



4001 S. Woody Mountain Road • Flagstaff, AZ 86005 • www.thearb.org

## Wedding Rental Agreement

**Today's Date:** \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Wedding Couple's Names:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_

Number in the wedding party: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Ceremony Begin Time: \_\_\_\_\_

Are you holding your Reception at the Arboretum? \_\_\_\_ YES \_\_\_\_ NO

**IF YES PLEASE COMPLETE BELOW:**

Set-up Begin Time (*Minimum of 2 hours prior to Ceremony Time*): \_\_\_\_\_

Guests Exit Reception Time: \_\_\_\_\_

Clean-up Done Time (*Minimum of 1 hour after Guests Exit Time*): \_\_\_\_\_

***Your set-up and clean-up time will be part of your Rental Time.***

Please indicate below which facilities and equipment you are requesting.  
These prices and other details pertain to **CEREMONIES ONLY**.

**We allow for 3 hours for a Ceremony Only rental. This will likely be enough time for Set-up, Ceremony, Clean-up and Extra Time on the grounds with your Photographer. You may add extra time if needed.**

**Garden Stage Wedding Ceremony:** Available April 15-October 31, 250\* guests max.

\* The Arboretum has 123 chairs available for rental, any additional chairs will need to be rented from an outside company.

- Monday–Thursday: \$500 up to 3 hours, \$75/ half hour additional \$ \_\_\_\_\_
- Weekends/Holidays: \$650 up to 3 hours, \$100/half hour additional \$ \_\_\_\_\_

**Equipment**

- Folding Chairs, up to 75, set-up & take-down, additional \$150 \$ \_\_\_\_\_
- Folding Chairs, 76-123, set-up & take-down, additional \$250 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_

\*Linens will need to be brought in, or rented from an outside company.

**Ponderosa Pavilion Wedding Ceremony:** Available April 15-October 31, 200\* guests max.

\* The Arboretum has 123 chairs available for rental, any additional chairs will need to be rented from an outside company.

- Monday–Thursday: \$500 up to 3 hours, \$75/half hour additional \$ \_\_\_\_\_
- Weekends/Holidays: \$650 up to 3 hours, \$100/half hour additional \$ \_\_\_\_\_

**Equipment**

- Folding Chairs, up to 75, set-up & take-down, additional \$150 \$ \_\_\_\_\_
- Folding Chairs, 76-123, set-up & take-down, additional \$250 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_

\*Linens will need to be brought in, or rented from an outside company.

**Walter Reichardt House Ceremony:** Available year-round, 50 guests maximum.

- Monday – Thursday: \$500 up to 3 hours, \$75/ half hour additional \$ \_\_\_\_\_
- Weekends/Holidays: \$650 up to 3 hours, \$100/half hour additional \$ \_\_\_\_\_

**Equipment**

- Banquet Chairs, up to 50, set-up & take-down, additional \$100 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_

\*Linens will need to be brought in, or rented from an outside company.

**If you are planning for both a Ceremony and a Reception at the Arboretum, these 3 hours for Ceremony will be in addition to your Reception Rental Time.**

**Are you holding your reception at the Arboretum? \_\_\_\_\_ Yes \_\_\_\_\_ No**

If yes, please fill out the next page as well.

**REMEMBER: Your set-up and clean-up time will be part of your Rental Time.**

**Garden Stage Wedding Reception:** Available April 15-October 31, 250\* guests max.

\* The Arboretum has 123 chairs available for rental, any additional chairs will need to be rented from an outside company.

- Monday–Thursday: \$1200 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$100 each additional half hour \$ \_\_\_\_\_
- Weekends/Holidays:\$1500 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$125 each additional half hour \$ \_\_\_\_\_

**Equipment (No additional charge for chairs, if also renting chairs for ceremony)**

- Folding Chairs, up to 75, set-up & take-down, additional \$150 \$ \_\_\_\_\_
- Folding Chairs, 76-123, set-up & take-down, additional \$250 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_  
\*Linens will need to be brought in or rented from an outside company.

**Ponderosa Pavilion Wedding Reception:** Available April 15-October 31, 200\* guests max.

\* The Arboretum has 123 chairs available for rental, any additional chairs will need to be rented from an outside company.

- Monday–Thursday: \$1200 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$100 each additional half hour \$ \_\_\_\_\_
- Weekends/Holidays:\$1500 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$125 each additional half hour \$ \_\_\_\_\_

**Equipment (No additional charge for chairs, if also renting chairs for ceremony)**

- Folding Chairs, up to 75, set-up & take-down, additional \$150 \$ \_\_\_\_\_
- Folding Chairs, 76-123, set-up & take-down, additional \$250 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_  
\*Linens will need to be brought in or rented from an outside company.

