

GREEN WEDDINGS PROGRAM

JANUARY 2022 - MARCH 2023



LOVE GROWS HERE

WHO WE ARE

As an affiliate of the University of North Carolina System and non-profit organization, the mission of The North Carolina Arboretum is to advance the state's future by cultivating connections between people, plants and places through education, design and economic development.

As a public garden and living museum, we seek to protect our natural world while creating engaging opportunities for our visitors, clients, members, volunteers and partners.

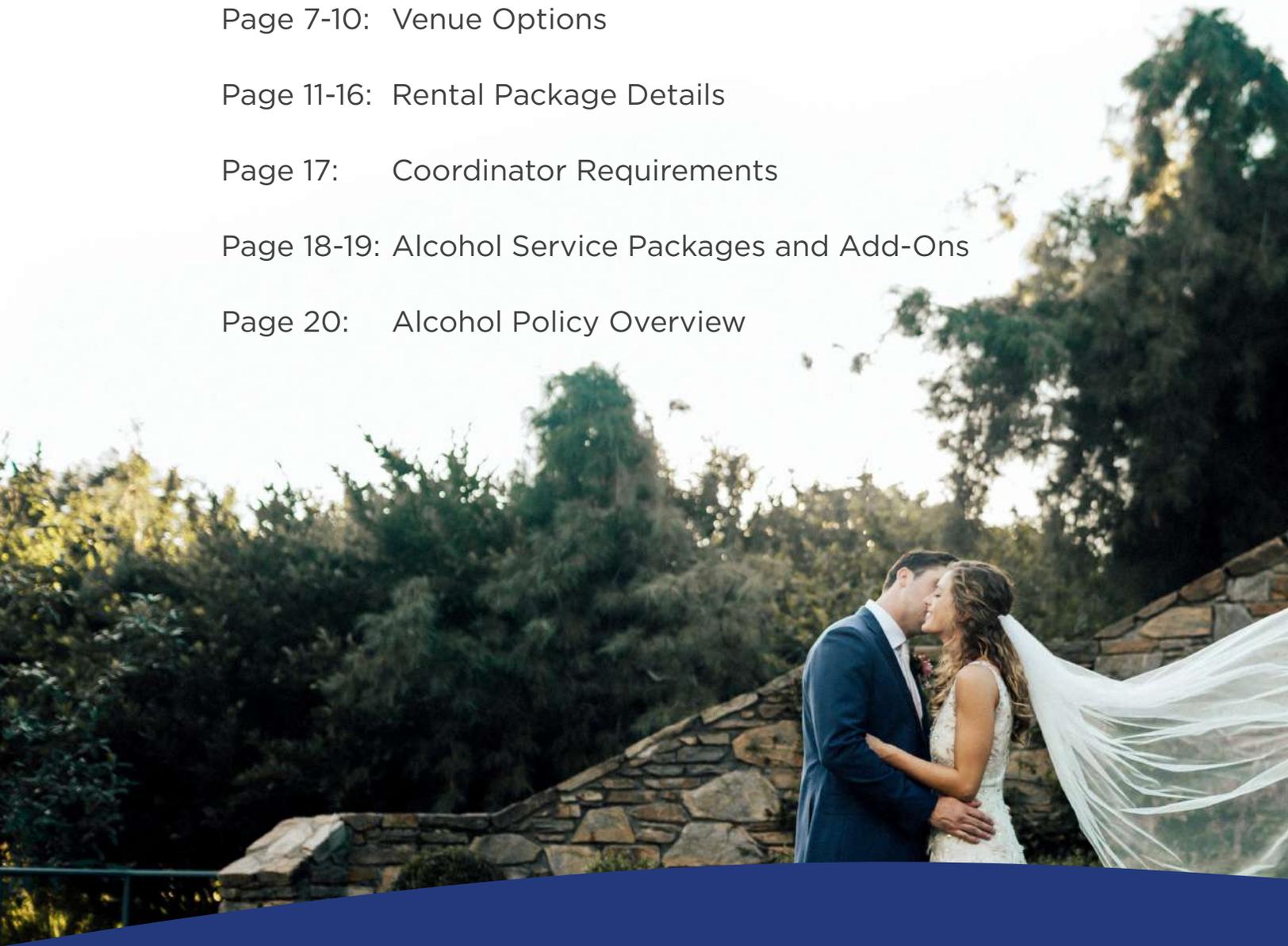
Updated packages and policies for April 2023-March 2024 will be released Winter 2021.

