

# KLEHM

## ARBORETUM & BOTANIC GARDEN

## 2020 WEDDING RENTAL GUIDELINES

### FACILITY USAGE GENERAL GUIDELINES

Klehm Arboretum & Botanic Garden is a public garden. The grounds will remain open to the general public during regularly scheduled hours.

To maintain the quality of our grounds and plant collections, we do not permit tents to be set up on the grounds for private functions.

All facility or garden rental activities including set-up and clean-up must take place within the reserved time period. Additional fees will be assessed for late departure.

Rental clients are responsible for general clean-up of the rental area. A complete clean-up checklist is available from the rental office.

“Day before set up” applies to reception site only.

The following are prohibited in any space, indoor or outdoor, within KABG:

Fireworks, open flames (candles with hurricanes are permitted indoors), grills (unless with a Klehm Select Caterer), gas burners, firearms, weapons, throwing of rice or birdseed, imitation flower petals, glitter on any décor, service of food and beverages without approval, skating, skateboarding, bicycle and horseback riding.

All rentals at KABG include:

- Admission and access to Klehm grounds to all attendees
- Set-up and take-down of tables and chairs
- Staff on-site throughout event
- On-site parking

### PAYMENT AND CANCELLATION POLICY

A down payment of the security deposit + 50% of the rental fee is required to reserve a date. The final balance is due six months prior to the event.

Events reserved less than 90 days prior to the event date must be paid in full at the time of reservation.

In the event of cancellation:

- Security deposits are non-refundable under any circumstances.
- If cancellation occurs less than 6 months prior to a booked date, all payments will be forfeited.
- Security deposits will be returned within 30 days after the event provided there is no damage assessment or contract violations.

### **Klehm Arboretum & Botanic Garden**

2715 S. Main St. | Rockford, IL 61102 | klehm.org | 815-965-8146 | Contact rentals@klehm.org

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#### CATERING – FOOD & BEVERAGE SERVICE

All food & beverage service at KABG is provided through Klehm Caterers. A list of approved KABG caterers is available through the rental office.

All expected charges are included on KABG proposals and contracts. Our caterers are required to pay KABG an 8.5% fee for conducting business at our venue. Caterers may fold this fee into their standard pricing or choose to pass this fee onto the customer. Klehm has no control over their decision.

Cakes (including wedding cakes) may be brought in by the rental client, exempt from using a Klehm Approved Select Caterer.



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