

KLEHM

ARBORETUM & BOTANIC GARDEN

2019 WEDDING RENTAL PRICING & GUIDELINES

Klehm Arboretum & Botanic Garden

2715 S. Main St. | Rockford, IL 61102 | klehm.org | 815-965-8146 | Contact Mary Pat at mmuzzarelli@klehm.org

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2019 WEDDING CEREMONY PACKAGES

FOUNTAIN GARDEN CEREMONY - \$2,400

(Friday-\$2,160)

- 2 hour Fountain Garden time slot
- Outdoor seating for up to 300 guests
- Bridal Room use
- 1 hour rehearsal time

INTIMATE CEREMONY - \$850

- 2 hour time slot in one of Klehm's Gardens
- Outdoor seating for up to 50 guests
- 1 hour rehearsal time

GROOMSMEN ROOM USE - \$150, if available



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2019 WEDDING PACKAGES

PREMIER PACKAGE - \$4,500

(Friday-\$4,050)

- 1:00 pm - 3:00 pm Fountain Garden Ceremony
- 1 hour rehearsal time
- Outdoor seating for up to 300 guests
- Gallery Room rental from 9:00 am - 11:00 pm
- Indoor setup of tables and chairs for up to 225
- Access to adjoining outdoor patio
- Bridal Room use

GALLERY RECEPTION - \$3,500

(Friday-\$3,150)

- Gallery Room rental 9:00 am - 11:00 pm
- Indoor setup of tables and chairs for up to 225
- Access to adjoining outdoor patio

SUNDAY BRUNCH CEREMONY & RECEPTION - \$2,800

- 2 hour Fountain Garden time slot
- 1 hour rehearsal time
- Outdoor seating for up to 300 guests
- Gallery Room rental 9:00 am - 6:00 pm
- Indoor setup of tables and chairs for up to 225
- Access to adjoining outdoor patio
- Bridal Room use

DAY BEFORE SET-UP - \$250 (applies to reception site only)

GROOMSMEN ROOM USE - \$150, if available

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2019 GARDEN PAVILION & TERRACE PACKAGES

GARDEN PAVILION & TERRACE PREMIER PACKAGE - \$7,000

(Friday - 10% off \$6,300)

- 4:00 pm - 6:00 pm Fountain Garden Ceremony
- 1 hour rehearsal time
- Outdoor seating for up to 400 guests
- Pavilion and terrace rental from 9:00 am - 11:00 pm
- Setup of tables and white garden chairs for up to 400
- Bridal Room use

GARDEN PAVILION & TERRACE RECEPTION - \$5,000

(Friday - 10% off \$4,500)

- Pavilion and terrace rental 9:00 am - 11:00 pm
- Setup of tables and chairs for up to 400

GARDEN PAVILION & TERRACE SUNDAY BRUNCH PACKAGE - \$4,500

- 2 hour Fountain Garden Ceremony time slot
- 1 hour rehearsal time
- Outdoor seating for up to 400 guests
- Pavilion and terrace rental 9:00 am - 6:00 pm
- Setup of tables and chairs for up to 400
- Bridal Room use

GROOMSMEN ROOM USE - \$150, IF AVAILABLE DAY BEFORE SETUP - \$250

Over 250 guests require 2 portable restrooms. Choose between:
2 oversized wedding units equipped with mirrors, sink, flushable toilets. \$600 fee *or*
2 handicap accessible basic units. \$300 fee

Complimentary one year membership to Klehm included with every Pavilion booking.

EXCLUSIVE PAVILION CATERER



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2019 WEDDING RENTAL GUIDELINES

FACILITY USAGE GENERAL GUIDELINES

Klehm Arboretum & Botanic Garden is a public garden. The grounds will remain open to the general public during regularly scheduled hours.

To maintain the quality of our grounds and plant collections, we do not permit tents to be set up on the grounds for private functions.

All facility or garden rental activities including set-up and clean-up must take place within the reserved time period. Additional fees will be assessed for late departure.

Rental clients are responsible for general clean-up of the rental area. A complete clean-up checklist is available from the rental office.

“Day before set up” applies to reception site only.

The following are prohibited in any space, indoor or outdoor, within KABG:

Fireworks, open flames (candles with hurricanes are permitted indoors), grills (unless with a Klehm Select Caterer), gas burners, firearms, weapons, throwing of rice or birdseed, imitation flower petals, glitter on any décor, service of food and beverages without approval, skating, skateboarding, bicycle and horseback riding.

All rentals at KABG include:

- Admission and access to Klehm grounds to all attendees
- Set-up and take-down of tables and chairs
- Staff on-site throughout event
- On-site parking

PAYMENT AND CANCELLATION POLICY

A down payment of the security deposit + 50% of the rental fee is required to reserve a date. The final balance is due six months prior to the event.

Events reserved less than 90 days prior to the event date must be paid in full at the time of reservation.

In the event of cancellation:

- Security deposits are non-refundable under any circumstances.
- If cancellation occurs less than 6 months prior to a booked date, all payments will be forfeited.
- Security deposits will be returned within 30 days after the event provided there is no damage assessment or contract violations.

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CATERING — FOOD & BEVERAGE SERVICE

All food & beverage service at KABG is provided through Klehm Caterers. A list of approved KABG caterers is available through the rental office.

All expected charges are included on KABG proposals and contracts. Our caterers are required to pay KABG an 8.5% fee for conducting business at our venue. Caterers may fold this fee into their standard pricing or choose to pass this fee onto the customer. Klehm has no control over their decision.

Cakes (including wedding cakes) may be brought in by the rental client, exempt from using a Klehm Approved Select Caterer.



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2019 APPROVED SELECT CATERERS

MARY'S MARKET

Emily Baker 815-316-9930
4431 E. State Street, Rockford, IL 61108
www.marysmarket.com
Full service food, beverage & alcohol catering

GREENFIRE

Shendet Ismajlaj 815-316-3473
6795 E. Riverside Blvd, Rockford, IL 61114
www.greenfirerestaurant.com
Full service food, beverage & alcohol catering

FRANCHESCO'S

Michelle Lamay 815-229-0801
7128 Spring Creek Rd, Rockford, IL 61107
www.franchescos.com
Full service food, beverage & alcohol catering

THE MACHINE SHED

Guy DeSerio 815-229-3276
7475 E. State Street, Rockford, IL 61108
www.machineshed.com
Full service food, beverage & alcohol catering

PENGUIN FOODS CATERING

Linda Jones 815-965-8604
1614 Christina Street, Rockford, IL 61104
penguinfoods.net
Full service food & beverage catering

THUNDER BAY GRILLE

Kaitlyn Johnson 815-397-4800
7652 Potawatomi Trail, Rockford, IL 61107
www.thunderbaygrille.com
Full service food, beverage & alcohol catering

DELI ITALIA

Anna 815-633-8270
3004 N. Main Street, Rockford, IL 61104
www.deliitalia.us
Full service food, beverage & alcohol catering

TONI'S OF WINNEBAGO

Michelle Princer 815-335-2328
508 N. Elida St., Winnebago, IL 61008
www.tonisofofwinnebago.com
Full service food, beverage & alcohol catering

ABC CATERING LTD.

Cristina 815-316-3016
1355 S. Alpine Road, Rockford, IL 61108
www.abccatering.net
Full service food, beverage & alcohol catering

** To ensure the success of your event, all food & beverages must be provided by one of our Approved Caterers.*

All Klehm Approved Caterers have proper licensing and insurance.

** Cakes (including wedding cakes) may be brought in by the rental client and are exempt from using a Klehm Approved Caterer.*

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