

# NORTH CAROLINA BOTANICAL GARDEN

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

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***Our guiding mission is:***

***“to inspire understanding, appreciation, and conservation of plants in gardens and natural areas and to advance a sustainable relationship between people and nature”.***

*By agreeing to hold an environmentally responsible, sustainable wedding, you can honor the beauty of our spaces and support a healthy earth. With the opening of the new Education Center in November of 2009, the garden now provides a unique location for wedding receptions and ceremonies.*

## ***2010 Weddings Policy and Procedures***

### **Application Procedure**

Applications for use of the Education Center or Outdoor Garden Spaces for weddings and wedding receptions may be made in person (by appointment), by phone, or by email to The North Carolina Botanical Garden's Facility Use Coordinator. Confirmation of the event will be made only with a signed *Wedding Ceremonies and Receptions Contractual Agreement* and deposit.

Please contact the NCBG Facilities Coordinator to inquire about availability and to request a reservation. Phone: (919) 962-9460, email: [ncbg@unc.edu](mailto:ncbg@unc.edu)

### **Hours of Availability \***

Monday through Friday, 5:30 pm-9:30pm EST

Saturday, 6:30 pm-10:30 pm EST

Sunday, 8:00 am-12:00 pm, 6:30 pm-10:30 pm EST

\* additional hours are available upon approval

### **Payment**

To HOLD the date for the event, the NCBG requires: a 25% non-refundable deposit fee of the total wedding fee, a signed *Wedding Ceremonies and Receptions Contractual Agreement*, and *Alcohol Guidelines and Agreement*, if applicable. Full payment plus a refundable \$250.00 *Damage Deposit* is due 30 days prior to scheduled event. If full payment and damage deposit is not received 30 days prior to scheduled event, your reservation will be cancelled, without refund. Acceptable methods of payment include: check, cash, MasterCard, and Visa. Checks should be made payable to The North Carolina Botanical Garden. In the event of a returned check, the customer must redeem the check value plus a returned check fee of \$30 in cash or money order within 48 hours of notification in order to hold the scheduled date.

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CB 3375 >Chapel Hill, North Carolina 27599-3375>Phone 919-962-0522>Fax 919-962-3531>[www.ncbg.unc.edu](http://www.ncbg.unc.edu)

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## Cancellation Policy

No cancellations will be accepted from anyone other than the person identified and designated as the *Representative of User Group*. Official cancellations will be accepted by email, fax, or by phone to be followed by letter confirmation. The rental fee, less the deposit, will be refunded if the event is properly cancelled at least one month preceding the scheduled event. If a cancellation is made less than 30 days of scheduled event, full rental fee will be forfeited. Full refunds will be made in the event the NCBG cancels a function, for example due to weather conditions, and an alternative date cannot be scheduled.

## Facility Options

Special Events are limited to:

- Outdoors: Education Center Conservation Gardens, Display Gardens
- Indoors: Education Center Reeves Auditorium, Eleanor Smith Pegg Exhibit Hall, Growing Classroom

There are no formally designated dressing room facilities.

## Photography

Photography for private, non-commercial uses is allowed. A separate reservation and application must be made in advance for all professional or commercial photography/video taken in the NCBG. Clients need to arrive camera-ready as there are no dressing room facilities. Photographers/videographers and their equipment are restricted from garden beds and may not block or interfere with normal pedestrian or vehicular traffic. Application forms available upon request.

## Rentals

The NCBG has 200 chairs and 24 sixty-inch round tables that can be rented by the Facility User *for indoor use only* for a fee of \$2 per chair and \$7 per table (plus tax). If Garden staff is responsible for set up, there is a charge of \$100. The facility user is responsible for additional rentals. The rental company is responsible for setting up the items they provide.

**Additional rentals must be delivered after 3 p.m. on the day of the event.**

## Parking

NCBG has 100 parking spaces, including 7 accessible spaces and 2 bus spaces. With prior approval, after hour parking reservations can be made for large events. Public transportation and carpooling are encouraged for all events. If we cannot accommodate your parking needs, we will work with you in identifying alternative parking strategies and arrangements.

## Accessibility

The Education Center is designed for accessibility and universal use. A limited number of wheelchairs are available upon request. We have 7 designated accessible parking spaces that are located 150-200 feet from the Education Center facilities. Please call ahead for assistance.

## Floral Arrangements

You are responsible for hiring a florist or providing your flower arrangements. You or the florist must bring your/their own containers for flowers and decorations. Flowers and plants must have a liner tray to prevent water damage to furniture or floors. *All floral decoration must be removed from the building at the end of the event.* The NCBG encourages the use of southeastern native plants and live plants as arrangements. We discourage the use of the exotic invasive plants in arrangements, as the discarding of them can harm the environment. For a list of invasive plants, please see:

<http://www.ncwildflower.org/invasives/list.htm>.

## Food, Beverage and other Disposables

We request that all groups adhere to our *Green Event Policy*. We encourage the use of “green” products and sustainable practices. We will provide a list of green strategies and vendors for these products upon request.

## Caterers

Catering service is the responsibility of the customer. All caterers must clean and leave the space used as it was found. An approved caterer’s list will be provided to the customer. These caterers are familiar with our facilities and green event best practices and have agreed to provide food and beverage service in accordance with the *Memorandum of Agreement* between the caterer and the NCBG. *All paper products must be recyclable or compostable. Every effort must be made by the caterer to recycle or compost waste and use local food products.*

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## **Alcoholic Beverages**

Beer and wine are permitted. Mixed drinks (liquor or fortified wine) are not permitted. A signed *Alcohol Guidelines and Agreement* must be given to the Facilities Coordinator at least 30 days prior to your event. The caterer is responsible for providing any alcohol that is served and must have the necessary insurance and permit as required in the alcohol policy to cover both the catering company and the bartender. A qualified licensed bartender over the age of 21 and employed by the caterer must serve the alcohol. Cash bars or self-serve bars are not allowed. Alcohol can only be served after 5 p.m. on weekdays. No alcohol may be served on Sundays.

