

Beech Creek Botanical Garden & Nature Preserve
Wedding Rental Agreement

Event Date _____

Today's Date _____

Name of Renter _____ Phone No. _____

Name of Bride _____ Name of Groom _____

Additional Phone No's. _____ Email _____

Renter Address _____
(Street Address) (City) (State) (Zip Code)

Security Deposit Refund (returned within 2 weeks dependent on damages/litter under Rental Policies)

Make Payable To _____

Mail To _____
(Street Address) (City) (State) (Zip Code)

Actual Ceremony Time _____ 4 hour time block (set-up, tear-down + ceremony _____ to _____

Arrival Time of Bridal party, planners, caterer's etc. _____

Time of Reception _____ to _____ Number attending the Event (approximate) _____

Decorating, the above "blocks" of time for the ceremony and/or reception should include your "decorating". However, we understand that many bridal parties wish to come in early in the morning or the night before to decorate. Although we cannot promise at the time of confirming this agreement to these exceptions - we will do our best to provide alternative decorating time slots. Please tell us your "decorating time" preferences: _____

Rehearsal

Rehearsal Date: _____ (there is no additional fee)
(Note additional fee does apply if using facility for rehearsal dinner)

Rehearsal Time: _____ to _____

No. of people attending (estimate) _____

Beech Creek Gardens Member? Join now & save: \$85.00 Family \$100.00 Friend

Members receive 10% discount on rental ceremony & reception sites, free general admission for anyone living in their household and extends to any grandchildren, 10% off plant & gift shop purchases, discounts on special events, workshops. Memberships and member benefits are non-transferable.

Note: Facility Rental Does Not include Admission to our grounds. Guests may come & go to your event at no charge. To explore any areas of the grounds an Admission Pass is required.



Wedding Sites

Secret Garden
Wildlife Deck

Non-member

\$475.00
 \$150.00

BC Member

\$427.50
 \$135.00

Note:

1) Member discount applies for members renting only.

Reception Sites

Woodland Pavilion
Wildlife Deck

\$445.00
 \$295.00

\$400.00
 \$265.00

2) Reception fee includes a security person on-site.

Rehearsal

Rehearsal Only
Rehearsal & Dinner

0.00
 \$75.00

\$ 67.50

Total Venue Rental

\$ _____ \$ _____

25% Down Payment

\$ _____ *

Office Use ONLY



Optional Amenities

Curtains in Pavilion (sheer) \$ 50.00
Dressing Area Bridal Party \$ 50.00 (up to 4 hours before wedding)
Dressing Area Bridal Party \$ 75.00 (up to 8 hours before wedding)
Canopy for DJ (10x10) \$ 40.00
Canopy for Caterer (10x20) \$ 80.00



Office Use ONLY
Below this line



Total Due \$ _____ = \$ _____ + \$50 + \$ _____
Sites & Amenities + Deposit + Membership {if joining}

Total Due with Agreement

\$ _____ = \$ _____ + \$50 + \$ _____
* 25% of Facility Rental + Deposit + Membership {if joining}

Chairs (wedding site only, payment due 2 weeks before wedding)

Estimate # _____ @ \$1.30 \$ _____
Actual # _____ @ \$1.30 \$ _____

Payments &/or Add-ons (+ or -)

Date	Amount \$\$ - Payment + Add-on	Notes	Credit or Debit Card	Check #	Cash	Initials (BC Rep)	Balance
Total Due, Beginning Balance							\$

Fees, Cancellations, Changes, Inclement Weather

- * 25% of rental site fees due with reservation, balance due 6 weeks prior to event. Optional amenities fees due 2 weeks before event.
- * If cancellations are made 21 days before the event BC will retain \$50 (processing fee) and refund remaining amount paid by renter.
- * No refund if cancellations are made within 20 days of the event.
- * Inclement Weather: #1) Have a plan B alternative location.
- #2) If you've rented the Wildlife Deck & the Woodland Pavilion is available we can move your event there.
- #3) If cancellation is needed (Beech Creek Gardens will work cooperatively along with the Renter to make the best decision). Beech Creek Gardens will retain a \$50 processing fee and refund the balance paid. However, Beech Creek Gardens reserves the right to be the final say on the severity of the weather impact on the event.