All information provided is subject to change

GREEN WEDDINGS PROGRAM

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SCHEDULING A SITE TOUR

- Guided site tours are offered by appointment only, with advance notice, based on staff availability.
- Couples may tour the property on their own anytime the Arboretum is open, no advance notice required. Self-guided tour packets are available at the Baker Information Desk between 9:00 a.m. and 5:00 p.m. daily. The \$16.00 per vehicle parking fee will apply unless a request is made in advance to waive the fee.

To schedule a guided site tour, or to request your parking fee be waived for a self-guided tour, please email weddings@ncarboretum.org at least 3 days before your preferred tour date.

- We may not be able to accommodate all requests for guided tours, even with proper notice.
- Guided site tours are limited to no more than 6 people, including the couple.
- Guided site tours are typically done on foot. If mobility will be an issue, please let us know so that we can reserve a golf cart for use during the tour. (Golf carts are not available for self-guided tours.)
- Groups that require a golf cart are limited to no more than 4 people, as seating is limited.
- Guided site tours will be cancelled if the attendees have not arrived by 15 minutes past their scheduled start time. Tours may be rescheduled by email.

WHAT MAKES THE GREEN WEDDINGS PROGRAM GREEN?

Centering sustainability within our weddings program is a key way that we tie this work to the Arboretum's mission. Additionally, revenue from the Green Weddings Program supports important environmental offerings at the Arboretum including youth education, exhibit programming, continuing education, and repair and renovation projects within the gardens.

Some of the ways we strive to reduce our impact during events and across the organization are:

- LED high efficiency light bulbs
- Recycling receptacles throughout our campus
- Integrative pest management: using good bugs to eat the bad ones instead of harmful insecticides
- Sustainable turf maintenance: cutting turf higher, aiding in water conservation, reduction in use of fertilizers and weed growth
- Geothermal technology for heating and cooling our Baker Exhibit Center
- Battery recycling
- Eco-friendly cleaning products

We also avoid printing this large packet! Digital copies will be provided to inquiring couples.

We ask that our clients join us in these efforts by choosing environmentally conscious materials and practices during the planning process.



A NOTE FROM OUR GUEST EXPERIENCE MANAGER, ON BEHALF OF THE GREEN WEDDINGS TEAM:

Hello and thank you for thinking of us! The North Carolina Arboretum is a stunning venue and we love to see couples and their guests make lifelong memories here. We are thrilled to be considered for such a special event and as a team, we are dedicated to providing couples with the guidance they need to plan a celebration that fits their vision - not only after they've booked with us, but before as well.

*In that spirit, I think it's important that we let you know up front - **The North Carolina Arboretum is a bit different than most wedding venues.***

Our institutional mission is on the front page of this packet because the Green Weddings Program exists to support our mission-driven work. While other properties might place weddings at the center of their operations, we are first and foremost a public garden and educational institution. This does not mean that our wedding clients are not important to us. It just means that this is not the only thing we do, and that affects the way that we operate.

You may notice while reading through this packet that many elements of the Green Weddings Program are fixed. That is, our packages and policies are not particularly flexible. This allows our team to collaborate with the rest of the organization to balance the needs of various programs and multiple mission directives that coexist at the Arboretum. For example, the format of our packages makes it possible to offer excellent service to our couples and their guests while also providing a welcoming natural refuge to other visitors. The policies we've developed allow the Green Weddings Program to successfully operate alongside and in support of the educational and horticultural programs that enrich our region.

We feel privileged to help clients mark these important moments in their lives and our team has been lucky to contribute to highly personal and memorable celebrations within this framework. Even so, our goal is not to convince every inquiring couple to book with us. Instead, we strive to provide the information necessary for each couple to decide whether the Arboretum is the right venue for them.

So please, read through the information we've laid out here and see if we might be the one for you. If the answer turns out to be yes, that's wonderful and we cannot wait to get started! If we are not a match, that's okay too! We hope you'll visit us for a hike or a walk in the garden soon.

Our team is happy to answer any questions you may have - go ahead and email us at weddings@ncarboretum.org.

With congratulations on your engagement,

Mary Rose Ridderbusch-Shearer
Guest Experience Manager



GREEN WEDDINGS PROGRAM

BASIC INFORMATION

Rental Packages

The Green Weddings Program consists of several rental packages, designed to offer a variety of options for weddings at The North Carolina Arboretum. Clients may select one package; they may not be combined.

