

Los Angeles County Arboretum & Botanic Garden

Weddings Rules & Regulations

The Los Angeles County Arboretum & Botanic Garden makes available the use of the facilities for weddings and receptions. Every courtesy will be extended to those wishing to use the facilities for this purpose so long as such use does not interfere with public use and is compatible with Arboretum's neighborhood setting. The gardens are open daily to the public from 8 a.m. to 5 p.m. All pertinent State laws, County ordinances, and Los Angeles Arboretum Foundation policies and guidelines as specified below must be observed. Please contact Special Events Office at (626) 821-3204 with questions.

Arboretum property and facilities are based on a Four-Wall Agreement. This means the permittee is responsible for choices, payments, and results of all independent contractors such as caterer, florist, musicians, officiant, etc. The client may use vendors of their choice except site monitoring, rentals, and catering.

Arboretum provides naturally beautiful, unique settings for wedding ceremonies and/or receptions. Popular locations include the Bauer Lawns and surrounding fountains, Queen Anne Cottage lawn, Victorian Rose Garden, Waterfall/Meadowbrook, Special Event Lawn and Celebration Garden.

RESERVATIONS

All ceremonies and receptions begin after 5:00 p.m. Primary season is April through October. Reservations for outdoor wedding ceremonies are available from 5p.m. to 7 p.m. Reservations for receptions are available 5 p.m. to 10 p.m. A nonrefundable reservation fee of 20% of site rental fee and completion of the Application and Permit is required to secure reservations.

CANCELLATION

See back of Application and Permit for detailed information. At its sole discretion, The Los Angeles County Arboretum and Botanic Garden or an authorized representative thereof reserves the right to cancel the event in case of an emergency. In such case, all fees will be fully refunded.

PAYMENT

A nonrefundable reservation fee of 20% of site rental fee and completion of the Application and Permit is required to confirm a reservation date. The balance is due 30 days prior to the event. Failure to meet the payment schedule will constitute grounds to cancel the reservation.

Payments may be made by Visa, Master Card, Discover, American Express, check, money order or cash. Address all correspondence to Los Angeles County Arboretum & Botanic Garden, Special Events Office, 301 North Baldwin Avenue, Arcadia, CA 91007.

INDEMNIFICATION, INSURANCE

General liability insurance in the amount of \$2 million is required for any event held at the Arboretum. Permittee must purchase insurance through the Los Angeles County Special Event Liability Insurance Program by calling (800) 420-0555 or through www.theeventhelper.com

The certificate must name Los Angeles County Department of Parks and Recreation and Los Angeles Arboretum Foundation, 301 North Baldwin Avenue, Arcadia, CA 91007 as additionally insured.

SITE CAPACITY

Each location has a maximum site capacity which cannot be exceeded. Site capacities are as follows:

Rose Garden: 150 (ceremony only)

Bauer Lawn: 200+

Waterfall: 200+ (ceremony only)

Event Lawn: 200+

Celebration Garden: 150

Queen Anne Cottage Lawn: 200+ (ceremony only) Ayres Hall: 300

The Peacock Café: 120

WEDDING USE

The site for the wedding ceremony must be selected at the time the contract is generated. Wedding ceremonies are limited to two hours. Within the two hours allotted for ceremony, please allow for the admittance of guests, the performance of the wedding ceremony and the removal of personal items.

Ceremony/Reception or Receptions are limited to 5 hours. Receptions must conclude by 10 p.m. At closing time, it is your responsibility to see that all guests leave the premises promptly. Failure to heed this policy may cause for a reduction in the damage deposit refund.

A one-hour rehearsal may be scheduled on available afternoons or evenings (provided there is not an evening event).

EQUIPMENT

Supplies, and rentals such as furniture, lighting, tent, canopy, flowers, etc. are the sole responsibility and choice of permittee, and requires approval from Special Events Office.

All rentals for chairs, tables, etc. must be arranged exclusively through Dolphin Event Rental Services (626) 795-5131 or Town & Country Distinctive Rental Services (626) 795-7700.

TRANSPORTATION

Tram service is available for wedding ceremonies at the Rose Garden, Waterfall, or Queen Ann Cottage lawn. The fee is \$450, including tram, and driver. The tram can accommodate up to 37 guests at a time. It has handicap accessibility. If tram is not available due to unforeseen circumstances the tram fee will be fully refunded to the rental client.

SITE COORDINATOR AND ASSISTANT MONITORS

Los Angeles Arboretum Foundation requires a Site Coordinator and two Assistant Monitors for all wedding ceremonies and/or receptions. The fee is \$500 for Site Coordinator and \$30/hour per Assistant Monitor, minimum 4 hours.

Site Coordinator will answer any site related questions you may have and will have “final say” at the event on any decision regarding the grounds.

Here is what to expect from your Arboretum Site Coordinator:

- She/he will remain on site during the event to enforce the terms and agreements of this contract.
- Will enforce The Los Angeles County Smoking Ban ordinance.

