

Luthy Botanical Garden Wedding Reservation Form

Bride's Name: _____ Groom's Name: _____

Address*: _____ City/State/Zip: _____

Phone: _____ Alternate Phone: _____

* Address should be valid after the contract is fulfilled so deposit can be refunded.

1. The base fee to rent the Garden is \$325 for Peoria residents and \$400 for non-residents.
 - Base fee includes a \$75 security deposit to reserve the date, which will be returned after the contract has been fulfilled.
 - For weddings taking place after business hours,* add \$25/hour.
 - For an extra hour within normal business hours,* add \$50.
 - For an extra hour outside normal business hours,* add \$75.
 - Rental includes use of all Garden areas including Conservatory. There will be no other ceremonies taking place within the contract time.

* Normal business hours are: Tuesday through Saturday 10 am-5 pm; Sunday 12-5 pm
2. The chair rental fee is \$2 per chair. The Garden staff will set up and take down these chairs. Chair requirements beyond 250 must be provided and set up by the renter. They must be delivered and removed from the Garden within the rental day. Our chairs must be rented before chairs from an outside source can be brought in.
3. Setup and tear down must be completed during the hours rented on this contract. This includes removal of **all** items brought in by the wedding party and its guests, **including trash.** (Failure to do so will result in loss of security deposit.)
4. **This signed form and a \$75 deposit must be submitted to secure your reservation. The balance of your rental is due three months prior to the wedding or your reservation will be cancelled.** If the contract is cancelled by the renter at least six months prior to the wedding date, the initial deposit will be refunded. After that date, no deposit or payment will be refunded.
5. In case of inclement weather, parties of up to 100 may use the Conservatory at your request, except during floral shows. Capacity of Conservatory is subject to change depending on seasonal floral shows. Maximum capacity is usually 110 to 125.
6. If a rehearsal is needed, please schedule one with us at least 30 days prior to the ceremony. There is a non-refundable \$75 fee due at time of scheduling. No chairs or electricity are provided at the rehearsal.
7. There are no dressing rooms available.
8. Alcohol policy: Only wine, beer and champagne can be served. Alcohol will **not** be allowed unless the following criteria have been met 30 days prior to rental.
 - a \$100 refundable alcohol deposit in addition to your reservation deposit
 - a Peoria Park District Alcohol Agreement Form (available in our Trellis Gift Shop), signed to indicate your understanding and compliance with the content
 - a certificate of liability insurance showing explicitly **host liquor liability coverage, Peoria Park District as additional insured, and Luthy Botanical Garden as the site on the date of your event, with \$1 million coverage**
9. Silly string, rice, balloons and birdseed are not allowed on the premises. We suggest **natural** flower petals, bubbles or bio-degradable rice. (**Cleanup is the renter's responsibility.**)
10. The renter is responsible for securing a minister, photographer and/or any professional services desired. This includes musicians or sound systems. We provide electricity at your request. Please let us know how many outlets you will need. (*Photography contracts apply and must be secured prior to the contract time.*)
11. We are not responsible for acts of nature.
12. **The Garden (exterior only) remains open to the public from 8:30 a.m. to dusk daily.**

Wedding garden: _____	Base rental fee: _____
Start time of wedding: _____	After-hours/Additional hours fee(s): _____
Estimated number of guests: _____	Chair rental fee : _____
Number of Chairs: _____	Rehearsal fee: _____
Rehearsal date and time: _____	
Electricity Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Fee(s): _____
Comments:	Deposit: _____
	Balance Due: _____
	Final Balance Due Date: _____

The undersigned agrees to use Peoria Park District property with care. Any damage or loss during the specified rental time and attributed to the above group is the financial responsibility of the undersigned. The undersigned and the above named person or organization agree to accept and comply with all terms, conditions and requirements set forth on this rental agreement form.

Renter's Signature: _____ Date: _____

Wedding Date: _____ Garden: _____ Time: _____