Pricing and detailed descriptions of each package are found on pages 11-16.

All Rental Packages include:

- Arboretum venue coordinator on-site to assist with facility logistics
- Assorted round and rectangular banquet tables and natural wood folding chairs with padded seats
- Setup and breakdown of Arboretum-owned tables and chairs
- One-year Arboretum household membership
- Complimentary parking for the wedding party and guests
- Storage area for client use
- One prescheduled ceremony rehearsal timeslot

Essential Elopement Package

M/T/W/Th/F/Sa/Su
11:00 a.m. - 8:00 p.m.

One location, 2 hour event rental
Up to 25 guests

Ceremony-Only Package

F/Sa/Su
5:00 p.m. - 8:00 p.m.

One location, 2 hour event rental
Up to 150 guests

Brunch Wedding Package

F/Sa/Su
11:00 a.m. - 2:00 p.m.

Up to two locations, 4 hour event rental
Up to 50 guests

All-inclusive Elopement Package

M/T/W/Th/F/Sa/Su
11:00 a.m. - 8:00 p.m.

One location, 2 hour event rental
Up to 25 guests

Reception-Only Package

F/Sa/Su
5:00 p.m. - 10:30 p.m.

One location, 4 hour event rental
Up to 150 guests

Full Wedding Package

F/Sa/Su
5:00 p.m. - 10:30 p.m.

Up to three locations, 5.5 hour event rental
Up to 150 guests

All packages are available from April through October.

Events will not be booked between November and March.

GREEN WEDDINGS PROGRAM

POLICY OVERVIEW

Rental Times

Please note that The North Carolina Arboretum is open to the public as late as 9:00 p.m. Event staff will place signs and encourage other visitors to be respectful, but clients should be aware that they do not have exclusive use of the property.

- Each package description includes two pieces of information related to rental times.
- Specific hours during which the package is available (ex: 11:00 a.m. - 2:00 p.m.)
- Length of the event rental (ex: four hour event rental).
- Each package description also includes access times for setup. These are in addition to the outlined rental times.
- For example, Brunch Weddings are available from 11:00 a.m. - 2:00 p.m., and access for setup begins two hours before the event. Setup could begin as early as 9:00 a.m.

Rain Plans

- The Arboretum will provide rain plan locations for all Ceremony-Only, Reception-Only, and Full Wedding Packages. Brunch Weddings and Elopements do not include rain plan locations.
- Rain plan locations may be indoors or in covered outdoor areas, depending on space availability and event specifics. Specific rain plan locations cannot be guaranteed at the time of booking and will be selected by Arboretum Event Staff approximately 30 days before the event date. See the booking agreement for full details.

Event Coordination

Professional event coordination services are required for all Brunch Wedding, Ceremony-Only, Reception-Only, and Full Wedding Packages. See page 17 for an overview of the coordinator requirements.

Approved Vendors

The Arboretum maintains two vendor lists:

- Preferred Vendor list: These vendors have extensive experience working at the Arboretum, a track record of providing great service and products, and consistently work well with our team.
- Approved Vendor list: These are vendors who have gone through our standardized approval process and agreed to our vendor-specific policies and expectations. Inquire with Arboretum Event Staff to find out if a vendor has already been approved.
- Vendors who have not yet been approved must work with Arboretum Event Staff to complete the approval process before working at the Arboretum. See the Vendor Requirements section of the booking agreement for full details.

Alcohol Service

Outside alcohol is prohibited. This applies to everyone, always, across the entire property. The Arboretum offers several Alcohol Service Packages. These packages are outlined on page 18. The full Alcohol Use Policy is included in the booking agreement.

Booking

In order to hold a date, The Arboretum requires payment of 50% of the Rental Package fee, payment of the \$1,500 refundable security deposit and a complete and signed copy of the booking agreement.

Refundable Security Deposit

The security deposit may be retained in the event that the client or their guests fail to abide by the terms laid forth in the booking agreement. Actions that may result in forfeiture of the client's security deposit include but are not limited to: violation of the alcohol policy, damages to Arboretum property, failure to provide an approved coordinator, and excessive cleanup as a result of the event.

GREEN WEDDINGS PROGRAM

POLICY OVERVIEW

Cancellation Policy

- If an event is cancelled more than six months prior to the scheduled event date: The security deposit and all other payments made to date will be refunded.
- If an event is cancelled less than six months prior to the scheduled event date: The security deposit will be refunded, but all other payments will be retained by The Arboretum.