- Will enforce Arboretum's policy on always maintaining acceptable sound levels.
- Will enforce the 10 p.m. event end-time and vendor load-out.
- Supervise the setup of the ceremony and reception locations according to the predetermined diagrams.
- Receive all deliveries and vendors – florist, musicians, etc.
- Coordinate the timeline for sequence of events.

Please Note: Site Coordinator and Assistant Monitors are not responsible for the setup, breakdown, or cleanup of any décor items. This includes, but is not limited to, table numbers, floral arrangements, petals, escort cards, cake toppers, favors, candles, guest book, photo props, personal items, etc. It is the responsibility of the client to assign vendors and/or helpers to complete all décor and breakdown. A separate wedding planner may be hired by the rental client to work with Arboretum's Site Monitor at the wedding if so desired by the rental client.

SET UP AND DECORATIONS

Setup of personal items may begin two hours prior to the start of the reservation or at 3 p.m. It is the client's responsibility to inform their contractors of this requirement. Guests will not be admitted into the gardens until 5 p.m. for evening weddings/receptions.

1. It is the sole responsibility of the rental client to anticipate adequate time for furniture, decorations, and other items to be setup for the wedding. The delivery of such items must be coordinated with the Special Events Office.
2. All setup requests are to be in writing on the setup diagram.
3. Nails, staples, tacks, tape, and other adhesives may not be used.
4. All buildings and landscaping are to remain free of any attachments including nails, ribbon, flowers, or banners. Benches and planters may not be moved. All decorations must be removed at the end of the event.
5. Birdseed, rice, balloons, or confetti may not be brought into the garden. Releasing of butterflies is not allowed. Doing so will result in a withholding from the damage deposit.
6. All decorations must be removed at the end of the event.
7. No open flames candles are allowed in any areas.
8. Silk flower (non-organic) petals and live flower petals (organic) are permitted; however, the rental client is responsible for cleanup of all petals, non-organic and organic. Failure to cleanup all petals will result in a deduction from the damage deposit.
9. Arboretum will not be responsible for gifts, personal property, or any property/supplies belonging to the wedding party or vendor/contractor. Deliveries may begin at 3 p.m. for evening events. All deliveries must be picked up and removed same day as the event.
10. Electricity is available in limited areas. Water is not available in the gardens.
11. Dressing rooms are not available.
12. Deliveries will not be accepted by the Arboretum staff.

SOUND

Arboretum is in a residential neighborhood. Good and respectful relations with neighbors are important to us. Amplified sound is allowed at a moderate volume to prevent disturbances of wildlife and neighboring residents. All acoustic instruments, DJ, and/or sound equipment must be pre-approved for use in the garden by Special Events Office and your plans regarding music and sound must be discussed and approved by the Special Events Office prior to booking your musicians. For evening receptions in all venues, all music must end by 10 p.m. Failure to comply with Arboretum's permissible sound levels at all times and complying with the end time will result in Arboretum's withholding of the entire damage deposit and could result in termination of your event by the Los Angeles County Sheriff's Department.

PHOTOGRAPHY

Drones are strictly prohibited.

Admission fees for wedding photography are waived on the day of the event. The bridal party may not enter the gardens before 3 p.m. for photography on the day of the event. Photography may take place anywhere in the garden from 3 p.m. to 4:30 p.m. After 4:30 p.m. photography is restricted to the area reserved for your event. After the ceremony, photography remains restricted to the area reserved for your event.

VEHICLES

Vehicles are always prohibited on the grounds, unless coordinated and approved by the Special Event's Office. If your vehicles/limousine is approved to drive on the grounds, Arboretum staff must always escort you. Only vehicles providing proof of general liability insurance in the amount of \$2,000,000.00, naming Los Angeles County Department of Parks and Recreation and Los Angeles Arboretum Foundation as "additional insured" will be allowed to drive on the grounds. Limousines over 30 feet are not allowed.

FIRE REGULATIONS

In compliance with Los Angeles County Fire Department regulations, tables must be arranged a minimum of six feet apart to ensure free flow of traffic. Flammable materials brought into the facility must be fireproof and approved in advance by the Special Events Office. No open flames candles are allowed in any areas.

Smoking is prohibited at all county facilities, indoors or outdoors, including all the parking lots and service areas, per County Ordinance Code 17.04.645. Arboretum is a "No Smoking" facility. Failure to comply will result in loss of the Damage Deposit.

ALCOHOLIC BEVERAGES

In accordance with California State Law, alcoholic beverages may not be served to any Person under the age of 21 or to a person who is obviously intoxicated. No alcoholic beverages may be consumed anywhere at the Arboretum other than at the location listed on the contract. Fresh Gourmet Catering, Sunseri's Bar & Beverage Catering and the Site Monitor reserve the right to terminate any person's consumption of alcohol for reasonable cause.

