



Wedding Ceremony Policies & Guidelines

Statement	04
Section	01
Part	02
Effective	3/1/05

Bride: _____ **Groom:** _____ **Wedding Date:** _____

The pastoral landscapes and romantic vistas stretching across the rolling hills at the University of Tennessee Arboretum can create a serene, picturesque setting for your wedding ceremony. At the Sharp Program Shelter site, the location designated for weddings, a large open hexagonal shelter tops a small knoll amid tall pines and provides romantic views of woods and lawns on every side. Also available nearby are other sites among the Arboretum plantings that capture the charm of the landscape and are appropriate for wedding.

Facilities. Wedding ceremonies are held at and around the Sharp Program Shelter in the central part of the UT Arboretum. The site features a 40-foot radius hexagonal open shelter in a light, airy area among tall trees. On all sides scenic vistas sweep across the neighboring slopes, ranging from woods to extended lawns and pastoral landscapes.

The shelter does not provide any indoor facilities. However, arrangements can be made for discreetly placed port-a-potties, and the Arboretum office building offers both restrooms and a conference room suitable to serve as a Bride's Room.

Electricity, water, and parking accommodations for approximately 55 cars are available at the Sharp Shelter. Please keep in mind that the Arboretum is open to the public and complete privacy cannot be guaranteed.

Available Times. The UT Arboretum is available for wedding on Monday - Saturday from 9 a.m. to dusk and Sundays from 1 p.m. to dusk, except for University of Tennessee holidays and administrative closings.

Wedding Ceremony Package. The wedding ceremony package includes the reservation of the shelter or other wedding site for a period of 4 hours for the wedding itself, 2 hours on an earlier date for a wedding rehearsal*, and the availability of various scenic sites before and after the wedding for photographs. The time period cited must include all set-up and clean-up activities as well as the ceremony itself.

***Wedding Rehearsals.** As noted above, a wedding rehearsal at the wedding site is included in the cost of the wedding ceremony. The participants may hold rehearsals on most days during the week before the ceremony, provided there are no scheduling conflicts with the use of the wedding site. If you plan to rehearse, your plans must be discussed with the Arboretum staff and a specific reservation be set up.

Access to Site. Vehicular access to the Arboretum's roads, beyond the Office parking lot, is generally restricted except for authorized personnel and for special events. Your wedding arrangements include special driving privileges to and from the designated wedding site at the Sharp Program Shelter. The driving access route will be posted with appropriate signs, starting when you first enter the UT Arboretum, for the convenience of the wedding party. The designated access road is along a well-established Arboretum road that takes a short scenic route to the Sharp Shelter parking lot.

All Wedding Ceremonies are subject to the following stipulations:

- The UT Arboretum does not permit private parties, including wedding receptions, on Arboretum property. Wedding Ceremony rentals include the use of Arboretum facilities for wedding ceremonies only.
- Your Wedding Ceremony time slot includes the time it takes to set up, ceremony time, teardown time, and clean-up time. Wedding Parties whose events exceed the allotted time will be charged an additional hourly fee.
- Wedding Parties are expected to leave the Arboretum property in its original state, remove decorations, trash, etc. Wedding Parties who do not meet this expectation will incur additional fees.
- ALL decorations and incidentals that you supply for the wedding must be removed within the allotted 4-hour time. Rental equipment provided by your rental company, such as chairs, tents, port-a-potties, etc., have to be removed within a pre-agreed time subject to determination by the Arboretum Wedding Coordinator.

- The person responsible for the Wedding Party arrangements, or their designee, must be present throughout the wedding event and pre- and post-ceremonial activities.
- Any musical accompaniment to the ceremony should be in keeping with the tranquil mood of the surrounding Arboretum setting. It is suggested that guitar, flute, harp, etc. would be fitting accompaniments

IMPORTANT

Please read the following carefully before signing. By signing you agree to follow the UT Arboretum's Wedding Ceremony/facility use Policies and Guidelines completely and take full responsibility for ensuring all members of your party are aware of same policies. Failure to do may result in loss of all or part of your deposit.

It is important that you adhere to your event time as stated within these Policies & Guidelines. The Arboretum grounds will not be opened to you for wedding set-up until your event start time unless special arrangements have been made and an hourly fee added to your total rental charge. Events exceeding designated timeframe will incur additional hourly charges, which will be deducted from your deposit.

WEDDING BOOKINGS & CONFIRMATION

1. A reservation is not confirmed until these policies and guidelines are acknowledge by signature of the responsible party, a damage/cleaning deposit** is received, and 50% of the wedding use fee is received.
2. The remaining balance of the rental fee must be paid 30 days prior to the event. A reminder/invoice will be mailed to you in advance of this time.
3. 10-14 days before your event the Arboretum Wedding Coordinator will contact you to review the arrangements for your event and policies contained in this contract.