Storage Space

Clients will be granted access to a room where they may store personal items. This amenity is not intended for use as a “getting ready room” and all hair and makeup should be completed before arriving on site.

Restroom Access

Clients and their guests will have access to restrooms inside the building that is nearest to their selected sites.

Accessibility

The Arboretum’s buildings and formal garden areas are wheelchair accessible. Golf cart transportation between sites is available for guests with mobility challenges.

Pets

Leashed pets may participate in outdoor ceremonies and receptions.

Smoking

All indoor facilities are smoke-free environments. Clients who wish to offer an outdoor smoking area for their guests should consult with Arboretum Event Staff.

Tenting

Tenting is only permitted on the Education Center Plaza and must be approved in advance by Arboretum Event Staff. Tent rentals will be at the client’s expense and must be facilitated by an approved rental company. Arboretum Event Staff will provide size and installation specifications upon request.

Decor

- Dance floors may be rented at the client’s expense, with location approval from Arboretum Event Staff. Dance floors will only be permitted on hard surfaces.
- Open flame candles may be used but must be fully immersed (including flame) in a glass votive/ container. Tiki torches, fireworks and sparklers are not permitted.
- See the booking agreement for additional details on restricted materials and decor installation specifications.

Bands and Live Entertainment

All bands/live entertainment must be approved in advance by Arboretum Event Staff. If the client has already selected or contracted with a band or live entertainer before selecting their venue, these details should be shared with Arboretum Event Staff for review and approval before the booking process is completed.

GREEN WEDDINGS PROGRAM

VENUE OPTIONS

Please refer to the Package Details on pages 11-16 for pricing

WESTSIDE VENUE OPTIONS (Up to 50 Guests)

These sites may only be used in conjunction with each other, and are limited to 50 guests.
No mix/match with Eastside Venue Sites.

- **Ceremony Sites:** Watershed Overlook OR Education Center Veranda OR Education Center Plaza
- **Reception Sites:** Education Center Veranda OR Education Center Plaza
- **Cocktail Sites:** Education Center Veranda OR Education Center Plaza
 - Cocktail Sites are only available to clients who book a Full Wedding Package AND select an Alcohol Service Package with Cocktail Hour Add-On as outlined on pages 18-19.

Watershed Outlook



Located behind the Education Center building, featuring a small lawn area and beautiful views.

Available for:

- Brunch Wedding Package
- Ceremony-Only Package
- Full Wedding Package

*Note: This site is adjacent to a frequently used trail head.
Wedding clients should anticipate the presence of non-wedding visitors near the site.*

Education Center Veranda



Covered Veranda wraps around the west side of the Education Center building, overlooking the Plants of Promise Garden.

Available for:

- Brunch Wedding Package
- Ceremony-Only Package
- Reception-Only Package
- Full Wedding Package

GREEN WEDDINGS PROGRAM

VENUE OPTIONS

Please refer to the Package Details on pages 11-16 for pricing

Education Center Plaza



Hardscape plaza at the front entry to the Education Center building featuring colorful seasonal plants and water features representing regional pools, cascades and waterfalls.

Available for:

- Brunch Wedding Package
- Ceremony-Only Package
- Reception-Only Package
- Full Wedding Package

EASTSIDE VENUE OPTIONS

(Up to 150 Guests)

These sites may only be used in conjunction with each other, and are limited to 50 guests.
No mix/match with Eastside Venue Sites.

- **Ceremony Sites:** Heritage Garden OR Amphitheater OR Blue Ridge Court
- **Reception Sites:** Event Lawn OR Baker Lobby
- **Cocktail Sites:** Blue Ridge Court OR Promenade (East end only)
 - Cocktail sites are only available to clients who book a Full Wedding Package AND choose to add a "Cocktail Hour Service Package" as outlined on pages 18-19.

Heritage Garden



Wooden pavilions alongside cultivated gardens featuring plants used in regional medicinal and craft industries.

Available for:

- Essential Elopement Package
- All-Inclusive Elopement Package
- Ceremony-Only Package
- Full Wedding Package

GREEN WEDDINGS PROGRAM

VENUE OPTIONS

Please refer to the Package Details on pages 11-16 for pricing

Amphitheater



Flagstone stage area featuring built in stone seating and evergreen trees nestled near the edge of the forest.

