

Wedding Date: _____ Ceremony Time: _____ Guest #: _____ Reception Time: _____ (9pm end)
Special Requests: _____

We are excited to be a part of your first day of forever! Please complete the information here and submit with your \$500 Reservation Deposit. Contact us with any questions – 515-795-3216.

___ **Confirm your date with the Iowa Arboretum & Gardens Venue Staff.**

___ **Complete this agreement form and drop off or send it to the address at the bottom of this page.**

___ **Reservation Deposit & event time must be received to hold your confirmed date.**

___ **Signature confirms your agreement to all terms and policies within this document.**

Please read carefully! Misuses of these terms and policies may result in extra fees or event cancellation.

Celebrant Information

Celebrant A's Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Celebrant B's Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Wedding Venue (Please Select ONE)

___ Jones Memorial Gazebo – secluded venue space located in the Conifer Garden with a grass aisle

___ Beckwith Grand Pavilion – triple gazebo located centrally in main gardens with a concrete paver center aisle

___ Waterside Garden – located next to a pond surrounded by a willow tree with a grass aisle
Changes to on-site Wedding Venue can be made up to two weeks in advance of the wedding date.

___ Hughes Education Center – the indoor venue space. This is for inclement weather or special circumstances and has to be approved with the Arboretum staff.

Rehearsal Information

Rehearsal Date: _____ Rehearsal Start Time (1 Hour): _____

If you are planning to rent our space after your rehearsal for dinner and/or decoration time:

Rehearsal Dinner Start Time: (2 Hours): _____ (Rehearsal Dinners must end by 8pm.)

Reception Venue (Please Select ONE)

___ Hughes Education Center – indoors with back patio ___ Beckwith Grand Pavilion – outdoors in the gardens
Changes to on-site Reception Venue can be made up to two weeks in advance of the wedding date.

Reception Information

Do you plan to have a DJ/Band? ___ YES Name of DJ/Band: _____ ___ NO

Do you plan to use our sound equipment (microphone and speaker)? ___ for Ceremony ___ for Reception

All Receptions at the Iowa Arboretum & Gardens must end by 9pm and premises vacated by 10pm.

Other Reception Notes:

Catering

Name of Food Catering Company: _____ Contact: _____

Catering Email: _____ Phone: _____

☐ The Iowa Arboretum & Gardens does not have a preferred food caterer and celebrants can select a caterer of choice. **At least 30 days prior to the event, the caterer you select must provide the Iowa Arboretum & Gardens with:**

- \$25.00 Facility Use Fee
- A copy of their current License to Operate a Food Service Establishment
- A Certificate of Insurance evidencing commercial general liability in the amount of or greater than \$1 million dollars. Iowa Arboretum & Gardens must be listed under “additionally insured”.
- The right to keep the cleaning and damage deposit if the kitchen is not left as it was found.

We recommend that celebrants provide a copy of this page to their selected caterer.

☐ Celebrants who wish to prepare and bring in their own food for reception dinners are allowed to do so with pre-approval from the Venue Staff. Food brought in should be reheat only – no cooking on-site is allowed. **4 weeks prior to the event we require:**

- \$25.00 Facility Use Fee
- Proof of insurance policy sent to the Venue Staff that lists the Iowa Arboretum & Gardens under “additionally insured”.
- The right to keep the cleaning and damage deposit if the kitchen is not left as it was found.
- The Iowa Arboretum & Gardens reserves the right to cancel your event if no insurance policy is provided.

Wedding parties or caterers and event planners provide their own linens, tableware, glasses, etc. All items are removed after the event. **Caterer, bartenders or celebrants are responsible for the removal of all glass bottles from the grounds.** The caterer is responsible for all personnel, materials and supplies required for preparation and service.

Wedding parties or caterers are responsible for providing their own ice for an event. A waterproof mat must be used under any and all bar areas or areas where leakage may occur. Only leak-proof containers or coolers may be used and all containers holding liquid or ice must be placed on a waterproof mat and contained from spilling onto the floor.

Alcohol Catering – Christiani’s VIP Catering and Events

Will you be serving alcohol?

YES ☐ If yes, please see the Alcohol Policy below.

NO ☐ No other alcohol is permitted in buildings or on the grounds.

Christiani’s VIP Catering holds the exclusive liquor license for all events occurring at the Iowa Arboretum & Gardens.

