

The Elizabethan Gardens, Inc.
1411 National Park Drive Manteo, NC 27954
Phone: (252) 473-3234 Fax: (252) 473-3244
E-mail: weddings@elizabethangardens.org

Bride: _____ **Groom:** _____

Address: _____

Primary Contact: _____

Telephone: Home: _____ **Work:** _____ **Cell:** _____

E-Mail: _____

Rehearsal Date: _____ **Wedding Date:** _____

Rehearsal Time: _____ **Wedding Time:** _____

Rehearsal Location: _____ **Wedding Location:** _____

Site Rental:

Over 200 Guests \$ 2,000.00 \$ _____
(Up to 400 total)

Up to 200 Guests \$ 1,500.00 \$ _____

Up to 100 Guests \$ 1,000.00 \$ _____

Up to 50 Guests \$ 750.00 \$ _____

Walk-in Wedding \$ 500.00 \$ _____
(10-25 guests, no services)

Walk-in Wedding \$ 250.00 \$ _____
(0-10 guests, no services)

Payments Received:

Non-Refundable Deposit: \$ _____
(1/2 of site rental)

Balance Due (30 days prior to event) \$ _____

Signed by: _____ Date: _____

Approved by: _____ Date: _____

ELIZABETHAN GARDENS WEDDING POLICY

RESERVATIONS:

Reservations for the wedding must be made through the Executive Director.

A 50% non-refundable deposit is required at the time the reservation is made. This locks in the date and time of the event. Full payment must be received 30 days prior to the event.

The wedding party must select the wedding site, chair arrangement and the desired path to the wedding no later than one week prior to the event. Sites are first-come, first-served, so it is strongly recommended that you make your selection early to ensure the site you want will be available.

Payment of deposit also includes chair rental, access to The Elizabethan Gardens for the wedding rehearsal, wedding photography prior to the event, signage to the wedding site on the day of the ceremony and use of electrical cords and power during the ceremony.

WALK-IN WEDDINGS:

Walk-in weddings are ceremonies with twenty-five or fewer attendees including the wedding party and officiant.

Prior notification is required to eliminate conflicts with other events that might be taking place at the same time.

Chairs and signage are not provided for a walk-in wedding.

CANCELLATIONS:

In the event of a cancellation by the wedding couple, written notification must be received 90 days prior to the event to qualify for a refund. The Elizabethan Gardens will retain the 50% deposit and refund the balance of the contract. No refund will be issued if the cancellation is received less than 90 days before the event.

INCLEMENT WEATHER:

It must be considered that inclement weather may occur on the date of a wedding. In case of inclement weather, the Tent and Reception Hall facility at The Elizabethan Gardens may be available, **but it is not guaranteed**. The maximum number of people allowed in the Reception Hall is 100. If The Elizabethan Gardens can accommodate your ceremony in the Tent or Reception Hall facility, the event will be moved inside and no refund will be available. If the Tent or Reception Hall is not available or if an alternate rain site is selected and the event must be cancelled, The Elizabethan Gardens will retain the 50% deposit and refund the balance of the contract.

ADDITIONAL GUIDELINES:

The Elizabethan Gardens' staff 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.

The Elizabethan Gardens will have one staff person on site to ensure the grounds are ready for the event. This includes setting up and taking down any rented chairs, placing signage to direct guests to the wedding site, and providing electricity if needed.

Chairs are included in the wedding fee. No additional chairs are accepted. Generally, chairs are in place one hour prior to the start of the event; however there is no guarantee of the timing.

Wedding accessories, such as arches, platforms and floral decorations are discouraged. If approved, the placement and removal of all wedding accessories is the responsibility of the wedding party/planner. No arrangements may be placed in or on existing statuary in The Gardens. Everything brought in must be removed immediately after the ceremony by the wedding party/planner.

Portable CD or tape players may be used for music during the ceremony. Live music is also acceptable, providing it is easily portable (i.e.: string quartet, small ensemble, etc.).

Only bubbles or flower petals may be used. Flower petals must be cleaned up after the ceremony by the wedding party/planner. Rice and birdseed are not allowed.

The Elizabethan Gardens is not responsible for loss or damage to personal property.

I UNDERSTAND AND AGREE TO THE ATTACHED GUIDELINES. I UNDERSTAND THAT NON-COMPLIANCE TO THE GUIDELINES, FAILURE TO CLEAN UP AFTER OUR EVENT AND/OR DAMAGE INCURRED TO THE GARDENS IS MY RESPONSIBILITY. NON-COMPLIANCE WILL RESULT IN NO LESS THAN A \$50.00 PENALTY TO BE BILLED BY AND PAID TO THE ELIZABETHAN GARDENS VIA CREDIT CARD. AN ITEMIZED STATEMENT AND RECEIPT WILL BE MAILED.

CARD TYPE/NUMBER

EXPIRATION DATE

SIGNATURE OF RESPONSIBLE PARTY

DATE