Available for:

- Ceremony-Only Package
- Full Wedding Package

Note: Ceremony chair setup is not included with event rentals at this site. Clients who select the amphitheater should plan to seat their guests on the built-in stone seats. Up to 5 chairs will be provided upon request for guests who are unable to utilize existing seating.

Blue Ridge Court



Located near the Heritage Garden, featuring mountain views and large pool water feature

Available for:

- Ceremony-Only Package
- Full Wedding Package

Event Lawn



Open lawn adjacent to the Baker Visitor Center, featuring built-in outdoor string lighting, perennial and seasonal plantings, and views of the exhibit greenhouse.

Available for:

- Ceremony-Only Package
- Reception-Only Package
- Full Wedding Package

GREEN WEDDINGS PROGRAM

VENUE OPTIONS

Please refer to the Package Details on pages 11-16 for pricing

Baker Lobby



Indoor location featuring wooden beamed ceilings, large windows and a handcrafted stone fireplace. Upper balcony area available for Cocktail Hour when this site is selected for the Reception as part of a Full Wedding Package.

Available for:

- Ceremony-Only Package
- Reception-Only Package
- Full Wedding Package

Promenade



East end of the Grand Garden Promenade, located adjacent to the Heritage Garden, overlooking the forest.

Available for:

- Full Wedding Package

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

ESSENTIAL ELOPEMENT PACKAGE

The Essential Elopement Package is perfect for the couple who wants beautiful scenery, a simple ceremony, and has a guest count of 15 or less.

Essential Elopements may be booked any day of the week. The maximum guest count is 25, and a \$50 fee will be assessed for each additional guest over 15.

	Weekday (Mon-Thurs)	Friday/Sunday	Saturday
April, June, July, August	\$750	\$1,000	\$1,250
May, September, October	\$1,000	\$1,250	\$1,500

Location(s)

- All Elopements take place in the Heritage Garden.
- Elopement packages do not include a rain plan location. There are wooden structures in the Heritage Garden that may provide shelter in case of inclement weather.

Rental times

- Available 11:00 a.m. - 8:00 p.m.
- 2 hour event rental.
- Client and vendor access for setup begins 1 hour before the event start time.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum must be completed by the end of the event rental.

Vendors

- Essential Elopement clients may bring in their preferred officiant, hire photography and/or videography services, bring in commercially-prepared small bites or treats for their guests, and play recorded music or even hire 1-2 musicians for their ceremony.
- Events that require additional setup time or vendor services such as an on-site caterer, full DJ, a band, or large rental delivery will not be considered Elopements. If you are unsure if your event fits within the scope of this package, please inquire with Arboretum Event Staff for clarification.

Alcohol Service

- Couples who wish to serve alcohol may choose to add the Toast Alcohol Service Package, outlined on page 18.
 - This is the only alcohol service option available with this rental package.

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

ALL-INCLUSIVE ELOPEMENT PACKAGE

The Arboretum has partnered with local vendors to offer a package that includes everything you need: floral arrangements, photography, cake, a toast, and an officiant!

All-Inclusive Elopements may be booked any day of the week. The maximum guest count is 25, and a \$50 fee will be assessed for each additional guest over 15.

April - October	\$2,750
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Location(s)

- All elopements take place in the Heritage Garden.
- Elopement packages do not include a rain plan location. There are wooden structures in the Heritage Garden that may provide shelter in case of inclement weather.

Rental times

- Available 11:00 a.m. - 8:00 p.m
- 2 hour event rental.
- Client and vendor access for setup begins 1 hour before the event start time.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum must be completed by the end of the event rental.

Vendors

- Inquire with Arboretum Event Staff for details regarding the current vendors and items included.
- No vendor substitutions will be allowed.
- Additional vendors are prohibited unless approved in advance by Arboretum Event Staff.

Alcohol Service

- The All-Inclusive Elopement Package includes the Toast Alcohol Service Package outlined on page 18.
 - This is the only alcohol service option available with this rental package.

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

BRUNCH WEDDING PACKAGE

The Brunch Wedding Package is a great option for couples who are drawn to the simplicity of an Elopement, but would also like to host a short seated or cocktail-style reception. Brunch Wedding events may not include loud music or a dance floor.

Brunch Weddings may be booked from Friday through Sunday. The maximum capacity is 50 guests.

