

FAIRCHILD TROPICAL BOTANIC GARDEN

OVERLOOK WEDDING CEREMONY APPLICATION

This application to hold a wedding ceremony at Fairchild Tropical Botanic Garden must be completed and returned at least one month prior to the requested wedding date.

Bride's Name: _____

Groom's Name: _____

Individual to Contact: _____

Address: _____

City: _____ State: _____ Zip Code _____

Daytime Phone #: _____ Evening: _____

Cell: _____ Contact's #: _____

Requested Ceremony Date: _____

Requested Ceremony Time (between 10:00 a.m. and 3:00 p.m.) _____

Estimated Attendance: _____

I have read and will abide the attached guidelines.

Signature

Please return this application to: **Fairchild's Special Events Department.**

Fairchild Tropical Botanic Garden
10901 Old Cutler Road
Coral Gables, FL 33156

Phone: 305-667-1651
Ann Schmidt ext 3344
Tricia Frank ext 3391
Jennifer Baldwin ext 3358
Marnie Valent ext 3359

FAIRCHILD TROPICAL BOTANIC GARDEN

OVERLOOK WEDDING CEREMONY GUIDELINES

FAIRCHILD TROPICAL BOTANIC GARDEN'S MISSION:

We're glad you have chosen to have your special event at Fairchild Tropical Botanic Garden. Unlike any other South Florida location, Fairchild is a beautiful botanic garden that showcases rare palms, cycads, flowering trees, vines, lakes, and much more. Fairchild's mission is to promote the conservation, use, study, understanding and enjoyment of tropical plants. Private events, like yours, support this mission. Consequently, the guidelines detailed below are in place to ensure that our living treasure is not harmed during your special event.

We thank you for choosing Fairchild Tropical Botanic Garden and wish you a most memorable event.

FACILITIES RENTAL ONLY:

Rental is for Fairchild Tropical Botanic Garden facilities only and does not include any supplies or services other than those specifically included in these guidelines.

1. This agreement is only for a wedding ceremony in the Allée and Overlook areas only and does not include a reception.
2. The Fairchild areas designated for wedding ceremonies are Phillips Gate, Allée and Overlook.
3. The fee for holding a ceremony at Fairchild Tropical Botanic Garden is \$500 for up to 30 guests, including the bride and groom. An additional fee of \$20.00 per person will be charged for up to a maximum of 60 guests.
4. There is no cover in the Allée and Overlook areas.
5. Ceremonies may **not start** earlier than 10:00 a.m. and **must end** by 4:00 p.m. Your guests may enter Fairchild 30 minutes before your reserved ceremony time.
6. Your guests may park in the South Entrance parking lot. We kindly ask that your guests not park on Old Cutler, or their vehicle may be towed by the City of Coral Gables.
7. If your guests wish to enter Fairchild sooner than 30 minutes before your reserved time, they must enter through the North Entrance and pay the regular admission fee of \$20.00.
8. Your guests will enter Fairchild through the Phillips Gate. We ask that you designate a friend who will act as host/hostess to greet your guests to ensure that **only** your guests enter through the gate.
9. Fairchild is open to visitors between the hours of 9:30 a.m. through 4:30 p.m., and all visitors are asked to depart no later than 5:00 p.m. Fairchild has a strict policy that no event should interfere with our guests' visits. Consequently, roping off or stanchioning areas to prevent access to garden visitors is strictly prohibited. Visitors are typically very mindful of events and will not usually interfere; however, guests are permitted to view any area of Fairchild during regular hours.
10. Although the wedding can be timed so scheduled Fairchild tram tours do not pass by the Overlook during the ceremony, we **will not** cancel or reschedule regular Fairchild activities.
11. Music is limited to no more than two quite and portable instruments, such as flutes, guitars or harps.
12. Take advantage of the beautiful natural setting you have selected for your wedding. Decorations such as potted plants, arches, chuppas, altars, gazebos, flowers, etc., **are not permitted. No exceptions.**

13. If you wish to use chairs during your ceremony, you may rent chairs from Fairchild for \$2 each. You may also rent chairs from a rental company of your choice, but **you are responsible for delivery and pick up**. You will be charged a service fee of \$250 should Fairchild staff be required to handle delivery or pick up of outside rentals.
14. Wedding dates can be requested at any time, but will not be confirmed earlier than three months prior to the date.
15. This Wedding Application must be completed and returned at least one month prior to the requested wedding date.

FEES AND FEE SCHEDULE:

Fees

- | | |
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| • Wedding Ceremony (for up to 30 guests) | \$500.00 |
| • Each additional guest (up to a maximum of 60 guests) | \$20.00 |
| • White padded resin chairs | \$2.00 |

Fee Schedule

1. A deposit of 50% is required to reserve your desired date.
2. Balance payment is due two weeks prior to the ceremony date.
3. Refunds due to reduction in number of guests must be requested no later than one-month prior to the confirmed date. Cancellations received later than one-month prior to the confirmed date are subject to a \$100 service charge.