



Dallas Arboretum
Let nature nurture you.

Wedding Ceremony and Reception Rentals

Revised June 1, 2009

Except for Informal Ceremony locations or as noted, all garden ceremony rentals include:

White garden chairs and service tables based on number of guests (72" rounds at Rosine Hall; 60" rounds at Camp House and DeGolyer Loggia); Gate attendant or a DPD officer and rental staff associate; 30 minute rehearsal time scheduled through the Wedding Sales Coordinator at time of booking. (Gazebo and Informal Sites excluded)

A security/damage deposit plus a % of venue rental fee is required at time of booking except for the Informal ceremony sites.

Informal Ceremony Sites - one hour rental; ceremony times 9am-10am, 10:30am-11:30am, 12:00pm-1:00pm, 1:30pm-2:30pm or 3:00pm-4:00pm. Standing only

- Pulpit Guest Capacity 10 Fee \$200
- Poetry Garden Guest Capacity 10 Fee \$200

Daytime Garden Ceremony Sites - two hour rental from 9:00am-11:00am, 12:00pm-2:00pm or 3:00-5:00pm

- Gazebo (no rehearsal) Guest Capacity 25 Fee \$350 Deposit \$250
- Nancy's Garden Guest Capacity 50 Fee \$600 Deposit \$250
- Camp Lawn (10am only) Guest Capacity 60 Fee \$750 Deposit \$350
- McCasland Sunken Garden Guest Capacity 100 Fee \$1000 Deposit \$500

Evening Garden Ceremony Sites - two hour evening rental from 6:00pm-8:00pm; with the ceremony at 7:00pm during daylight savings time; (Ceremony only weddings are not available on Saturday evenings)

- Pergola Guest capacity 200 Fee \$1000 Deposit \$500
- A Woman's Garden Guest capacity 200 Fee \$1000 Deposit \$500
- McCasland Sunken Garden Guest capacity 100 Fee \$1000 Deposit \$500
- Nancy's Garden (Mon-Wed only) Guest Capacity 50 Fee \$600 Deposit \$500

Garden Ceremony and Reception Packages (five hour rental- from 6:00pm-11:00pm with ceremony at 7:00pm) \$1000 Deposit for the DeGolyer Loggia & Rosine Hall; \$1500 deposit for the Camp House)

DeGolyer Loggia reception site with choice of three ceremony locations: **Pergola, A Woman's Garden, or McCasland Sunken Garden (Sunken Garden capacity is 100)**

- 60 or less guests \$4100 (includes valet & DPD officer) tenting is optional at additional fee
- 61 to 130 guests \$5100 (includes valet & DPD officer) tenting optional at additional fee
- 131 to 200 guest \$6100 (includes valet & DPD officer) tenting optional at additional fee

Camp House reception site with choice of two ceremony locations: **Camp Back Lawn or Lay Ornamental Garden**

Peak Pricing (Mar 1 to Jun 15; Sept 1 to Dec 31)

- 60 or less guest \$4600 (includes tenting & DPD officer) valet is optional
- 61 to 130 guests \$6700 (includes valet & tenting & DPD officer)
- 131 to 175 guests \$7700 (includes valet & tenting & DPD officer)

Off Peak Pricing (Jan 1 to Feb 28; Jun 16 to Aug 31)

- 60 or less guests \$3800 (includes DPD officer) valet & tenting optional
- 61 to 130 guests \$5100 (includes valet & DPD officer) tenting is optional
- 131 to 175 guests \$6100 (includes valet & DPD officer) tenting is optional

Rosine Hall reception site with choice of three ceremony locations: **Ginsburg Plaza, Rodriguez Gazebo or Jonsson Color Garden**

- 150 to 200 guests \$4800 (includes the DPD officer) Valet is optional
- 201 to 300 guests \$5800 (includes the DPD officer) Valet is optional
- 301 to 400 guests* \$6800 (includes the DPD officer) Valet is optional
- 401 to 500 guests* \$7300 (includes the DPD officer) Valet is optional

Guest capacity for Rosine Hall varies based on seating design. Adding a dance floor and/or stage will reduce seating capacity and is an extra expense.
*Depending on set-up, some outside seating may be required for receptions over 300.

We have some limitations on decorations, florals, and seating/dining in order to provide for a successful event. Some locations are seasonally unavailable due to Arboretum festivals & activities.

Catering:

- Dallas Arboretum has a list of approved caterers. Rosine Hall has four exclusive caterers.
- There are food/beverage restrictions which must be followed at the Camp House.

General Information:

- In order to ensure the event reservation, a deposit plus a % of the venue fee must be paid at the time of booking.
- Any vendor needs must be coordinated through the Arboretum site manager. All vendors must be certified licensed professionals with appropriate proof of Insurance with DABS designated coverage and be provided to the site manager at time of client contract signing.
- Band member counts are limited to the specific location (Rosine 6, Camp 4, DeGolyer 4)
- There are sound restrictions on outside entertaining and all amplified music is only allowed at private events after 5:00pm and must end by 10:30pm according to Dallas City ordinances.
- **All time frames set by the Site Manager, are strictly enforced.**
- Changes to site set-up, **must be requested and confirmed, 14 days prior to the event date, if possible.**
- The Dallas Arboretum and Botanical Garden is not responsible for damage or loss of any merchandise, equipment, clothing, or any other valuables left at an event.
- Unless the rental is part of an indoor package, **there are no rain plan options for garden ceremonies.**
- Only fresh white or ivory flower petals are allowed. No open flames in gardens & only 4 pre-approved tea lights on each reception table.
- Special chairs other than those provided by DABS (banquet chairs inside Rosine Hall & white garden chairs for all other events) must be rented at an additional charge through the Site Manager.

Enhancements (must be arranged through the Site Manager at least three weeks prior to ceremony):

Dance Floor	TBD \$\$		set up fee
Stage	TBD \$\$		set up fee
Tenting (where permitted; <i>ceremony sites cannot be tented</i>)	TBD \$\$	plus	a service fee
Lighting	TBD \$\$	plus	a service fee

Additional hours beyond contract on the day of event or extensive set-ups (i.e. extra lighting, bands, etc.) will be assessed a fee of \$100/hour or partial hour. All events requiring DPD (Dallas Police Dept) beyond the 7 hour minimum included in package price, due to late departure of guests and vendors, will be charged an additional \$40 per hour and will be deducted from the security damage deposit.

Always refer to final contract and policies for specific information and confirmation of rental agreements. Pricing is subject to change; no more than a 10% increase in a given year.

ASK FOR INFORMATION ABOUT RECEPTIONS ONLY AND REHEARSAL DINNERS!