	Friday/Sunday	Saturday
April, June, July, August	\$3,500	\$4,000
May, September, October	\$4,500	\$5,000

Location(s)

- Brunch Weddings may utilize up to two sites from the Westside Venue Options on pages 7-8.
- All Brunch Wedding setups/diagrams must allow for:
 - Unobstructed access to the Education Center front entry for all visitors
 - Unobstructed pass-through access from the Education Center Plaza to the Plants of Promise Garden behind the building.
- This package does not include a rain plan location, but the Veranda is covered and Arboretum Event Staff can assist with creating a plan to shift the majority of the event to that space, if needed.

Rental times

- Available 11:00 a.m. - 2:00 p.m.
- 4 hour event rental.
- Client and vendor access for setup begins 2 hours before the event start time.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum must be completed by the end of the event rental.

Vendors

- All vendors must be approved through the Arboretum's existing vendor approval process. Inquire with Arboretum Event Staff to find out if your vendors have already been approved.

Alcohol Service

- Couples who wish to serve alcohol during their Brunch Wedding may choose to add either the Basic or Toast Alcohol Service Package outlined on page 18.

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

CEREMONY-ONLY WEDDING PACKAGE

The Ceremony-Only Package is a great option for couples who have another reception location in mind, but wish to say their vows with the Arboretum's beautiful scenery as their backdrop.

Ceremonies may be booked from Friday through Sunday. The maximum capacity is 150 guests.

	Friday/Sunday	Saturday
April, June, July, August	\$2,000	\$2,500
May, September, October	\$3,000	\$3,500

Location(s)

- Events with guest counts of 50 or less may choose one ceremony site from the Eastside OR Westside Venue options outlined on pages 7-10.
- Events with guest counts over 50 may choose one ceremony site from the Eastside Venue options outlined on pages 8-10.
- A rain plan location is included with this package. Arboretum Event Staff will select a location approximately 30 days prior to the event date and work with the client to create a rain plan diagram.

Rental times

- Available 5:00 p.m. - 8:00 p.m.
- 2 hour event rental.
- Client and vendor access for setup begins 1 hour before the event start time.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum must be completed by the end of the event rental.

Vendors

- All vendors must be approved through the Arboretum's existing vendor approval process. Inquire with Arboretum Event Staff to find out if your vendors have already been approved.

Alcohol Service

- Couples who wish to serve alcohol may choose to add the Toast Alcohol Service Package outlined on page 18.
 - This is the only alcohol service option available with this rental package.

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

RECEPTION-ONLY WEDDING PACKAGE

The Reception-Only Package is a great option for couples who have another ceremony location in mind, but wish to celebrate afterwards with the Arboretum's beautiful scenery as their backdrop.

Receptions may be booked from Friday through Sunday. The maximum capacity is 150 guests.

	Friday/Sunday	Saturday
April, June, July, August	\$3,500	\$4,000
May, September, October	\$4,500	\$5,000

Location(s)

- Events with guest counts of 50 or less may choose one reception site from the Eastside OR Westside Venue options outlined on pages 7-10.
- Events with guest counts over 50 may choose one reception site from the Eastside Venue options outlined on pages 7-8.
- A rain plan location is included with this package. Arboretum Event Staff will select a location approximately 30 days prior to the event date and work with the client to create a rain plan diagram.

Rental times

- Available 5:00 p.m. - 10:30 p.m.
- 4 hour event rental.
- Client and vendor access for setup begins 3 hours before the event start time.
- The event must end by 10:30 p.m.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum may take place between 10:30 p.m. and 11:00 p.m. If the removal of non-Arboretum items is expected to take longer than 30 minutes, the event must end before 10:30 p.m. so that the work will be complete by 11:00 p.m.
- The rental site(s) must be clear and all guests off-property by 11:00 p.m., including the clients and wedding party.

Vendors

- All vendors must be approved through the Arboretum's existing vendor approval process. Inquire with Arboretum Event Staff to find out if your vendors have already been approved.

Alcohol Service

- Couples who wish to serve alcohol may choose a package from our Alcohol Service offerings, outlined on pages 18-19.

GREEN WEDDINGS PROGRAM

RENTAL PACKAGE DETAILS

FULL WEDDING PACKAGE

The Full Wedding Package is exactly what it sounds like! This package includes venue options for both a ceremony and reception, with the option to add a third location for cocktail hour through our Beverage Service packages.

Full Weddings may be booked from Friday through Sunday. The maximum capacity is 150 guests.