Wedding planners must contact Peter Worsham at Christiani’s for all of their event alcohol needs. **Christiani’s VIP Catering** – Peter Worsham (515) 287-3169 or christianiscatering1@gmail.com

The Iowa Arboretum & Gardens strictly adheres to the laws and regulations of the State of Iowa pertaining to the service and the consumption of alcohol. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages are allowed in your reception area only and may not be taken into the parking lot. No alcoholic beverages may be brought on the property by a party other than Christiani’s. **Carry in alcohol is strictly prohibited and we reserve the right to confiscate alcohol not served by Christiani’s. Additional consequences may be enforced, including forfeiture of deposit funds. Events non-compliant with this policy may be shut down immediately.**

Tobacco & Vaping Policy

The **Iowa Smokefree Air Act** does not permit smoking or vaping anywhere within our buildings or on the grounds of the Iowa Arboretum & Gardens. **Guests must smoke outside of the Arboretum gates only. Guests non-compliant with this policy will be asked to leave the event immediately.**

We agree to abide by the above policies regarding Food Catering, Alcohol Catering and Tobacco Use.

Celebrant Signatures: _____ Date: _____

Wedding Payment Information**2026****2027****In-season (April 1st through October 31st)****Wedding & Reception**☐ \$3,000☐ \$3,250

The wedding rental includes one (1) hour for the ceremony rehearsal and four (4) hours of access to the Wedding Suites. The reception rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. The Renter is responsible for ensuring the facility is cleaned, all personal belongings and event materials are removed, and the premises are fully vacated by 10:00 PM.

Ceremony ONLY☐ \$1,200☐ \$1,350

The wedding rental includes one (1) hour for the ceremony rehearsal and four (4) hours of access to the Wedding Suites.

Reception ONLY☐ \$1,800☐ \$1,900

Rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. The rented space must be cleaned, all personal belongings removed, and the premises fully vacated by 10:00 PM.

Treehouse Micro-Wedding (50 total or less including wedding party)*☐ \$1,000☐ \$1,000

*Ceremony only with 4:30pm-6:30pm start time. Ceremony chairs & wedding suites not provided.

Mini-Micro Wedding (25 total or less including wedding party)☐ \$500☐ \$500

*Must be reserved in advance. Ceremony chairs & wedding suites not provided.

Off-season (November 1st through March 31st)**Wedding & Reception**☐ \$2400☐ \$2550

The wedding rental includes one (1) hour for the ceremony rehearsal and four (4) hours of access to the Wedding Suites. The reception rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. The Renter is responsible for ensuring the facility is cleaned, all personal belongings and event materials are removed, and the premises are fully vacated by 10:00 PM.

Ceremony ONLY☐ \$1000☐ \$1050

The wedding rental includes one (1) hour for the ceremony rehearsal and four (4) hours of access to the Wedding Suites.

Reception ONLY☐ \$1400☐ \$1500

Rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. The rented space must be cleaned, all personal belongings removed, and the premises fully vacated by 10:00 PM.

All Seasons Event Deposit☐ \$500☐ \$500

Event Deposit of \$500 is eligible for refund if 1) cleaning of all rental spaces is complete, 2) all items are removed, 3) no damage is present after the event, and 4) all event policies were followed. Portions of the Event Deposit may be withheld to cover any extraordinary cleaning, disposal of left items, or damage to property or facilities. PLEASE CHECK ONE:

- ☐ We will remove all of our items, but prefer to relinquish our \$500 Event Deposit refund for any needed cleaning. We understand there may be additional charges invoiced for extra cleaning, damage, or items left behind that are discovered after the reception ends. Initial: _____
- ☐ We will remove all of our items and clean anything necessary according to the Cleaning Checklists in each building to receive our \$500 Event Deposit refund. We understand there may be additional charges invoiced for any extra cleaning or damage that is discovered after the reception ends. Initial: _____

Wedding Extras

Dancefloor includes set up & tear down (indoors only)

☐ \$300

Sunset Photo Tour (your photographer + bride & groom only)

☐ \$100

Rehearsal Dinner added to 1 hour ceremony rehearsal (2 hours)

☐ \$100

Facility Use Fee (caterers or wedding party)

☐ \$25

Extra time OVER included prep hours (wedding suites, decorating)

☐ Hours #___ x \$60 = \$_____

Commemorative Wedding Brick (Beckwith or Jones venues)

