

NORTH CAROLINA BOTANICAL GARDEN  
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

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**Reservation Policy**  
For Weddings / Private Parties in the FOREST THEATRE

*The following conditions apply when using the Forest Theatre/Battle Park area:*

1. Party must arrange for the date at least 30 days prior to ceremony. Wedding date may not interfere with any pre-scheduled activity at the Forest Theatre.
2. A **non-refundable** fee of \$350 is required at the time of reservation. *Please note: reservations are for **four hours** unless otherwise arranged. Make check out to: NC Botanical Garden and send in with this form to the address below. Reservations will be confirmed upon receipt of payment.*
3. Alcoholic beverages are **not** permitted on Forest Theatre or UNC property.
4. Receptions after ceremony are **not** permitted in the Forest Theatre/Battle Park area.
5. The Forest Theatre is open from dawn to dusk; ceremony may be held at any time during daylight hours.
6. **Tents are not permitted**, and there is no rain shelter.
7. Amplification must be pre-approved. Electricity is very limited.
8. **The use of fire is not permitted**, unless prior approval is granted from NCBG and UNC.
9. All trash left as a result of your event should be removed before leaving. You will be held responsible for any damage to the Forest Theatre/Battle Park.
10. Parking on campus is very limited, and is not guaranteed per this document. Park in designated spaces only. Do not park in grassy field. For specifics as to parking availability, please contact the UNC Parking Services office at (919) 962-3951.

**Reservation Agreement:** *Please type or print clearly. By signing this form, you agree to follow all provisions.*

*Failure to meet reservation agreement requirements may result in full or partial loss of deposit and/or fines.*

**Reservation will be confirmed upon receipt of this form and appropriate payment.**

Date of Ceremony \_\_\_\_\_ Start Time \_\_\_\_\_ Stop Time \_\_\_\_\_

Responsible Party \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Phone: day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Apartment # \_\_\_\_\_

City, state, zip \_\_\_\_\_

Couple's Names (if different from above) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

For office use only

Date approved \_\_\_\_\_ please initial: \_\_\_\_\_