	Friday/Sunday	Saturday
April, June, July, August	\$5,500	\$6,500
May, September, October	\$7,500	\$8,500

Location(s)

- Events with guest counts of 50 or less may choose a combination of one ceremony site and one reception site from either the Eastside OR Westside Venue options outlined on pages 7-10.
- Events with guest counts over 50 may choose one ceremony site and one reception site from the Eastside Venue options outlined on pages 7-8.
- Rain plan locations are included with this package. Arboretum Event Staff will select a location or locations (depending on the event needs) approximately 30 days prior to the event date and work with the client to create a rain plan diagram.

Rental times

- Available 5:00 p.m. - 10:30 p.m.
- 5.5 hour event rental.
- Client and vendor access for setup begins 3 hours before the event start time.
- The event must end by 10:30 p.m.
- Breakdown and/or removal of any decor or equipment not owned by the Arboretum may take place between 10:30 p.m. and 11:00 p.m. If the removal of non-Arboretum items is expected to take longer than 30 minutes, the event must end before 10:30 p.m. so that the work will be complete by 11:00 p.m.
- The rental site(s) must be clear and all guests off-property by 11:00 p.m., including the clients and wedding party.

Vendors

- All vendors must be approved through the Arboretum's existing vendor approval process. Inquire with Arboretum Event Staff to find out if your vendors have already been approved.

Alcohol Service

- Couples who wish to serve alcohol may choose a package from our Alcohol Service offerings, outlined on pages 18-19.

GREEN WEDDINGS PROGRAM COORDINATION REQUIREMENTS

All Rental Packages require a professional coordinator, with the exception of the Essential Elopement Package and All-Inclusive Elopement Package which do not require coordination services.

Clients may use an approved external coordinator (See vendor approval details in the booking agreement) or add day-of coordination services through the Arboretum for an additional fee. The Arboretum does not offer full-service planning and it is recommended that clients use an approved external coordinator if full-service or long-lead planning is needed.

Failure to hire a coordinator that meets the requirements outlined here and in the booking agreement may result in additional fees or cancellation of the event. The absence of a coordinator on event day will result in immediate forfeiture of the client's security deposit.

Externally Hired Coordinator

This is a summary of the minimum services and obligations required of an externally hired coordinator. The client may wish to contract for a higher level of service than what is listed here. Detailed requirements are outlined in the booking agreement.

- Communicate and confirm all vendor details and information such as deliveries, pickups, and arrival times.
- Provide all layout details and information. (Arboretum Event Staff can provide guidance and access to site diagrams through All Seated)
- Provide a detailed day-of timeline.
- Provide onsite coordination of ceremony, cocktail hour, and/or reception through the duration of the event. Coordinator MUST arrive by the agreed upon vendor arrival time and remain on site until the end of the event.

Arboretum Event Staff will be on site for logistical management only.

Friends and family are not permitted to act as the event coordinator unless they own or work for an event planning company and are an approved Arboretum vendor.

Arboretum "Day-Of" Coordination

If the client does not wish to hire an approved external coordinator, Arboretum Event Staff can serve as the "Day-Of" coordinator for an additional fee. Clients who are looking for a full-service wedding planner should contract with an approved external coordinator.

Ceremony-Only	Reception-Only or Brunch	Full Wedding
\$750	\$1,500	\$2,500

Arboretum Day-Of Coordination services will meet the requirements listed for externally hired coordinators and will begin 30 days prior to the event date. During this time:

- Up to four in-person planning meetings and up to two weekly check-in calls may be scheduled to ensure all details are in order. All meetings must be scheduled in advance.
- Coordinator will work with booked vendors to confirm details and logistics.
- A final walkthrough of all wedding spaces may be scheduled the week of the event.

GREEN WEDDINGS PROGRAM

ALCOHOL SERVICE AND POLICIES

ALCOHOL SERVICE PACKAGES

- Alcohol Service packages are priced per person (21+) based on the official guest count provided 30 days before the event. There are no overage or per-drink fees.
- Beverage selections must be made from the Arboretum's product list.
- Pricing includes clear compostable plastic drinkware for service. The client is welcome to provide their own glassware or rented glassware.
- Passed beverage service is not offered. Clients wishing to include a passed toast during their event may arrange for passed service with their caterer, in coordination with Arboretum Event Staff.
- Arboretum Alcohol Service Packages do not include water service, tea dispensers, or other self-service beverages. Clients should contract with their caterer to provide additional beverage options for their guests.

Toast Service Package: \$10 pp, min. \$100

Available for Essential Elopement, Brunch Wedding, and Ceremony-Only Rental Packages. Included with the All-Inclusive Elopement Package.