**Walter Reichardt House Reception:** Available year-round, 50 guests maximum.

- Monday– Thursday: \$1200 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$100 each additional half hour \$ \_\_\_\_\_
- Weekends/Holidays:\$1500 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$125 each additional half hour \$ \_\_\_\_\_

**Equipment (No additional charge for chairs, if also renting chairs for ceremony)**

- Banquet Chairs, up to 50, set-up & take-down, additional \$100 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_  
\*Linens will need to be brought in or rented from an outside company.

**Garden Courtyard Reception:** Available April 15-October 31, 50 guests maximum.

*Set-up may not begin before 4 pm in the Garden Courtyard.*

- Monday– Thursday: \$1200 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$100 each additional half hour \$ \_\_\_\_\_
- Weekends/Holidays:\$1500 up to 6 hours (is in addition to your ceremony fee) \$ \_\_\_\_\_  
\$125 each additional half hour \$ \_\_\_\_\_

**Equipment (No additional charge for chairs, if also renting chairs for ceremony)**

- Patio Bistro Tables\* & Chairs, seating up to 19 guests, no extra charge
- Folding Chairs, up to 50, set-up & take-down, additional \$100 \$ \_\_\_\_\_
- 8' x 30" Tables\*, up to 6, set-up & take-down, \_\_\_\_\_x \$12 each \$ \_\_\_\_\_  
\*Linens will need to be brought in or rented from an outside company.

**Wedding Ceremony Rehearsal:**

A wedding rehearsal is included in your rental fee at no extra charge. The Arboretum requests that the rehearsal be kept brief, and that only essential members of the wedding party attend the rehearsal. The facility will not be available for extended periods of time, or for the rehearsal dinner, unless previously arranged with the Arboretum staff.

Date of Ceremony Rehearsal: \_\_\_\_\_

Time\*: \_\_\_\_\_ Anticipated Length: \_\_\_\_\_

Number of people to attend: \_\_\_\_\_

*\*Timing may be limited, depending on other rentals that day. Please check with Arboretum before planning your rehearsal.*

**Catering:**

The Arboretum requires that all Wedding Receptions be catered by experienced professionals. Caterers must be pre-approved by The Arboretum.

**Caterer** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Will alcohol be served?** \_\_\_ Yes \_\_\_ No

**Please note:**

Alcohol MUST be provided and served by a licensed and/or insured professional. They must provide proof of the proper credentials, in writing, prior to the event, and the Arboretum must be listed as "Additional Insured Party" on their Liquor Liability Insurance policy of \$1,000,000 or more. Most professional catering companies will have the ability to provide this service.

**Bar Service** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Day-of-Coordination:**

Due to the sensitivity of our property, we require that you work with our Rentals Manager, Alexis Holle, for all receptions that are held at The Arboretum.

She is an experienced event planner and wedding designer, and can provide a wide range of services depending on your needs.

Please be sure to ask about the services she can provide when you schedule your tour of the property, or make your reservation.

\_\_\_\_\_ (Initial) ***I acknowledge that it is mandatory to secure the services of Alexis Holle for Day-of-Coordination for my Wedding Reception at the Arboretum.***

## **Special Rental Event Smoking Policy:**

Officially the Arboretum at Flagstaff is a smoke-free environment. Smoking is not allowed anywhere on the Arboretum property, at any time, for the general public. Our experience shows that the need for a smoking allowance is necessary at events such as weddings. Therefore, an exception to this rule is allowed for Special Rental Events, provided the following terms are agreed upon and adhered to.

- 1. The event must be scheduled to take place outside of the Arboretum's normal hours of operation.**
- 2. Smoking must be contained within a designated outdoor area, as defined by the Arboretum.**
- 3. All cigarette butts AND ashes must be deposited in designated ash and butt cans, provided by the Arboretum.**
- 4. A \$100 Smoking Deposit must be made at the time of the reservation. If any of the above terms and conditions are not met, the Arboretum may elect to deem this \$100 deposit non-refundable. If no infractions of above terms occur, then the \$100 deposit will be refunded within 2 weeks after the Event.**

We strongly encourage you to plan for the potential need of a Smoking Section for your guests. Even if you cannot imagine that it will be needed, it most likely will be. If guests are found smoking *anywhere* on Arboretum property with no Smoking Deposit in place, a portion of your Security Deposit could potentially be in jeopardy.

Please complete *ONE* of the following sections below:

\_\_\_\_\_ (Initial) *I agree to abide by the terms of the Special Rental Event Smoking Policy. If any terms of the Special Rental Event Smoking Policy are broken by myself, or a member of my party, I understand that my \$100 smoking deposit will not be refunded.*

\_\_\_\_\_ (Initial) *I elect to not have a Smoking Section at my event. I understand that if any member of my party is found smoking anywhere on Arboretum property, \$100 of my Security Deposit may be withheld from refund.*

## **Facility Use Terms**

The following rules and regulations apply to all users of The Arboretum's facilities.

