

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

GAZEBO RENTAL POLICIES AND PROCEDURES (IN Jurisdiction)

There are three gazebos in Meadowlark Botanical Gardens available for wedding 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 each gazebo is \$270.00 plus tax for the two-hour rental period, plus a \$100 security refundable deposit. 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 gazebo ceremony (bridal party and guests) *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 Gazebo Rental Policies and Procedures. A rehearsal date may be scheduled and will be subject to availability. The fee for a two-hour rehearsal is \$105. Please note the only public restrooms in the Gardens are located in the Visitor Center. The gazebos and their capacities are listed below. Each capacity is quoted as “in and around”, which means not all of the guests will fit inside the gazebo itself.

<u>GAZEBO</u>	<u>Maximum Capacity</u>
Lake Caroline	50 Guests
Azalea Woods	80 Guests
Hillside	120 Guests

To reserve a gazebo, please contact *The Atrium* at 703-255-3631, Ext. 105. You must return the Rental Application with a check for \$383.50 (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

Ribbons and flowers may be used to decorate the gazebos. **No** tape, wire, screws, nails or other fasteners are permitted. Gazebos 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.

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

Seating is limited to the benches in the gazebos. Chairs, tables, and other furniture are not permitted. Tents and other portable shelters are **prohibited**.

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. Gazebos may be accessed *only* on foot or by wheelchair.

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

GAZEBO RENTAL APPLICATION (IN Jurisdiction) * DATE: _____

DATE REQUESTED _____ RENTAL TIME (2 Hour Period) _____ *GAZEBO REQUESTED _____

RENTER (Name of Person Requesting Reservation) _____

Address _____ City _____ State / Zip Code _____

Work or Cell Phone _____ Home Phone _____

Bride's Name _____ Groom's Name _____

OPTIONAL TWO HOUR (\$105) REHEARSAL DATE & TIME _____

I have received and reviewed a copy of "The Gazebo 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 \$386.20 (\$270.00 Rental + \$16.20 Tax + \$100 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

Please charge my payment (\$386.20) to my Visa/MasterCard/Amex # _____ Exp _____

Cardholder Signature _____

*Proof of residency required (e.g., VA Driver's License)
**Maximum Capacities: Lake Caroline - 50; Azalea Woods - 80; Hillside - 120