

Garfield Park Conservatory and Sunken Garden 2022 Wedding Information Sheet

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Wedding Ceremony Options at Garfield Park Sunken Garden:

Price	\$950.00*	\$300.00*
Capacity	Up to 150 people Chair set-up included	Up to 150 people No chairs permitted
Rental Season	May 1-September 30 (floral display not present in May) Check for date availability.	May 1-September 30 (floral display not present in May) Check for date availability.
Times Available	2-hour time slots: 11 a.m.-1 p.m. or 2-4 p.m.	1-hour time slot during the following hours: Mon-Sat: 11am-5 p.m. Sun: 1-5 p.m.

*Prices subject to annual approval by the Indianapolis Parks Board.

Thanks for considering Garfield Park Sunken Garden for your wedding ceremony. The following are the rental policies and procedures that *all wedding party members are responsible for following*. These facilities are available for ceremonies only, no receptions. Under no circumstances will facilities be closed to the public.

RENTAL AND PAYMENT POLICIES

Rentals will be taken on a first come, first served basis. Reservations will open on December 1st for the following year's wedding season. Voicemails can be left at midnight at the number listed above, and messages will be returned on the next business day.

Patrons must make full payment and sign rental contract within 14 days of initial reservation, or the rental will be cancelled. In-person payments can be made by appointment only. Bookings must be made at least 14 days before event date.

Customer must give a 30-day notice prior to the event to receive refund minus \$20.00 cancellation charge. No refund due if cancelled within 30 days from event.

No refunds will be granted for weather or noise. Permittee will be responsible for fees incurred due to damage to floral displays, turf, arch, and/or chairs. If area is not left in the condition found, permittee could be subject to a \$500.00 damage fee. This includes debris left behind in wedding area.

RENTAL AREA

Sunken Garden area is available for ceremonies only. All weddings in the Sunken Garden will take place in the south garden basin where the wedding arch is located.

Fountain operation and floral displays are not guaranteed at any time. Staff can provide more details about what the display may look like throughout the season.

Under no circumstances will the Garden be closed or specific areas blocked off for wedding events. The public will still have access to the facility. There is no back entrance to wedding area, and no additional gates will be opened during weddings.

SET-UP DETAILS

For \$950.00 weddings:

Along with the arch, up to 150 chairs will be provided for these 2-hour rentals. No additional chairs may be added. Conservatory staff does all set-up and tear down of chairs.

For \$300.00 wedding:

No chairs will be provided for these 1-hour rentals. Permittee is not permitted to bring or rent their own chairs. Ceremonies must be held in the area near the wedding arch.

Decorating, and clean-up must be done within the reserved time slot. The use of flower petals, glitter, confetti, rice, bird seed, and candles is prohibited. Staples, tacks, tape or nails may not be used on the arch or chairs; please use floral wire.

WEATHER CONSIDERATIONS

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. No type of tent or portable structure is permitted in the Garden. For information on renting a picnic shelter in Garfield Park for a wedding or reception, please contact the Family Center at 317-327-7220.

CONSERVATORY ADMISSION

Conservatory access is not included with rental. Guests wishing to enter the Conservatory must pay current admission fee. This includes admittance for restroom use. Wedding photography is not permitted in the Conservatory.

RESTROOM FACILITIES

Please note that there are minimal restroom facilities in the park, the nearest being portable toilets. A single-stall restroom is available in the Conservatory; however, Conservatory admission must be paid. There are no changing facilities available.

FOOD AND DRINK

Possession of alcohol is prohibited in facilities and on parks grounds.

REHERSALS

Rehearsals may be done during public hours in the Sunken Garden but must be completed 1 hour before scheduled closing time. Rehearsals cannot prevent the public from enjoying the facility and may take no longer than an hour. Rehearsals must be scheduled with Conservatory staff to avoid conflicts.

PHOTOGRAPHY

Photo permit is included with rental. All photography must be done within the rental time and must adhere to photo permit rules. Permittee is responsible for sharing this information with photographer and other wedding participants.

ELECTRICITY AND MUSIC

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. Music is permitted as long as it remains at a reasonable volume and does not disturb park visitors.