



**THE ELIZABETHAN GARDENS  
EVENT/WEDDING / RECEPTION / POLICY & CONTRACT**

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HOW DID YOU HEAR ABOUT THE ELIZABETHAN GARDENS?

PLEASE CHECK ALL THE PLACES YOU HAVE HEARD ABOUT HAVING A WEDDING AT THE ELIZABETHAN GARDENS.

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| <input type="checkbox"/> MAGAZINE                    | <input type="checkbox"/> OUTER BANKS WEDDING ASSOCIATION WEBSITE |
| <input type="checkbox"/> ROANOKE ISLAND.NET WEBSITE  | <input type="checkbox"/> THE WEDDING GUIDE WEBSITE               |
| <input type="checkbox"/> ELIZABETHAN GARDENS WEBSITE | <input type="checkbox"/> WEDDING EXPO                            |
| <input type="checkbox"/> OTHER: _____                |  |

**GENERAL GUIDELINES:**

- ALL RESERVATIONS MUST BE MADE THROUGH THE GARDEN EVENT COORDINATOR AND MUST BE COMPLETED IN WRITING.
- The Executive Director must approve any variances from the above policies in advance.
- No political or religious events except weddings are allowed. No fund raising events are permitted except for the sole benefit of the Elizabethan Gardens or those organizations which have a partnership agreement with the gardens.

\_\_\_\_\_ **Benefits:**

- We provide the white chairs and set-up at your chosen site, parking, white arrows to show your guest's the path from the entrance. Table and chair set-up is provided for your reception in the Reception Hall and Rose Garden Tent. A Rehearsal time of one hour is included. Photography sessions are included. Enjoy 10% off plants and gifts for you and your wedding party. The beauty of Elizabethan Gardens makes your event remarkably easy.

\_\_\_\_\_ **Appearance of Garden:**

- The Elizabethan Gardens will make every effort to ensure The Gardens are in bloom and attractive for your event; however, given changing weather conditions and the seasonal nature of flower displays, the appearance and quality of The Gardens will change daily.
- The Gardens' premises must be used as is on the day of the event, and must be kept in the same condition in which it was found.

\_\_\_\_\_ **Public Access:**

- The Elizabethan Gardens are open to the general public daily.
- Our staff will do our best to deter visitor interference with your event; however, public access will be maintained during these times.

- Be aware that the facility has a public webcam located at the Sunken Garden and Overlook Terrace.

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#### **Garden Admission:**

- Complimentary admission for your guests is included with the rental of the facility or ceremony site.

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#### **Pets and Animals:**

- Except for service animals, no pets are permitted in The Elizabethan Gardens at any time.

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#### **Releases:**

- The release of doves, butterflies, or any other animals is strictly prohibited in The Elizabethan Gardens.

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#### **Decorations**

- Artificial petals/leaves, glitter, confetti, rice, balloons, fireworks (including sparklers), tiki-torches, and hanging signs on the outside of buildings or on plants or trees is not permitted. Bubbles, flowers, and flower petals are permitted, but must be cleaned up thoroughly after the event.
- The pavement and/or grounds may not be chalked or otherwise marked to direct guests to your rented location.
- Birdseed is not permitted for use in The Gardens at any time.
- The Elizabethan Gardens staff will place wedding location site signage to direct guests to the agreed upon site.

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#### **Smoking:**

- Smoking must take place only in the designated area.
- Smoking area is located behind the Reception Hall. All remaining grounds and buildings are smoke-free.

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#### **Parking:**

- There is a paved parking lot at The Elizabethan Gardens that provides limited parking for your guests.
- Parking is also permitted in the grass circle. Please ensure fire hydrants and handicapped parking spaces are not blocked.

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#### **Contact Information:**

- The Elizabethan Gardens requests all contact information, including e-mail address, phone number, and mailing address, be updated as client information changes in order to better serve you, the client.

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#### **Additional rules and regulations:**

- In the event you plan to use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party. If alcohol is served the caterer must have all appropriate permits and proof of liquor law liability insurance. **This documentation must be copied and provided to The Elizabethan Gardens one week prior to the event or the event will be cancelled. See complete Alcohol Policy below for details.**
- The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or

inaction of guests. The rental party agrees to assume responsibility for any damage to building or gardens caused by anyone attending or present on the premises as a result of the event.

