

# *Weddings and Events at Eden Gardens State Park*

## **How can I book a wedding or event at Eden Gardens?**

Thank you for considering Eden Gardens as the site for your celebration. First, please call Eden Gardens at (850) 267-8320 to check for date availability. We allow only one event to be reserved per day due to limited parking. Once we have your date request penciled in our calendar, we will mail or e-mail to you a rental agreement form. Your reservation is completely secured when we receive a signed rental agreement and full payment. Signed rental agreements and check or money order payments can be mailed to the park; sent attention to "Eden Event Coordinator." Credit card payments are not possible at this time. Cash payments can be made in person at the park office. Please call beforehand to make sure our event coordinator will be available. Once we receive your rental agreement and payment, you will receive a receipt and a copy of your agreement.

## **How early can I book my event?**

Eden Gardens accepts reservations no more than 11 months in advance. Reservations are taken in person and over the phone. Event reservations for any month may be made at the earliest, the first work day of the following month the year prior, starting at 9:30 a.m. For example, you may book a May 2011 wedding no sooner than June 1, 2010. The number to call to make a reservation is (850) 267-8320.

## **What is the maximum number of guests allowed?**

Due to parking and facility limitations, 200 is the maximum number of event guests allowed.

## **Can I rent the Wesley House for my event?**

The Wesley House is a museum and is not available for rentals. The areas in front of the house (on the east side) and directly between the house and the Reflection Pond on the north side cannot be rented due to the Wesley House being open to the public for tours.

## **Where can I have my wedding ceremony?**

Several beautiful locations on the grounds are available to rent. The most popular locations for wedding ceremonies at Eden Gardens are the Wedding Tree, the Reflection Pond (north side), the Four Seasons/Butterfly Garden (after 4pm), the Rose Garden, and the Bayou area. Once again ... No events are allowed in front of the Wesley House or between the house and the Reflection Pond.

## **Where can I have my reception or an event where food will be served?**

The Bayou area or the Pavilion with its brick paver patio are the only areas that can be rented for receptions or events where food will be served. The Bayou area has a stage, and the picnic tables can be used or moved to allow setup of tables and chairs by a vendor. The Bayou area is included in the grounds rental fee. The Pavilion, available for an additional fee, has a capacity of 100 people, has bathrooms, a caterer's kitchen (no stove, only microwave), tables, and chairs. The tables and chairs are for Pavilion indoor use only. The kitchen has a refrigerator and a microwave but no stove. No cooking is allowed inside the Pavilion, so all cooking must be done in advance or in designated areas outside the Pavilion. The Pavilion is screened and has ceiling fans perfect for summer events and has heat and plastic shades that can be rolled over the screens if needed for cooler month events. There is a 40' X60' brick paver patio outside the Pavilion which can also be used. A staked down tent of a maximum of 40' X60' is allowed over the brick paver patio after the Pavilion has been rented.

## **Will the park be open to the public during my event?**

Eden Gardens is open to the public every day from 8:00am until sunset. The grounds rental fee reserves the grounds location chosen in the rental agreement for your use. The Pavilion rental fee reserves its facilities for your event. Normally the general public are very respectful and do not disturb weddings.

## Are there any time restrictions for an event?

Eden Gardens opens at 8:00am and closes at sunset. The time between 8:00am and 10:00am is reserved for the previous day's event cleaning and for renters and vendors to finish picking up their property. You can start setting up at 10:00am on the day of your event and have your event any time after that. For a During Hours event, everyone must be out of the park **by sunset**. (You can contact Eden Gardens to check sunset times.) If you plan to continue after sunset, your event is considered an After Hours event. After Hours events should end by 10:00pm and everyone **must be out of the park by 11:00pm**. During Hours and After Hours events have different fees and different rental agreement forms.

## Is alcohol allowed?

Alcohol is not allowed at Eden Gardens during regular park hours. Alcohol can be served only after sunset during an After Hours event when there is no general public within the park.