It is mandatory that you provide Certificate of Insurance in the amount of \$2,000,000.00 General Liability Insurance, including Liquor Liability naming Los Angeles County Department of Parks and Recreation and Los Angeles Arboretum Foundation as additionally insured.

CATERING

For your convenience, all catering is provided exclusively through the Arboretum on-site caterers, The Fresh Gourmet, at the Peacock Café (626) 446-2248 or thepeacockcafe@gmail.com

CLEAN-UP

Upon completion of the event all areas used must be left clean. All party-related items must be removed from the grounds. The cost to Arboretum to accomplish the cleanup not done by the rental client will be deducted from the damage deposit. The Fresh Gourmet Catering, the exclusive Arboretum's catering supplier is responsible for its own clean up.

- The Damage Deposit will not be refunded if the facility has been damaged. Clean-up and removal of equipment, supplies, rose petals, and all trash is required on the same day of event. Arboretum does not provide trash bags.
- All equipment, furnishing, decorations, display material or other supplies furnished by rental client are to be removed immediately by the rental client upon the conclusion of the event, leaving the facility in a clean and orderly condition.
- Arboretum is not responsible or liable for materials, equipment, gifts or property of any kind left at the

facility after the event.

- Determination of any unusual cleanup charges beyond fair wear and tear will be made by the designated Arboretum representative, and all decisions are final. All damages to the Los Angeles County and Botanic Garden property will be the responsibility of the rental client and shall be paid in full within ten (10) working days of submission of damage estimate provided by the Arboretum representative.

DAMAGE DEPOSIT

The damage deposit for wedding ceremony and/or reception is \$500.

- All damage deposit refunds are at the sole discretion of the Arboretum and will depend on client's adherence to the Terms and Conditions set forth in this contract.
- Failure to comply with any of the above Terms and Conditions will result in deduction from or full loss of the damage deposit.
- All damage to The Los Angeles County Arboretum and Botanic Garden property is the responsibility of the rental client. If the cost to repair damages exceeds the Damage Deposit, these additional charges shall be paid for in full within ten (10) working days of submission of a damage estimate provided by the Arboretum representative.
- Any refund from the Damage Deposit will be sent and made out to the contact listed on the contract within six (6) to eight (8) weeks.

LOS ANGELES COUNTY & BOTANIC GARDEN'S RIGHTS

Arboretum may exercise the following rights:

1. To substitute other facilities, without notice, as its discretion if for any reason the facilities reserved become unsafe for guests.
2. To eject unruly, disruptive, or objectionable persons from the Arboretum's property and to refuse admission to any person, all without any liability on the part of the Los Angeles County Arboretum and Botanic Garden, without notice to the rental client.
3. To authorize or disallow the transportation or location of any materials, equipment, or apparatus brought onto Arboretum's premises.

STANDARDS OF CONDUCT AND BEHAVIOR

Arboretum is committed to provide a safe, comfortable, and enjoyable experience for all events held on its property to help us fulfill this commitment, we ask you to join us in making everyone's experience the best it can be by exhibiting behavior that is appropriate to our garden venue, and respectful of both our property and experience of others around you always.

We ask that you and your guests will:

- Be respectful of all other guests, Arboretum's staff and representatives, and all aspects of the property.
- Not act in an unruly or disruptive manner and interfere with other's enjoyment of the wedding.
- Enjoy alcoholic beverages in a responsible manner.
- Refrain from smoking (including "e-cigarettes") anywhere on Arboretum's property, including parking lots.

- Refrain from using offensive or aggressive language, making obscene gestures, throwing objects, or possessing and bringing onto the property prohibited or illegal items such as fireworks, drones, balloons of any kind, etc.
- Comply respectfully with the directions of Arboretum’s staff and assigned Arboretum Site Monitor(s).
- Refrain from doing anything that you wouldn’t want your mother, spouse, significant other, or fiancé to know about.

OBSERVATIONS OF TERMS AND CONDITIONS

Infractions of any stated policies may be compensated for by a reduction in the Damage Deposit refund. Event cancellation may result if the terms and conditions stated herein are not adhered to in full.

I/We the undersigned have read and agree to these Terms and Conditions for our wedding ceremony and/or reception at the Arboretum. I/We understand that this agreement is not valid unless and until signed copy has been received by the Los Angeles County Arboretum and Botanic Garden. In addition to the Term and Conditions, a signed copy of the Application and Permit for Use of Regional Parks (PR82A) must be received.

I/We understand that these guidelines are to be strictly followed by all parties associated with the wedding ceremony and/or reception. Los Angeles County Arboretum and Botanic Garden is not responsible for the actions of any party involved with the wedding.

Client/Authorized Representative

Date:

Arboretum Representative

Date:

The signed contract, insurance, all payments, information and inquiries should be directed to:

Los Angeles County Arboretum and Botanic Garden
 Special Events Office
 301 North Baldwin Avenue
 Arcadia, CA 91007
 626-821-3222 phone 626-445-1217
www.arboretum.org