### **Please initial next to each line:**

\_\_\_\_\_ **Rest Rooms:** All guests may use the public rest rooms, located adjacent to the Visitor Center parking lot. They are kept clean and well supplied.

\_\_\_\_\_ **Pets:** Owner will be expected to keep animal on a leash at all times, and to clean-up after it as necessary.

- \_\_\_\_\_ **Parking:** Parking for both event attendees and deliveries is restricted to the Visitor Center parking lot.
- \_\_\_\_\_ **Outdoor Lighting:** The Patio and other areas directly outside the Walter Reichardt House are lit, but there is NO outdoor lighting in the gardens. After dark events must provide own lighting.
- \_\_\_\_\_ **Liability:** The user is fully responsible for any damage or loss to Arboretum property caused by itself, its agents, or its guests. If billed, the user will pay for the damaged property and for any additional cleaning, repairs, or replacements that result from the use of the facilities. Assessment of damages and extent of responsibility of the group shall be determined by The Director of the Arboretum. Some users may be asked to provide The Arboretum with a certificate of insurance, evidencing general comprehensive liability insurance, in an amount equal to a minimum of \$1,000,000 per occurrence, no later than 48 hours prior to the event.
- \_\_\_\_\_ **Cleaning Fee:** Any decorations, supplies, equipment, signs, handouts, or other amenities brought by your organization must be removed at conclusion of the program. Please do not use any tape or push pins to secure your signs or decorations. Set-up, program time, and clean-up shall take place within the scheduled rental time. **In addition,** a non-refundable cleaning fee is included as part of your Security Deposit. For Outdoor events, this fee is \$50. For Indoor events, this fee is \$100.
- \_\_\_\_\_ **Weather Policy:** Renter assumes any risk relating to the possibility of rain or other inclement weather. The Arboretum is primarily an outdoor venue, and renter agrees to take any necessary precautions in relation to the likelihood of inclement weather. Any changes to pre-determined plans must be made at least 12 hours prior to the scheduled event. Refunds will not be available to renter for minor inclement weather reasons.
- \_\_\_\_\_ **Force Majeure:** In the event that an occurrence of a Force Majeure Event (defined below) beyond the control of The Arboretum renders the Event Space unsuitable for the event, The Arboretum and Renter agree to reschedule the Event at a mutually convenient date and time and any deposit, prepayments and reservation fees shall be applied to the bill for the rescheduled event without penalty. In the instance that the Event is unable to be rescheduled for mutual convenience, all monies remitted to The Arboretum will be refunded to the Patron. For purposes of this Agreement, a Force Majeure Event shall include, without limitation, acts of God, natural disaster (fires, hurricanes, and floods), war, riot, or any other similar event beyond the control of the parties.
- \_\_\_\_\_ **Cancellation Policy:**
- 6 months prior to event, The Arboretum at Flagstaff will refund all monies.
  - 2-6 months prior to event, Security Deposit will not be refundable.
  - Up to 2 months prior of event, client will be billed one half of total rental fee, and Security Deposit will not be refundable.

To confirm your request, please complete and return all 7 pages of this form, along with a check or money order, payable to The Arboretum at Flagstaff, for \$200 (Outdoor Events) or \$250 (Indoor Events). Please increase this Deposit by \$100 if you choose to take advantage of the Special Rental Event Smoking Policy. If you are mailing the Agreement and Deposit, please use 2 stamps on your envelope.

This payment will secure your date, and be used as a partially refundable\* Security Deposit.

Half of your total rental fee will be due one month prior to the wedding; the remaining balance is due 48 hours prior to the event.

\*The Cleaning Fee portion (\$50 for Outdoor Events, \$100 for Indoor Events) of your Security Deposit is non-refundable. The Arboretum may elect to keep all or part of your remaining deposit if any terms of this contract are not met, or are broken. Any refundable amount will be returned within two weeks after rental.

*As the user or a representative of the group who will use the facility, I certify that I have read the above terms and represent the members of my group in agreeing to abide by them. I assume responsibility for informing members of the group who will be involved in using the facility of the terms of use as stated above.*

Signature: \_\_\_\_\_ DATE

Printed Name: \_\_\_\_\_

Title or Relationship to Group: \_\_\_\_\_

Tours of the facilities are available by appointment. To schedule a tour, or to make your reservation, please contact:

**Alexis Holle**

*Facility Rentals Manager*

\*The Arboretum at Flagstaff  
4001 S Woody Mountain Road  
Flagstaff, AZ 86005-8776

*\*Remember to use 2 stamps when mailing Agreement/Deposit.*

alexis.holle@thearb.org (email is preferable)  
PHONE: (928) 774-1442, x106  
FAX: (928) 774-1441



*Thank you for your interest in The Arboretum at Flagstaff.  
Your support makes all that we do here possible.*