or the rental will be cancelled.

Operation and appearance of fountains and waterfall, flowers, displays, noise, and weather are not guaranteed and no refunds will be issued for these reasons. Permittee will be responsible for fees incurred due to damage to floral displays, plant material, turf, arch, and/or chairs. If area is not left in the condition found, permittee could be subject to a \$500.00 damage fee.

A single-stall restroom is available in the Conservatory; however it is not to be used as a dressing room. All wedding participants must be dressed upon arrival. Wedding participants will not be allowed into any "employees only" areas for any reason.

Rehearsals

Rehearsals may be done during public hours in both the Conservatory and Garden. Please note that admission to the Conservatory must be paid at the door or in advance. These rehearsals must not keep the public from enjoying these areas and may take no longer than an hour. All rehearsals must be completed 1 hour before closing (4PM in Conservatory and 8PM in Garden). Rehearsals must be scheduled with Conservatory staff in order to avoid conflicts.



Sunken Garden Wedding Specifics

All weddings in the Sunken Garden will take place in the South garden basin where the wedding arch is located. Along with the arch, 150 chairs will be provided. No additional chairs may be added. Conservatory staff does all set-up and tear down of chairs. All other clean-up is the responsibility of the Permittee. All decorating and clean-up must be done within the reserved two hour time slot.

Fountain and floral displays are not guaranteed at any time. April, May, September and October are all times when floral displays may not be present in the garden, either because of changing displays or weather conditions. We do not exclude these times from rental, but be aware that flowers may not be present during these months.

The use of flower petals, glitter, confetti, mylar, rice, and bird seed is prohibited. Staples, tacks, tape or nails may not be used on the arch or chairs; please use floral wire.

An electrical outlet is available in the Garden. It is approximately 100 feet from wedding arch and Permittee is responsible for providing extension cords for any equipment needed.

Admission to the Conservatory is \$1 per person. This can be paid by guests wanting to enter at the door, or arrangements can be made to invoice the Permittee. These arrangements must be made with staff ahead of time.

An electrical outlet is available in the Garden. It is approximately 100 feet from wedding arch and Permittee is responsible for providing extension cords for any equipment needed.

Guests wishing to enter the Conservatory must pay admission. (\$1 per person except during special events when it is \$3 per person) This can be paid by guests wanting to enter at the door, or arrangements can be made to invoice the Permittee. These arrangements must be made with staff ahead of time.

No provisions exist in case of inclement weather and no refunds will be issued. It is the Permittee's responsibility to have a rain plan for their event.

Conservatory Waterfall Wedding Specifics

This area is located in the back of the Conservatory in front of the waterfall. It is a small space designed for groups of no more than 20 people in attendance, standing room only.

Under no circumstances will the Conservatory be closed or specific areas blocked off for wedding events. The public will still have access to the facility. Emergency exits should not be blocked or opened unless in an emergency.

Please keep in mind that the Conservatory, because of its design and purpose, is not air-conditioned and is extremely warm and humid during the summer months. Climate controls will be maintained within the Conservatory, with first priority given to plant health. Mist fans are used throughout the Conservatory to maintain humidity and temperatures and will not be shut off. Flow of waterfall is not guaranteed and cannot be adjusted.

The use of flower petals, glitter, confetti, mylar, rice, and bird seed is prohibited. Permittee is responsible for all clean-up. All indoor photography, decorating and clean-up must be done within the reserved time slot. An electrical outlet is available in the Conservatory; however Permittee is responsible for providing an extension cord.