## BOOKING

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### Deposits:

- A 50% non-refundable wedding event deposit is due upon signing which locks in your date.
- A refundable \$350.00 damage deposit is required for all rentals including weddings or receptions pending no damages have been incurred to The Elizabethan Gardens by the client or the client's guests or vendors and all balances are paid in full. Due upon signing of contract.
- Payment for additional time in half hour increments of \$75.00. After event, this will be billed on method of payment used at booking or can be deducted from the damage deposit if no damages occur.

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### Reservation Process:

- A rental contract must be signed, guidelines initialed and signed, as well as appropriate deposits submitted in order to confirm facility use.
- All remaining deposits are due 90 days prior to the scheduled event date. For events booked less than 90 days in advance, all fees are due at the time of contract signing.
- The contract is void if not returned within two weeks of issuance.

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### Cancellation:

- If after the initial date of contract, up to 120 days prior to the event, you should cancel the rental agreement, The Elizabethan Gardens will retain the non-refundable portion of the deposit.
- If you should cancel the rental agreement between 120 and 60 days prior to the event, The Elizabethan Gardens will retain the non-refundable portion of the deposit plus 10% of the rental fee.
- If you should cancel the agreement less than 60 days prior to the event, The Elizabethan Gardens will retain the non-refundable portion of the deposit plus 20% of the rental fee.
- For cancellations or postponements made within two weeks of the event date, The Elizabethan Gardens will retain the full amount paid.
- Any add-ons after original signed contract that has been made will require a new contract process to be complete.

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### Rescheduling:

- The Elizabethan Gardens permits you to reschedule your event once without penalty up to 120 days prior to the original event date pending availability.
- If you need to reschedule within the 120 day time frame, or more than once, your contract will be cancelled thus losing your non-refundable deposit and/or any additional fees and begin the contracting process over again as a new client.

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### Refunds Process:

- Please allow 4-6 weeks for any refunds, including damage deposits or cancellations, to be processed. Any refund will be distributed to the same method of payment as the initial deposit was paid.

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### Unforeseen Events:

- The client cannot hold The Elizabethan Gardens responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities.
- In case of a Mandatory Evacuation for Roanoke Island or the Outer Banks during hurricane season, The Elizabethan Gardens will allow you to reschedule if possible and/or receive a full refund including the original deposit.
- If an Act of God were to occur preventing the event from taking place as scheduled, The Gardens will allow for the event to be rescheduled, pending availability, with no penalty.

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### Transportation:

- Limousines are permitted in the parking lot only. They may not load or unload in front of handicapped parking space.

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### Music:

- Music must be approved prior to the event due to the nature of the gardens and sensitivity to our neighbors.

## FACILITY RENTALS ~ WEDDINGS, RECEPTIONS AND EVENTS

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### Food and Beverage:

- Clients may select any caterer from the Preferred Vendor List when holding a wedding, reception or other event here. Under no circumstances may a caterer not on the Preferred Vendor List be used.
- If you would like to utilize a vendor not on the list, please contact The Elizabethan Gardens for the approval process.
- Preferred Vendors must have a completed and approved Preferred Vendor Application on file with The Elizabethan Gardens.

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### ABC Permit:

- Limited Special Occasion Permit: A limited special occasion permit authorizes the permittee to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee's guests at a **reception, wedding, party or other special occasion** being held there.
- Complete an Application for Limited Special Occasion Permit and submit with the \$50 fee.
- Permits under this section are to be issued only for the limited circumstances and not as substitutes for other retail permits. Denial or revocation of a permit under this section shall not entitle the applicant or permittee to a hearing. To apply for this permit online, go to: [www.ncabc.com](http://www.ncabc.com).
- Any arrangements made for the serving of alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Observations of violations by staff of the Elizabethan Gardens will require the party to stop serving all alcohol immediately. The rental party should strictly adhere to all alcohol laws and serve alcohol responsibly.
- You must provide a copy of the required permits and/or licenses to The Elizabethan Gardens one week prior to your event or the event will be cancelled.

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### Caterer Responsibilities:

- If your event is catered, your catering company is responsible for the set-up, break-down, and clean-up of the catered site.

- While an Elizabethan Gardens' staff member may be present for the duration of the event, the caterer must provide staff from the beginning to the end of your event.
- Allow appropriate time for break-down and clean-up. All event trash must be disposed of in the designated areas at the conclusion of the event.
- Caterers are responsible for sweeping and mopping kitchen and dining areas if using indoor facilities. Please clean laminate floors with a damp mop only.
- All caterers must have a copy of an ABC permit on premises.