Unauthorized alcohol use is not permitted at any time at the Garden. Violations of the *Alcohol Guidelines and Agreement* can result in the immediate termination of the event without refund and forfeiture of customer's entire security deposit.

## **Sale of Materials**

Only materials pre-approved by NCBG that are related to the event being conducted (such as audio recordings, proceedings, or books) may be sold. NCBG will not provide sellers.

## **Exhibitors**

Exhibitors who are part of an event are subject to approval by the University of North Carolina at Chapel Hill and NCBG. NCBG retains the right to enforce guidelines regarding factors such as exhibit size and function.

## **Decorative Materials**

If you need to hang or otherwise display materials, please discuss appropriate display methods with the Facility Coordinator prior to the event. No NCBG fixtures, including plants, containers or other equipment or adornments may be moved or removed from outdoor spaces. Use of special event decorations and other related materials shall be discussed and approved by the Facilities Coordinator.

## **Audiovisual**

Facility Use fee includes projector and screen equipment set up and instructions, only. Audiovisual technical support is the responsibility of the user group.

## **Music and Entertainment**

You are responsible for hiring musical entertainment. A designated place will be determined by the Facility Coordinator for the location of the band. Equipment such as speakers, instruments, stereos, etc. is the responsibility of the user. No dance floors may be placed on lawn or in garden areas. All entertainment and associated setup must be approved at least 30 days in advance.

## **Prohibited Equipment**

The use of tents, open flame candles, tiki torches, luminaries, sparklers, and other sources of combustion are not permitted. We suggest using solar powered lights. Carpet or aisle runners may be used on hard surfaces only — not on grass. The throwing of rice, birdseed, confetti, or party string is not permitted.

## **Set-up and Clean-up**

All groups must arrive fully prepared to conduct their business. The NCBG staff cannot provide office supplies, access to photocopying or fax machines, computer access, or similar equipment to any group or individual.

The NCBG will clean the floors and restrooms, but groups are otherwise responsible for leaving spaces as they found them. If food is served, please refer to the NCBG *Green Events at the Garden* and *Caterer Memorandum of Agreement*. Groups must make arrangements to properly dispose of all food, recyclables, compost and trash, and clean all NCBG areas used by the group. **All event equipment, supplies, and materials MUST be removed from the facility within the scheduled time of your event, unless previous arrangements have been made with the Facilities Coordinator.** The \$250 damage deposit will **not** be refunded if the space is not left as it was originally found within the scheduled timeframe.

## **Liability**

NCBG disclaims any responsibility for any personal property or equipment of user group that is lost or damaged during the event. Any damage to the NCBG facilities, equipment, gardens, and/or grounds that exceeds the \$250 damage deposit must be reimbursed by the user renting the facilities. Charges for damage or loss to any building or grounds may include the

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replacement cost if the item is damaged beyond repair or is lost, the cost of labor to repair the item, cleaning costs and a damaged item service fee to be determined. In addition, the \$250 damage deposit will not be refunded.

### **Smoking**

As part of The University of North Carolina at Chapel Hill, the NCBG is a non-smoking facility. Smoking is therefore not permitted in anywhere on the property, including indoor rooms and outdoor spaces.

### **Outdoor Rentals and Inclement Weather**

In the event of inclement weather, outdoor facilities at the NCBG are closed as a matter of policy. In the event that outdoor facilities are closed due to weather, 80% of the payment may be used on another available date. If customer should decide not to re-book the event on another date, a 50% refund will be provided, as the NCBG cannot be held responsible for inclement weather or inconveniences.

Reservations for outdoor spaces do not include back-up space for inclement weather. If you wish to rent additional space as a back-up, this must be done 48 hours in advance and is dependent on availability of space. This rental fee is non-refundable.

### **Rates**

Rates are listed in the *Facility Use Application for Weddings* and are subject to change

### **Wedding Rehearsals**

You may schedule a rehearsal — subject to availability. The rehearsal can be scheduled in any location after the close of regular business hours. An additional fee, which varies depending on the space used, is required for the rehearsal.

### **Wedding Laws for the State of North Carolina**

A marriage license can be obtained by contacting the County Register of Deeds:

<http://www.co.orange.nc.us/deeds/marriage.asp>.

### **Matters Not Herein Provided**

All matters not expressly herein provided for shall be in the discretion of NCBG.

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## *Weddings Contractual Agreement*

I have read, and I understand and accept the terms of the North Carolina Botanical Garden's Weddings Policy and Procedures.

As part of the consideration for holding my meeting/event at the North Carolina Botanical Garden (NCBG), I, on behalf of my user group, hereby release, hold harmless, and forever discharge The University of North Carolina at Chapel Hill, and its employees and agents acting within the course and scope and of their official responsibilities from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained while using/renting the facilities of the North Carolina Botanical Garden, except for damages caused by the negligence of the University, its agents and employees. I am fully aware of the risks and hazards associated with this event. I agree that this is binding on me, our heirs, assigns, and personal representatives. I hereby certify that I have the authority to enter into this agreement, including the release and hold harmless portions, on behalf of my user group. I further certify that I am 18 years of age or older.

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Representative of User Group (Must be 18 years of age or older)

\_\_\_\_\_  
Signature of Representative of User Group

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Accepted: \_\_\_\_\_  
Signature on Behalf of the North Carolina Botanical Garden