

Meadowlark Botanical Gardens

A Property of the Northern Virginia Regional Park Authority
9750 Meadowlark Gardens Court - Vienna VA 22182 Phone: 703-255-3631, Ext. 105

KOREAN BELL GARDEN RENTAL POLICIES AND PROCEDURES (IN Jurisdiction)

The Korean Bell Garden is located in Meadowlark Botanical Gardens available for wedding/private ceremonies. The *maximum* rental period is two hours between the hours of 10AM and 6PM, April through September, 10AM and 5PM in October, and between the hours of 10AM and 4PM, November through March. All rental periods (including *Atrium* rentals) are scheduled so there will be only one bride at a time in the Gardens. The fee for The Korean Bell Garden is \$500.00 plus tax for the two-hour rental period, plus a \$1,000 security deposit (refundable). The two-hour rental period must include time for decorating and setup, the ceremony, photographs, and cleanup, nothing may be left behind. All participants in a Korean Bell Garden ceremony *may not enter* The Gardens *prior* to the start of your rental period and *must exit* The Gardens at the end of your rental period. The security deposit may be applied toward recovery of damages for any breach of the Korean Bell Garden Rental Policies and Procedures. A rehearsal date may be scheduled and will be subject to availability. The fee for a two-hour rehearsal is \$250. Please note the only public restrooms in the Gardens are located in the Visitor Center. The capacity for the Korean Bell Garden is listed as **150 guests**. The capacity is quoted as “in and around the areas surrounding the Korean Bell Garden.”

To reserve the Korean Bell Garden, please contact *The Atrium* at 703-255-3631, Ext. 105. You must return the Rental Application with a check for \$1,525.00 (rental fee, tax and security deposit) within fourteen (14) days of reserving a date in order to secure the date. Please make checks payable to NVRPA. We also accept Visa, MasterCard, and American Express. The security deposit will be refunded within thirty (30) days after the rental date, provided all the obligations stated herein are met. A copy of the fully executed application will be returned to you as confirmation.

Cancellation

Your rental fee will be refunded *if* you notify *The Atrium* at 703-255-3631, Ext. 105, of the cancellation sixty (60) days *prior* to your rental date *or*, in the case of *inclement* weather, within two weeks *after* your rental date. Rental fees *are not refunded* for any other reason. Security Deposits will be refunded in full whenever a rental date is cancelled. Please be aware, there are no alternative sites in The Gardens for your ceremony, should the weather be inclement, on your rental date.

Decorations

***Under no circumstances will any decorations be permitted on any structures within the Korean Bell Garden.**

Initial _____

Ribbons and flowers may be used to decorate the surrounding areas of the Korean Bell Garden structure. The Korean Bell Garden and surrounding area may not be decorated prior to the rental period. All decorations must be removed by the end of the rental period. Your guests may **not** throw rice, bird or grass seed, or confetti. Flower petals and soap bubbles are permitted. Balloons, candles, *food* and *alcoholic beverages* are **prohibited** in The Gardens. You are responsible for any damage to the Gardens caused by your wedding party or guests.

***Client understands that failure to adhere to set conditions regarding decorating at the Korean Bell Garden will result in forfeiture of the security deposit.**

Initial _____

Music

Electrical outlets are not available. Small musical instruments or prerecorded music that requires no A/C power is allowed. Heavy equipment such as pianos, organs, large batteries or power generators is **prohibited**.

Seating

There is no available seating at the Korean Bell Garden. Chairs, tables, and other furniture are not permitted. Tents and other portable shelters are **prohibited**.

Guests are required to remain in the grass areas surrounding the Korean Bell Garden and are not permitted to walk through or stand in planted beds.

Parking

Parking is on a “first-come-first-served” basis in the Visitor Center parking lot, and the grounds remain open to the public during ceremonies. Vehicles are **not** allowed inside the deer exclusion fence of The Gardens. The Korean Bell Garden may be accessed *only* on foot or by wheelchair.

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KOREAN BELL GARDEN RENTAL APPLICATION (IN Jurisdiction)*

DATE: _____

_____	_____	Korean Bell Garden
DATE REQUESTED	RENTAL TIME (2 Hour Period)	AREA REQUESTED

RENTER (Name of Person Requesting Reservation)

Address City State / Zip Code

Work or Cell Phone Home Phone Renter's E-mail Address

Bride's Name Groom's Name

OPTIONAL TWO HOUR (\$250.00) REHEARSAL DATE & TIME

I have received and reviewed a copy of "The Korean Bell Garden Rental Policies and Procedures" at Meadowlark Botanical Gardens, and agree to abide by all rules, regulations, policies, and procedures therein. My check, made payable to NVRPA in the amount of \$1,525.00 (\$500.00 Rental + \$25.00 Tax + \$1,000.00 refundable Security Deposit), is enclosed.

Signed Application and Payment must be received by: _____

Agreed To:

BY: _____ DATE: _____
Renter

Accepted For NVRPA:

BY: _____ DATE: _____
Atrium Facilities Manager/Events Coordinator

Please charge my payment (\$1,525.00) to my Visa/MasterCard/Amex # _____ Exp _____

Cardholder Signature _____