FOREST THEATRE WEDDINGS GENERAL POLICY, July 1, 2012– July 31, 2013

Wedding reservations for Forest Theatre are only scheduled from May to the end of July.

1. Reservations and inquiries shall be made by contacting the Forest Theatre Manager at the North Carolina Botanical Garden at (919) 962-0522 or ForestTheatre@unc.edu. Reservation forms and payment must be complete at least 30 days prior to event. All dates must be pre-approved. Note: The Forest Theatre venue may be affected by athletic events on the UNC campus. To check the UNC athletic calendar go to: http://tarheelblue.cstv.com/#00

2. A non-refundable facility use fee of $500 is required to confirm a reservation, along with a $200 damage deposit. The damage deposit is refundable, pending post event inspection results. Make a check payable to “North Carolina Botanical Garden” and write “Forest Theatre” in the memo line. Mail to: Forest Theatre Manager, N.C. Botanical Garden, UNC-Chapel Hill, Campus Box 3375, Chapel Hill, NC 27599-3375

3. Reservation guarantees the space for four hours.

4. Set-up and break down activities should occur within the 4-hour reservation time period. Any changes or additional use (i.e. rehearsals) must be pre-approved and coordinated through the Forest Theatre manager at the North Carolina Botanical Garden.

5. A pre- and post-inspection of the space will be performed. The Reservation Party will be charged for any damage to the Forest Theatre property. Failure to leave the site as found will result in partial or total loss of damage deposit.

6. Event may be scheduled anytime during daylight hours. Forest Theatre closes at dusk.

7. A facility use reservation covers the exterior portion of Forest Theatre and does not include reservation of the parking lot. There are no restroom facilities or storage amenities on site.

8. No more than 300 guests are allowed. Receptions are not permitted on site at Forest Theatre.

9. Alcoholic beverages are prohibited at Forest Theatre and Battle Park.

10. All equipment and materials should be placed on dry solid ground. Tents are not permitted. Any equipment, materials, props, tools, etc. left on site for more than 30 days, becomes the property of Forest Theatre.

11. Amplification must be pre-approved.

12. The use of fire (candles, sparklers, lanterns, etc.) is strictly prohibited.

13. There are no rain shelters. An off-campus backup rain plan is recommended.

14. Party will be responsible for cleaning up all trash and recycling from the event. There are garbage and recycling receptacles on site.

15. Parking on the UNC campus is very limited and is not guaranteed per this document. Do not park in any landscaped or restricted area. Reservation of the Forest Theatre parking lot (~13 spaces) or the Park Place Lot should be arranged separately through UNC Parking Services at (919) 962-3951. Call UNC Parking Services for additional campus parking information.

16. It is strongly recommended that users visit the site and meet with the Forest Theatre manager to review the physical accessibility of the seating and stage.

17. All matters not expressly herein provided for shall be in the discretion of the Forest Theatre Manager

18. The Reservation Party agrees to hold harmless the University of North Carolina and must sign an agreement as such.

January 03, 2013