- Includes service of one selection from the Arboretum's product list.
- Does not include a bar/service station. The Venue Coordinator will pour the product and assist with distribution. Glasses will not be "passed."
- Service will last for up to 30 minutes.

Basic Service Package: \$20 pp, min. \$500

Available for Brunch Wedding, Reception-Only, and Full Wedding Rental Packages.

- Includes service of up to four selections from the Arboretum's product list, as well as non-alcoholic soft drinks.
- Includes one bar/service station and two service staff. Service locations are pre-determined for each site.
- Service may last up to 3 hours.

Full Service Package: \$30 pp, min. \$750

Available for Brunch Wedding, Reception-Only, and Full Wedding Rental Packages.

- Includes service of up to eight selections from the Arboretum's product list, as well as non-alcoholic soft drinks.
- One special-order/off-list product may be selected as part of the Full Service Package, subject to availability from the Arboretum's current wholesalers. The selection must be submitted to Arboretum Event Staff no less than 30 days before the event date. There will be a \$250.00 special order fee.
- Includes one bar/service station and two service staff. Service locations are pre-determined for each site.
- Service may last up to 5 hours.

GREEN WEDDINGS PROGRAM

ALCOHOL SERVICE AND POLICIES

ALCOHOL SERVICE ADD-ONS

Cocktail* Hour Add-On: \$500 flat fee

Available as an add-on to the Basic or Full Service Package for Full Wedding clients only.

- Includes a third “Cocktail Site” location from the Venue Options on page XX and setup of several 30” high-top cocktail tables. Depending on the site selected, an additional bar/service station may be set up. Service locations are pre-determined for each site.
- Includes service of up to four of the selections made by the client within the Basic or Full Service Package. Does not include additional product selections.
- Does not include additional service time, and there may be a short break in service to allow staff to transition to the Reception site service location.

**Cocktails will not be served. “Cocktail Hour” refers to the standard term for the service of drinks and hors d’oeuvres following the wedding ceremony, before the reception.*

Mimosa Add-On: \$100 flat fee

Available as an add-on to the Toast, Basic or Full Service Package.

- Includes the addition of 2 fruit juices (select from orange, cranberry, and grapefruit juice) to any service package.
- Juice may be served by the glass or mixed with other beverage selections.

Pre-Event Service Add-On: \$150 flat fee

Available as an add-on to the Basic or Full Service Package.

- This add-on allows for a small setup of alcoholic beverages for the client and their wedding party before the event. The beverages will be placed in the client’s storage room one hour prior to event start time.
- Includes up to four bottles or four pitchers or a combination of pitchers and bottles (not to exceed four total) of products selected by the client within the Basic or Full Service Package. Does not include additional product selections. Bottles will be opened by Arboretum Event Staff.
- If the client has selected the Mimosa Add-On, one bottle of juice may be provided.
- This add-on is in addition to the service time included in the client’s selected service package.
- Service staff will not be present. Clients who select this add-on agree to monitor consumption and attest that there will be absolutely no consumption of alcohol by underage individuals.

GREEN WEDDINGS PROGRAM

ALCOHOL SERVICE AND POLICIES

ALCOHOL POLICY OVERVIEW

Violation of the policies outlined here and in the booking agreement will result in forfeiture of the security deposit and could result in early closure of the bar/end of service with no refund for remaining service time. This includes violations by the client, the client's guests/attendees, or by vendors contracted by the client.

- Beer, wine and champagne only. No liquor, homebrews, or fortified wines may be brought onto the property by the client, the client's guests, or vendors contracted by the client. This includes the parking lot and any/all areas within the bounds of The North Carolina Arboretum.
- All alcohol must be provided by The North Carolina Arboretum. ALL outside alcohol is strictly prohibited.
- All alcohol must be poured and served by Arboretum Service Staff. Absolutely no self-service ever.
- Consumption of alcoholic beverages by guests under 21 years of age is prohibited.
- Alcoholic beverage service must cease 30 minutes prior to event end time.

Requirements

90 days before the event, the client must:

- Submit Alcohol Service Package Selection and Add-Ons to Arboretum Event Staff.

30 days before the event, the client must:

- Submit final count of guests over 21 years of age. Once this count is submitted, the number may be increased and will be billed accordingly but refunds will not be offered for no-shows or reductions in expected guest attendance.
- Submit product selections to Arboretum Event Staff.

All information provided is subject to change

