

# DUBUQUE ARBORETUM AND BOTANICAL GARDENS

## Wedding Rules & Procedure Policy

The Dubuque Arboretum and Botanical Gardens (hereafter the "Arboretum") have developed the following Wedding Rules & Procedure Policy for weddings held on-site at the Arboretum.

1. "Wedding Areas" shall include the following rental areas: The Japanese Garden; The Formal English Garden; The Packard Pavilion Amphitheater; The Lagen-Buelow Gazebo; Whispering Pines; The Conifer Forest; The Garden Room; and any other area subject to availability and approval by the Arboretum in its sole discretion.
2. Schedule start times for weddings are 10:00 am, 12:00 pm (noon), 2:00 pm, 4:00 pm, and 6:00 pm (6:00 pm weddings require special approval by Arboretum staff).
3. All wedding parties get to use the Garden Room an hour before the wedding ceremony time and the hour of the ceremony/clean-up. Here is how a 10 am ceremony is laid out:
  - 9:00 am – The Garden Room is available for the wedding party and the ceremony site is available for decorating/set-up.
  - 9:30 am – Begin seating wedding guests
  - 10:00 am – Ceremony begins
  - 11:00 am – The Garden Room and ceremony site are already cleaned up for the next wedding or event.
4. Rehearsals are permitted in your wedding ceremony area, contact the Arboretum to book your rehearsal time.
5. Reservation of a Wedding Area may be requested by members of the public interested in hosting weddings on-site at the Arboretum, subject to the Arboretum's sole discretion.
6. Individuals wishing to reserve Wedding Areas must complete a Reservation Request and submit it to the Arboretum for consideration no later than two (2) days prior to the anticipated wedding date. The Arboretum reserves the right to approve or deny any Reservation Request and cancel any scheduled wedding at its sole discretion.
7. An individual who completes a Reservation Request form is the person responsible for the wedding and must be in attendance for its entire duration.

If you have any questions, please submit an email through the contact page on our website or call the office.

563-556-2100 – [dubuquearboretum.net](http://dubuquearboretum.net)  
3800 Arboretum Drive – Dubuque, Iowa 52001  
12/19/22

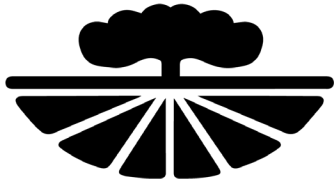


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8. The wedding reservation is confirmed as booked following the payment of the Wedding Area. No reimbursement is allowed if the wedding is canceled.
9. Use of Wedding Areas is only permitted during the Arboretum's working hours or as approved by the Arboretum. Wedding Areas may be limited on a seasonal basis and are subject to availability.
10. Electricity is available at the Lagen-Buelow Gazebo, The Packard Pavilion Amphitheater, English Garden, and the Japanese Garden; however, the wedding host will have to provide their own sound system for the wedding.
11. The Arboretum will set up, up to 100 chairs at your wedding and rain location, The Packard Pavilion Amphitheater (if there is a rain chance). If extra seating is needed the wedding party is welcome to bring/rent and set up the additional chairs. These extra chairs will need to be removed within the scheduled timeframe so there is no interference with the next wedding party or event. However, guests can stand at the scheduled location if chairs are filled.
12. The wedding party is only able to access their wedding areas during their scheduled time.
13. Set-up and clean-up must be done within the two-hour scheduled timeframe to prevent interference with other scheduled weddings or events that will use the wedding venue or the Garden Room.
14. Please do not throw rice, confetti, artificial flower petals, or birdseed. However, you can still carry and decorate with artificial flowers.
15. No illegal behavior in Wedding Areas or on the grounds of the Arboretum will be tolerated by the Arboretum. Wedding hosts, guests, and wedding parties using the Wedding Areas shall obey all local, county, state, and federal laws as well as all policies and rules of the Arboretum. Individuals who violate any of the foregoing may be subject to removal from the Arboretum and in its sole discretion as well as prosecution as applicable.
16. All Arboretum policies, rules, and regulations are incorporated herein by reference as a part of this Wedding Rules & Procedure Policy.

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17. Wedding hosts, guests, and visitors must exercise good judgment and behave appropriately when using the Wedding Areas. Individuals must not engage in loud or obnoxious behavior in Wedding Areas and must be respectful of other visitors and all Arboretum property.
18. Excessive consumption of alcohol on all Arboretum premises is not permitted. Please ensure all cans, bottles, and other trash are put in the appropriate receptacles.
19. Wedding hosts must report breakage or property damage of any kind to the Arboretum immediately.
20. Wedding hosts are responsible for prompt and thorough cleaning of Wedding Areas upon conclusion of the wedding. Wedding Areas must be left in the condition they were found, and no items or personal property of guests may be left behind.
21. The Arboretum reserves the right to terminate a gathering if, at the Arboretum's sole discretion, any part of this policy is violated.
22. Flowers, plants, and trees may not be taken or damaged.
23. Your wedding reservation includes the right to have professional photography taken during your wedding event, thus your photographer will not have to obtain a pass for your wedding day.
24. Surveillance cameras are in use in buildings and on the grounds.
25. Service dogs are welcome, but all other pets should be left at home (unless prior approval is made by Arboretum staff, as some people have had pets in the wedding).
26. The use of tobacco or illegal drugs is prohibited in the buildings and on the grounds.
27. It is not safe to climb trees, throw rocks, or play in the water features.
28. Drone flights require prior approval.
29. The Arboretum is always open to the public's enjoyment, except in the immediate area where the wedding event is taking place. Since our grounds are maintained by volunteers, they will not be able to monitor the perimeter of the wedding area. However, some wedding parties have picked guests to take care of the responsibility of letting the public know about the wedding occurring so that they can be respectful of the Wedding Area.

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30. Utilizing The Packard Pavilion Amphitheater for a wedding reception will require the party to bring in and set up tables and chairs. Utilizing The Hafeman Veranda for a reception includes tables and chairs.
31. For receptions at the Arboretum set-up and clean-up must be done in the reserved timeframe.
32. For receptions wanting to go past the dusk close hour, special approval and assistance with the booking will be needed, if approved (contact The Arboretum).
33. The Arboretum locks the gates at dusk, please ensure that all wedding party and guests remove their vehicles and belongings from the property, or else they will not be able to get them until the next day.
34. Make sure your wedding party and guests are aware of the items listed in the Wedding Rules & Procedure Policy.
35. All visitors enjoy the facilities and the grounds at their own risk and release the Dubuque Arboretum & Botanical Gardens staff and volunteers from any and all claims of loss, damage, or injury incurred while visiting.

Thank you for choosing the Dubuque Arboretum & Botanical Gardens for your special day!

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