

Luthy Botanical Garden Wedding Reservation Contract

Bride's Name: _____ Groom's Name: _____

Address: _____ City/State/Zip: _____

Phone Numbers: _____ (home) _____ (cell) _____ (work)

- The base fee to rent the Garden is \$455 for Peoria residents and \$530 for non-residents per two-hour rental.
 - A \$75 security deposit is required to reserve the date. Wedding parties remaining more than 15 minutes beyond scheduled rental will be charged \$100. To comply, renter must provide credit card number or completed check for \$100 with contract (see box at bottom). Upon completion of the contract, any unutilized check or credit card number will be destroyed.
 - For weddings taking place after business hours, add \$25/hour.
 - For an extra hour within business hours, add \$50.
 - For an extra hour outside business hours, add \$75.
 - Rental includes use of the Garden area chosen only.
 - Photography rights and use of Garden for photos during rental period are included.
- The chair rental fee is \$2 per chair. The Garden staff will set up and take down these chairs. Chair requirements beyond 250 must be provided and set up by the renter. They must be delivered and removed from the Garden within the rental day. Our chairs must be rented before chairs from an outside source can be brought in. Small tables/pedestals can be rented for \$10 each.
- Setup and tear down must be completed during the rental period. This includes removal of all items brought in by the wedding party and its guests, **including trash**.
- Silly string, rice, artificial flower petals, balloons and birdseed are not allowed on the premises. We suggest **natural** flower petals, bubbles or bio-degradable rice. **(Cleanup is the renter's responsibility.)**
- This signed contract, a \$75 deposit and a CC# or \$100 check must be submitted to secure your reservation. The balance of your rental is due three months prior to the wedding, or your reservation will be cancelled.** If the contract is cancelled by the renter at least six months prior to the wedding date, only the base fee will be refunded—the \$75 security deposit and any additional fees will NOT be refunded. After that date, **there will be no refunds.** *Example: for a June wedding, the balance is due in March and the deadline for cancellation is in December, before the wedding.*
- In case of inclement weather, parties of up to 75 may use the Conservatory at your request, except during floral shows. Capacity of Conservatory is subject to change depending on seasonal displays. In the event of overlapping rentals, the party first contracted will be given priority to utilize the Conservatory.
- If a rehearsal is needed, please schedule one with us at least three months prior to the ceremony. There is a non-refundable \$75 fee due at time of scheduling. No chairs or electricity are provided at the rehearsal.
- There are no dressing rooms available.**
- Alcohol policy:** The Peoria Park District does not allow alcohol at events unless arrangements are made at least 30 days in advance. (See Event Coordinator for details.)
- The renter is responsible for securing a minister, photographer and/or any professional services desired. This includes musicians or sound systems. We provide electricity at your request. Please let us know how many outlets you will need.
- We are not responsible for acts of nature.**

Reservation Deposit: Date Pd _____ Cash/Ck/Cr \$ 75 <input type="checkbox"/>	Pedestals: \$10 ea. _____ Tables: \$10 ea. _____
Rental Fee: Date Pd _____ Cash/Ck/Cr \$455 <input type="checkbox"/> \$530 <input type="checkbox"/>	Chairs (non-refundable) must be paid for two weeks prior to wedding.
After Hours Fee @ : \$25 <input type="checkbox"/> \$ 50 <input type="checkbox"/> \$ 75 <input type="checkbox"/>	# of Chairs _____ @ \$2 each Date Pd _____ Cash/Ck/Cr
(# of hours): _____ Date Pd _____ Cash/Ck/Cr	Total Wedding Cost: _____
Rehearsal: Date/Time _____ \$ 75 <input type="checkbox"/>	All weddings must be finalized 3 months prior to wedding date.
Date Pd _____ Cash/Ck/Cr	Final payment due by: _____
Electricity (optional): Yes <input type="checkbox"/> No <input type="checkbox"/>	Cancellation due by: _____
	Any changes must be approved by Event Coordinator.

The undersigned agrees to use Peoria Park District property with care. Any damage or loss during the specified rental time and attributed to the above group is the financial responsibility of the undersigned. The undersigned and the above named person or organization agree to accept and comply with all terms, conditions and requirements set forth on this rental agreement contract.

Wedding Date: _____ Garden: _____ Time: _____

Renter's Signature: _____ Date: _____

CC# _____ or attach completed check for \$100