Rental Policies

- * Ceremony site rentals allow for a block of 4 hours (this should include any decorating and clean up as well as the ceremony).
- * Reception site rentals should be **done and cleaned up by 11:00pm**. We allow for a block of 6 hours (this should include any decorating and clean up).
- * All decorations should be removed immediately after the event, may have until 10am the following day if no rentals that day.
- * No confetti or rice throwing is permitted, Use bird seed or bubbles only. Real flower petals are great, NO fake flower petals.
- * **Litter resulting from the event must be picked up and placed in trash bags (provided by Beech Creek Gardens), and placed inside our dumpster (located along the NW edge of the main parking area). Failure to clean up the area, and remove all belongings, may result in loss of security deposit.**
- * Damages, any damages to Beech Creek Gardens grounds, buildings, or loss of tools, equipment must be repaired and/or replaced at the cost of the Host (Renter), and may result in loss of Security Deposit.
- * Alcohol is permitted but you must have PRIOR PERMISSION. All alcohol should be kept in the reception area at all times (no carrying open bottles/cans around the grounds).
- * Membership discounts and admission passes are non-transferable and cannot be used, given or shared with others.

Notes:

- 1) There is no General Admission fee for your guests to attend your event. However, if they wish to explore the grounds including the gardens, hiking trails, butterfly house, plant science center, caterpillar nursery, nature playground, etc. then a General Admission fee DOES apply. This General Admission fee ranges from \$8.00 to \$12.00 per person depending on the season, \$1.00 off for ages 65+, ages 0-2 years are free. If general admission passes are not purchased, these guests should stay within the rental site areas.
- 2) Please keep in mind that Beech Creek Gardens is a public facility and that other visitors are here, and other events may also be scheduled at the same time as your wedding. Our staff and volunteers will work hard to minimize any interference and ensure that you have an enjoyable and memorable experience.

The undersigned hereby makes application to the Beech Creek Botanical Garden & Nature Preserve (Beech Creek Gardens) for facility rental, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the Beech Creek Gardens facilities, the surrounding property. The applicant agrees to adhere to all rules and regulations on this form and in the rental guidelines.

PREFACE A. Beech Creek Botanical Garden & Nature Preserve (Beech Creek Gardens) is an independent non-profit organization located at 11929 Beech Street in Alliance, OH 44601. **B.** Beech Creek Gardens, the Organization, and its directors, officers, employees, agents, licensees, independent contractors, vendors, successors and/or assigns, are hereinafter, sometimes individually and collectively referred to as "Beech Creek Gardens."

C. The renter or persons responsible for the Event, (hereinafter referred to collectively as "The Host").

Waiver of Liability. The undersigned/Host agrees to release, waive, and discharge Beech Creek Gardens, from any and all liabilities, claims, losses, or demands that may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained by The Host or The Host's guests while attending the Event at Beech Creek Gardens. The Host agrees to further release, waive, and discharge Beech Creek Gardens from any liabilities, claims, losses, demands, or causes of action, which may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained as a result of any vendors or service providers to the Event.

Hold Harmless and Indemnification. The Host agrees to defend, indemnify and hold harmless Beech Creek Gardens from and against every loss, claim, expense (including attorney's fees and costs), liability or payment by reason of any damages or injury to person (including death) or property (including loss of use or theft thereof) directly or indirectly arising out of, or in connection with this Agreement, in proportion to and to the extent that such injury, death or damage is caused by the actual or claimed tortious conduct (active or passive) of The Host or The Host's guests. We reserve the right to make final approval of all applications, groups &/or events.

Applicant (Host) Signature

Date