☐ \$150 (installed after wedding)

Commemorative Wedding Block (Hughes Reception Room venue)

☐ \$1500 (installed after wedding)**ALL PAYMENTS MADE FOR WEDDINGS ARE FINAL**

WEDDING TOTAL: _____

\$500 Reservation Fee Credit (paid on __/__/__): **- \$500**

* **\$500 Reservation Deposit** is due with agreement, is applied to balance due, and is non-refundable.*

6 MONTHS PRIOR TO WEDDING DATE __/__/__ **TOTAL DUE:** _____

Cleaning/Damage Deposit

NOTES:

REFUND AMT & DATE:

IOWA
ARBORETUM
& Gardens
1875 Peach Avenue, Madrid, IA 50156
515-795-3216
iowaarboretum.org

PAYMENT RECORD (attach receipts)

\$_____ Date _____
\$_____ Date _____
\$_____ Date _____
\$_____ Date _____

STAPLE RECEIPTS HERE

Wedding Rental Policies & Procedures

Reservation Procedures

A \$500 nonrefundable reservation fee must be paid when a completed wedding event application is submitted with the signed agreement in order to hold your reserved date. The \$500 reservation fee is applied to your final balance due.

Billing & Payments

Full payment is due 6 months prior to the event. If full payment is not received 6 months prior, the Iowa Arboretum & Gardens reserves the right to cancel the event and withhold any payments already made by the celebrant(s). Acceptable forms of payment are credit card (Visa, Master Card, and Discover), checks (made payable to the Iowa Arboretum), or cash. Contact Kim at kim@iowaarboretum.org or call The Arboretum at 515-795-3216 to request an invoice to be paid online for an instant receipt.

Cancellation

Cancellation and rescheduling will be accepted. No refund will be given for payments made. **All payments are final.**

Wedding Event Procedures

Iowa Arboretum & Gardens venue staff member(s) will be present for your entire event.

Ceremony Includes:

- Set up of white wedding chairs at venue of choice.
- Microphone/speaker upon request (Venue staff set-up and take down audio equipment owned by the Arboretum).
- Wedding Suites for the celebrants to get ready. These rooms are available up to 4 hours prior to ceremony start time.
- Upon request, the wedding party can be transported by the Oak Leaf Express to the ceremony venue.
- Comfort Room inside the reception building for parents with infants, sensory needs, and full-size changing table. We always reserve the Hughes Education Center reception room should inclement weather be a factor.

Reception Includes:

- Access to the catering kitchen includes a catering refrigerator, service window, and coffee makers. Food is reheated only.
- Indoor accessory tables (rectangle tables for gifts, guest books, unity candle, water station).
- Set-up of 60-inch round tables and chairs for guests (indoor use only; linens are not provided).
- Microphone/speaker upon request (Venue staff set-up and take down audio equipment owned by the Arboretum).
- Tulle curtain at front of room as sweetheart or head table backdrop.
- 15'x15' Dance Floor is available for an extra fee (indoor use only; see Wedding Payment page). If you have reserved the Arboretum for your reception, you will have access to the kitchen facilities. **We do not allow the use of the Arboretum's dishes, silverware or tablecloths.** All rentals include the use of the coffee maker, oven/stove, microwave, catering refrigerator and trash cans/liners. The kitchen must be cleaned after use and left in the condition it was found (clean coffee maker, oven/stove, microwave and catering refrigerator). This includes sweeping/mopping the kitchen floors. You are NOT permitted to use other kitchen items such as utensils, serving items, plates, cups, roasters, etc.

Clean-up after the event shall include:

- Floors must be swept of any large debris
- Kitchen surfaces must be wiped down, and left as clean as they were found prior to the start of the event • All food and beverages must be removed from the catering refrigerator and oven.
- Clean-up must take place immediately after the event during the time that has been rented. • Caterers must check out with Iowa Arboretum venue staff at the end of the event to ensure all procedures have been followed and that the facility has been left in a satisfactory condition.
- All cardboard must be broken down, and cans should be placed in the recycle containers. **Glass bottles must be removed by caterers or rental parties.**
- The strainer basket must be used in the sink to prevent debris from washing down the sink drain. **Absolutely no garbage or grease is allowed in the sinks or toilets.**
- All items brought in for an event must leave the facility at the conclusion of the event. Items may not be left overnight, or for pick-up at a later date. We do not have storage space for such items.