## Can I hire vendors?

Rental companies can be hired to provide items such as chairs for a wedding ceremony or tables and chairs for a reception. Other vendors such as caterers, florists, musicians, photographers, etc. can also be hired by the renter. However, the renter must ensure that all vendors are aware of the requirements included in the Eden Gardens rental agreement, and that cleaning and removal of items brought for the event are completed to the satisfaction of park staff. The renter must notify Eden Gardens of all vendors' names and phone numbers at least 30 days before the event. **The renter will be held responsible for any vendors who do not follow park rules.**

## Who does the setup and cleaning?

The renter is responsible for the setup of any event items, including chairs and tables, and for post event cleaning. You have access to the park to set up for your event at 10am on the day of your event. All trash has to be bagged and disposed properly in the dumpster at the end of the event. The Pavilion, if rented, must be cleaned according to park guidelines. Cleaning must end before sunset for a During Hours event and before 11:00pm for an After Hours event. If any vendors need to come back the following day to finish picking up their property, they must return at 8:00am and be finished by 10:00am. **The renter will be held responsible for any cleaning not done to park guidelines.**

## How can I decorate for my event?

We have many celebrations at Eden Gardens, and to preserve our grounds and facilities, we do have some decoration requisites. You are welcome to use free standing decorations and to hang decorations on the nails and hooks already in place at the Bayou stage or Pavilion. Additional tacks, tape, nails, or stapling on the Bayou stage or Pavilion are not allowed, and nothing can be hung, tied, or nailed to any tree or bush. Small shepherd hooks are acceptable, but larger poles in the ground are only allowed by the pavers next to the Pavilion. No candles or open flames of any kind can be hung from trees or any foliage. **The park reserves the right to remove any decorations that do not comply with the decorating rules.**

## Are tents allowed?

A staked down tent up to a maximum of 40'X60' is allowed over the brick paver patio **AFTER the Pavilion has been rented. Staked down tents are not allowed anywhere else on the grounds.** Up to 3 free standing tents not to exceed 10'X10' are allowed at the Bayou area, **NOTHING** staked down is allowed in the Bayou area.

## What if it rains or inclement weather is expected?

Since we only reserve one event per day at Eden Gardens, the Pavilion will always be available for you to rent if inclement weather is expected on the day of your event. Also, a staked down tent is allowed over the brick paver patio after the Pavilion has been rented. **There is no refund for event cancellation due to weather except for hurricanes.**

## What if I need to cancel my event?

**If for any reason cancellation is necessary, a 6 month notice and the rental fee receipt are required for a refund. No refunds due to weather except for hurricanes.**

### **I'm having a very small wedding; do I still need to pay rental fees?**

YES! Paying the rental fee allows you to celebrate your wedding on your chosen day and reserves a location on the grounds from use by other park visitors. It also assures you that you will get the date you wish. Once a day has been booked for a wedding, no other weddings will be allowed, no matter how small they are. If there is already an event scheduled for the day you wish and you "*just show up.*" regardless of whether you have paid your honor fee to enter the park or not; **you will be asked to leave!** Think about it ... would you want another bride wandering around taking pictures or getting married in the background on "your" special day? The same way you would want your wedding day to be your own and completely special; we ask that you understand and respect that others wish the same.

### **Can I have my wedding photos taken at Eden Gardens even if I'm not getting married there?**

Please call our event coordinator at (850) 267-8320 to check what day would be available for you to come and take your wedding photos. If there is a wedding scheduled at Eden Gardens, wedding photos for other parties will not be allowed that day. If you show up unannounced and there IS a wedding going on, you will be asked to leave and come back another day.

### **How can I contact the Eden Gardens event coordinator for more information?**

Please call Eden Gardens at (850) 267-8320 to speak with the event coordinator. The event coordinator is not at the park every day, so please leave a message with your name and phone number. Calls will be returned as soon as possible in the order in which they were received. The event coordinator can provide additional information such as pricing, date availability, and rental agreement forms. A meeting with the event coordinator can be scheduled, or you can visit Eden Gardens at your convenience and call the event coordinator later to discuss any questions. No payments or agreements will be accepted by Eden Gardens without the reservation of a specific date first.

### **What are the rental fees?**

Please contact our event coordinator at (850) 267-8320 for information on rental fees.

Thank you for your interest in having your event at Eden Gardens, we hope that we can help you have a special day!