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#### **Reception Hall or Rose Garden Tent - 100 Guest Capacity**

- All tents must have appropriate fire extinguishers.
- The rental of the Reception Hall includes your choice of 12-60" round tables or 12- 6' rectangular tables and 100 white wooden chairs or molded green plastic chairs.
- A limited kitchen facility is available. Coffee pot available however coffee products are not included.
- Rentals of the Reception Hall are for five-hour increments, which include the set-up, event, and breakdown of event. Please see our monthly operating hourly schedule.
- The set-up, arrangement, and take down/storage of these tables and chairs is the responsibility of the rental party or caterer. Any additional tables and chairs are the sole responsibility of the rental party or caterer.
- The set-up and delivery of all floral arrangements, decorations, tableware linens, glassware, and all other accessories are the responsibility of the rental party or caterer. Caterers, floral designers and other service staff can be provided access through the service gate with prior notification.
- The rental party or caterers are responsible for all setup and cleanup. It is the obligation of the rental party or caterer to leave the facility in the same condition as found. All or a portion of the security deposit will be retained should the rental party or caterer fail to honor these regulations.

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#### **After-Hour Events:**

- There is an additional fee to rent the premises after closing. If additional time is needed after the closing of the gardens there will be an after-hours charge. **Please see closing schedule.** You will be billed \$75.00 per 30 minutes along with any agreed rental fee.
- All events must end at 11:00pm except Monday-Saturday May 27<sup>th</sup> - August 21<sup>st</sup> *when* all outdoor events must end by 8:00pm. No additional hours may be purchased for the time period of May 27<sup>th</sup> – August 21<sup>st</sup>.
- There will be a \$75.00 per half hour charge for any event going past your contracted time.
- The event itself should end at the appropriate time to allow for breakdown and clean up.

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#### **Staff**

- The Elizabethan Gardens' will provide two Event Assistants per 100 guests for all after-hour events. Assistants will be on the premises until breakdown of event is complete.
- Two people will be on staff for after-hours events. If additional staff is requested for after-hours, the expense is \$25.00 per hour, per person, with a two hour minimum based on 100 guests.

## **WEDDINGS**

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#### **Ceremony Sites:**

- The rental fee for an outdoor ceremony site is for a two hour period of time, which allows for setup, seating of guests, ceremony, photography sessions and departure.

- Photography sessions are limited to the rented garden space. Photos in other areas of The Gardens are allowed but based upon availability and agreed upon before the wedding date.
- Additional time is billed in 30-minute increments at \$75.00/half hour of overage.

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**Event Planner:**

- An Event Planner will be available here at Elizabethan Gardens for a fee. The client is required to designate an Event Planner, who is not involved in the wedding party, for the day of the event.
- This planner must be present with the client at the Final Detail Appointment. The Elizabethan Gardens Event Planner hourly fee is \$25.00 per hour and a 2 hour minimum is required.

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**Rehearsals:**

- The space contracted for the wedding ceremony is also available for wedding rehearsals, pending availability. Time is limited to one hour and booking must be made when signing a contract.

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**Rain Plan:**

- All outdoor ceremonies must have an inclement weather back-up plan. The Elizabethan Gardens has one rain site which is the Reception Hall and the tent next to the Rose Garden if available. Additional fees may apply.
- Last minute cancellations of outdoor rental sites due to inclement weather will not be considered for refunds.
- You must let us know of *any* changes before noon on the day of wedding.

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**Transportation:**

- Limousines are permitted in the parking lot only. They may not load or unload in front of handicapped parking space.

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**Music:**

- Music must be approved prior to the event due to the nature of the gardens and sensitivity to our neighbors.

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**Paths to Ceremony:**

- We will work with you in the selection of the appropriate walkway to and from your ceremony site.

**EVENT LOGISTICS**

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**Event Setup:**

- Vendors (florists, bakers, musicians, rental company, etc.) must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them.
- Set up for your event may not begin before the contracted rental time on the day of the event.
- Any vendor, coordinator, or other guests that arrive early to begin setup before the designated setup time will be asked to return at the appropriate setup time.
- Decorations, supplies, rentals, musical instruments, and/or other items are not permitted on the site prior to the contracted rental time.
- Clients must notify The Elizabethan Gardens of any vendors needing assistance via the service road. Details will be given at the 90 Day Final Detail Appointment.

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**Decorations:**

- Signs, banners, or additional decorations may not be taped, nailed, stapled or otherwise fastened to The Elizabethan Gardens' property. All decorations must be removed from the rented site at the conclusion of the event.