Iowa Arboretum retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Celebrants will need to schedule a removal time with the rental company and Venue Staff. **Outdoor receptions must contact a third-party vendor for tables, chairs and tent rentals, if needed. We recommend Celebrations located in Ames, Iowa.** The Iowa Arboretum & Gardens does not provide any tables and chairs for outdoor receptions. Celebrants also must inform Venue Staff about delivery and removal times for rented tables, chairs and tents. **All third-party vendors must be escorted while delivering or picking up rented items.**

Hours for Event and Set Up

Events scheduled at the Iowa Arboretum & Gardens on any day begin as scheduled on this agreement and must conclude by 9 pm. Prep time, set-up, decorating, and clean-up are all scheduled in advance of all events. Ceremonies are held between 10 am and 5 pm, with each lasting up to 2 hours.

Receptions follow ceremonies, end by 9 pm, and include an additional hour for clean-up. This allows volunteers, staff, wedding party, and guests to clean up and leave the venue by 10 pm.

Wedding rehearsals need to be scheduled ahead of time according to this agreement. Alternate arrangements can be made if the venue is reserved on that day.

All wedding events include a 4-hour decoration window before the ceremony start time, should the wedding party want to decorate the day of the wedding. Additional decoration time is arranged in advance when space is available, and must occur during regular business hours. Availability of space for decorating the day before an event can be guaranteed with additional rental of the event space. For example, an additional Rehearsal Dinner (2 hours) can be added to the ceremony rehearsal for an extra fee. All Rehearsal Dinners must end by 8 pm.

Iowa Arboretum & Gardens Admissions

Your guests are encouraged to enjoy the main grounds of the Iowa Arboretum & Gardens on the day of your wedding and will not be charged an admission fee. Guests will need to identify the wedding they are attending at the front desk and will be allowed access at no charge. **Children 16 and younger must be supervised at all times.** Failure to supervise children may result in being asked to leave the Iowa Arboretum & Gardens. ***Admission to Treehouse Village IS NOT INCLUDED with event contracts.** Admission to Treehouse Village can be purchased by you, or your guests, and must be reserved in advance. Treehouse Village is open until 4 pm daily.

Lost/Stolen Items

The Iowa Arboretum and Gardens is not responsible for lost, missing or stolen items. We cannot assume any responsibility for items left by the caterer, rental company, or client, nor will we store items without prior approval from the venue staff.

Wedding Décor

The Arboretum's natural beauty requires minimal decor.

- ✓ **Prohibited décor includes:** glitter, confetti, sequins, **open flame, artificial flower petals** (outdoors only).
- ✓ Celebrants listed on the Wedding Agreement handle all outside arrangements: catering, flowers, decor, tableware.
- ✓ **Linens are not provided by Iowa Arboretum & Gardens.**
- ✓ You must check with venue staff before hanging items (no tape, nails, command strips).
- ✓ The use of zip ties will need approval and are to be removed and disposed of in the trash after the event.
- ✓ Runners must be stapled down at the edges and removed at the end of the event.
- ✓ If flower petals are tossed in front of the wedding party, they **must be real flower petals.**
- ✓ Please consult with the venue staff for unmentioned decor.
- ✓ Cars must be approved in advance to drive on the grounds. Cars given approval will: 1) YIELD to walking visitors, 2) travel at a maximum 5 MPH, and 3) stay on the main pathway and off lawn areas.
- ✓ Tents are allowed but must be approved by venue staff in order to check for utilities before erecting the tent. All deliveries and pick-ups must occur during the celebrant's rented time. Any special delivery occurring at any other time must be pre-approved by Iowa Arboretum & Gardens, must not interfere with another event taking place, and must occur during normal business hours. Iowa Arboretum & Gardens is not responsible for the timeliness or accuracy of deliveries made by the celebrant, and/or their vendors. **All decorations and signs must be removed immediately after events. The Iowa Arboretum & Gardens is not responsible for any returns to third-party vendors.**

Concerning Animals

The Iowa Arboretum & Gardens welcomes dogs who are certified Service Animals covered under ADA guidelines during rentals and weddings. Family dogs can be allowed with special considerations as per our regular policy – please discuss this with the venue staff. Regardless, all dogs must be on a leash at all times while on the property.