****DAMAGE/CLEANING DEPOSIT** - A damage/cleaning deposit in the form of a separate check equal to the total wedding use fee is required at the time this document is signed. This check will not be cashed and will be returned, in its entirety, to the renter upon completion of the rental event if:

- The Arboretum facility or site incurs no damage during your event due to either fire or breakage
- No Arboretum property is lost or stolen during your event
- The responsible party returns the facility or site to the state in which it is found
- All trash from your event has been removed
- Your event does not exceed its allotted time frame
- No prohibited items are used during the event ***

TABLE, CHAIR & TENT RENTALS - The UT Arboretum does not provide tables and chairs for outdoor use. Therefore, if you require them for your wedding event you must rent them from a local supplier. If it is not possible for rented equipment to be delivered during your event set up time, you are required to arrange a suitable delivery time with the Arboretum Wedding Coordinator. If a signature is required at the time of delivery the Arboretum Wedding Coordinator will only sign to acknowledge delivery but not verify specific quantities delivered. UT Arboretum's educational program schedule may affect certain delivery times.

TRASH REMOVAL - UT Arboretum has ONE blue BFI trash receptacle located near the Arboretum Maintenance Area. You may use it to deposit all non-recyclable trash bags. If you have more trash than the receptacle can hold, you MUST carry the trash offsite for disposal. Trash may not be left outside the BFI receptacle, as it will attract raccoons and other wildlife. The UT Arboretum does provide limited recycling bins for paper, plastic, and aluminum cans. Arboretum staff will place these near your ceremony site for your convenience. Please make sure that after depositing recyclables in outdoor containers the lids are shut securely so animals do not get into them. If these bins are full, or if you have more recyclables than the container can hold, you MUST carry the recyclables offsite.

CANCELLATION POLICY - If an Arboretum wedding ceremony is cancelled more than 30 days in advance of the rental date, the deposit check will be returned but 15% of the total rental fee will be retained to cover administrative costs. If an Arboretum wedding ceremony is cancelled 30 days or less in advance of the rental date the deposit check will be returned, but 50% of the total rental fee will be retained by the UT Arboretum.

Inclement weather: Refunds will not be made for Weddings cancelled due to poor weather conditions; however, the program shelter can be used at such times.

The UT Arboretum is first and foremost a research and education facility and nature sanctuary. Please keep this in mind when planning your event. We request that you keep your event as low impact as possible and that all guests show respect for all plant and wildlife in the Arboretum. As a result, the UT Arboretum operates within unique guidelines as compared to other traditional sites. Please agree to the following guidelines by initialing by the following statements:

____ I understand that I am responsible for clearing all trash (including leftover flowers, centerpieces, plants and any other decorations) from the wedding site following the event. I understand that I will be charged \$100 for up to 5 bags of unremoved trash following the event. More than 5 bags left will result in a charge of \$250.

____ *******I understand that rice, confetti, balloons, candles, fires, grills and inflatable play areas are strictly prohibited on the premises. Should I be found to use any of the above, a \$100 fee will be deducted from my deposit. Items permitted are birdseed, wedding bubbles and natural flower petals.

____ I understand that no pets are allowed, with the exception of canine-assistants or service animals.

____ I understand that any items left at the UT Arboretum for seven (7) days after the event, such as, tables, linens, carpet runners, dollies, etc. will become the property of the UT Arboretum.

____ I understand that if I have more than 150 people at this event, I **MUST** hire a security guard to direct traffic and for crowd control.

____ *******I understand that all alcoholic beverages are prohibited and will not be served or consumed during my event.

Because the UT Arboretum is primarily a research and education facility and nature sanctuary, the Arboretum reserves the right to change an event site if necessary. Every effort will be made to prevent this from happening and proper notification will be given to the responsible person(s) identified below in advance.

Wedding Package chosen:	
Peak Season – April-June & Sept.-Oct.	Off-Peak Season – Dec, Jan, Feb, Mar, July, Aug, & Nov.
Monday – Thursday \$500	Monday – Thursday \$300
Friday – Sunday \$800	Friday – Sunday \$500
Plus ____ additional hrs. @ \$125/hr	Plus ____ additional hrs. @ \$125/hr

I, the undersigned, have read and agree to the wedding ceremony Policies and Guidelines as set forth in this document and all attending and supporting documents.

Name (Responsible Party): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (day) _____ (eve) _____

Event Starts (date/time): _____ Ends: _____ Est. # of Guests _____

Signature: _____ **Date:** _____

50% Wedding Fee received:	Amt. \$ _____	Date _____
Damage/clean-up deposit received	Amt. \$ _____	Date _____
Balance Due:	Amt. \$ _____	Date Due _____
Balance Received:	Amt. \$ _____	Date _____
Additional Charges:	Amt. \$ _____	Date _____
UT Arboretum Staff Member: _____	Signature: _____	Date: _____
<i>(Payments made by check payable to: <u>The University of Tennessee</u>)</i>		