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**Publicity:**

- Once your event is contracted, use of The Elizabethan Gardens' name is permitted only to announce the location of the event. The invitation can in no way imply that The Elizabethan Gardens' is sponsoring the event.

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**Courtesy Protocol:**

- The Elizabethan Gardens' reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

## PHOTOGRAPHY AND PORTRAITS

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**Photographer Protocol**

- Photographs can be taken within the area contracted for the wedding ceremony and/or reception during the clients designated rental time. Other areas of The Elizabethan Gardens may be utilized based upon availability. Photo areas must be determined and approved at the 90-Day Detail Appointment.
- A portrait session for engagement or bridal portraits is included with the rental fee. The session is one hour long, and is limited to 4 passes, and must be scheduled through the Wedding Sales Coordinator in advance. Portrait sessions must be scheduled during normal business hours.
- If a bridal party is not having a wedding at the Elizabethan Gardens and wish to have professional photography done here the fee is \$50.00 for the photographer plus admission for the rest of the party.
- If an after hour portrait session is requested there is a \$25.00 per hr fee plus two staff assistants with a 2 hour minimum at the cost of \$100.00

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**Liability**

- The client cannot hold The Elizabethan Gardens, its Board of Governors, staff and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at The Gardens.
- Facilities are not locked during times of rental and The Elizabethan Gardens is not responsible for personal articles left unattended in any facility during an event or left after the conclusion of the event.

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**Final 90 Day Detail Appointment:**

- The Final Detail Appointment is required 90 days prior to the event. Please set this appointment with the Event Sales Coordinator ASAP as meeting times during peak season may have limited availability.
- We request you bring all pertinent information per the checklist provided to the appointment, as it will be the final scheduled appointment with The Elizabethan Gardens staff prior to the event.
- At this appointment we will review and approve all logistical plans including photography, chair set-up, the choice of caterer, rental company, decorations, entertainment, and all set up and delivery/pickup schedules.

**Contract:**

**Bride's Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Groom's Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Rehearsal Time:** \_\_\_\_\_  
 Rehearsal Location: \_\_\_\_\_  
 Officiant: \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_  
 Wedding Location: \_\_\_\_\_

**Reception Time:** \_\_\_\_\_  
 Reception Location: \_\_\_\_\_  
 Caterer: \_\_\_\_\_

**Rain Plain:** \_\_\_\_\_  
 Directions to alternate location: \_\_\_\_\_  
 Money or Refund Due: \_\_\_\_\_

**Venue Guest Capacity**

Gate to Sound	up to 25	Reception Hall	up to 100
Rose Garden	up to 25	Rose Garden Tent	seated 224
Sunken Garden	up to 50	Table seated	up to 100
Overlook Terrace	up to 200		
Great Lawn	up to 300		

**Wedding /Reception/ Event Rental Fees/Garden Space**

<u>Number of Guests</u>	<u>Fee</u>	<u>Wedding</u>	<u>Reception Hall and Tent</u>
1 - 25 Guests	\$ 550.00	\$ _____	\$ _____
26 - 50 Guests	\$ 750.00	\$ _____	\$ _____
51 - 75 Guests	\$ 950.00	\$ _____	\$ _____
76 -100 Guests	\$1,150.00	\$ _____	\$ _____
101 -150 Guests	\$1,550.00	\$ _____	\$ _____
151 -200 Guests	\$1,950.00	\$ _____	\$ _____
201 -250 Guests	\$2,350.00	\$ _____	\$ _____
251 -300 Guests	\$2,750.00	\$ _____	\$ _____
		<b>Total</b> \$ _____	\$ _____

**50% off all site rentals for the months of December, January, February and March**

**To Hold Site:**

Non-Refundable Deposit \$ \_\_\_\_\_ Date: \_\_\_\_\_

Damage Deposit (\$350) \$ \_\_\_\_\_ Date: \_\_\_\_\_

After Hours Fee \$75per half hour \_\_\_\_\_ Event Planner \$25 per half hr \_\_\_\_\_

Total amount due at signing \$ \_\_\_\_\_ Date: \_\_\_\_\_

90 Days Final Deposit due \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information:** Visa, MasterCard, Discover or Personal Check

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

**Date of Final Detail Appointment** \_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**Closing Schedule:**

- Jan-10-4
- Feb-10-4
- Mar-9-5
- Apr-9-5
- May-9-6
- June-9-7
- July-9-7
- Aug-9-7
- Sept-9-6
- Oct-9-5
- Nov-9-5
- Dec-9-4