Vehicles

Arboretum gates close once guests leave after events. No vehicles may be left overnight without prior approval from the venue staff. **No vehicle traffic is allowed on pathways without prior approval and staff escort.**

Alcohol Catering – Christiani's VIP Catering and Events

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The Iowa Arboretum & Gardens strictly adheres to the **laws and regulations of the State of Iowa and Boone County** pertaining to the service and the consumption of alcohol. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages may not be taken into the parking lot. No alcoholic beverages may be brought on the property by a party other than Christiani's. **Carry in alcohol is strictly prohibited and we reserve the right to confiscate alcohol not served by Christiani's. Additional consequences may be enforced, including forfeiture of Event Deposit funds. Events non-compliant with this policy may be shut down immediately at the discretion of the on-site Venue Staff.**

Tobacco

The **Iowa Smokefree Air Act** does not permit smoking anywhere within the buildings or on the grounds of the Iowa Arboretum & Gardens. This includes vaping. **Guests smoke outside of the Arboretum gates only. No tobacco of any kind is allowed in buildings, or on the grounds. Guests violating this policy will be asked to leave the event immediately.**

Hold Harmless & Indemnification

Iowa Arboretum & Gardens shall not be liable for any claim, loss, injury, damage, or expense either with respect to person or property, sustained by you, or by any of your employees, agents, invitees, and guests due to your use of the facilities, or arising out of the use, operation, or condition of any equipment, machines, or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees, or guests of yours. It is agreed and understood that you hereby expressly release and discharge Iowa Arboretum & Gardens and its owners, officers, employees, and agents from any and all demands, claims, and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify, and hold harmless Iowa Arboretum & Gardens and its officers, directors, employees, and agents from and against any and all claims, demands, actions, losses, costs, damages, and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising

out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon, or about the facilities due directly or indirectly to your use of the facilities.

This obligation of yours to protect, indemnify, and hold harmless Iowa Arboretum & Gardens shall include the obligation to pay all reasonable expenses incurred by Iowa Arboretum & Gardens in defending any of such claims, including reasonable attorney's fees.

I agree to follow the policies and procedures of the Iowa Arboretum & Gardens as outlined in this document.

Celebrant Name (printed): _____

Celebrant Signature: _____ Date: _____

Cleaning Checklists

Rooms and venues are to be returned to the same condition in which they are given to our guests. The return of your cleaning/damage deposit will depend on the condition of the facility. Please ask venue staff any questions you may have.

Cafferty Building (*dressng rooms and meeting room*)

- ☐ Trash is neatly in trash cans and not left out on tables, floors, etc.
- ☐ Tables and vanities are cleaned of any makeup, bobby pins, crumbs, spills etc.
- ☐ Pillows are on couches.
- ☐ Wedding Room ☒ Wedding Room 2
- ☐ Bathrooms- toilets flushed, no paper towels on floor, counters are clear of makeup, bobby pins, powder, etc.
- ☐ Floors are swept free of any crumbs, make up, litter, etc.
- ☐ Kitchenette tables, counters, stovetop are wiped down and clean of any spills, crumbs, food, etc.
- ☐ Kitchen floor is clean of debris and spills - swept (mopped if spills).
- ☐ All food is removed/taken home or otherwise disposed of.

Ceremony Venue (*main ceremony areas*)

- ☐ All decorations and props removed.
- ☐ Gazebos, chairs, lawns are cleaned of any trash, decorations, and debris.

Hughes / Beckwith (*kitchen and main reception areas*)

- ☐ **DO NOT PUSH OR PULL TABLES ACROSS THE CARPET - TABLES MUST BE PICKED UP TO BE MOVED !**
- ☐ Carpeted / paved floors / lawns are cleaned of any decorations, crumbs, food, scrape marks, etc.
- ☐ Entrance hallway ☐ Main room ☐ Gazebos ☐ Lawns ☐ Tables are wiped down and clean of any spills, crumbs, décor, food, etc.
- ☐ Garbage is placed neatly in trash cans - outside door at back of kitchen hallway.
- ☐ Kitchen counters are wiped down of any food, spills, crumbs, etc.
- ☐ Kitchen floor is clean of debris and spills - swept (mopped if spills).
- ☐ Coffee maker(s) must be emptied and cleaned, powered down, if used.
- ☐ Catering refrigerator is cleaned and all food removed/taken home.
- ☐ Outdoor patio clean and free of garbage.

