



# DUBUQUE ARBORETUM AND BOTANICAL GARDENS

## Event & Grounds Policy

The Dubuque Arboretum and Botanical Gardens (hereafter the "Arboretum") have developed the following Event & Grounds Policy for events held on-site at the Arboretum.

1. "Event Areas" shall include the following areas: The Hafeman Veranda; The Garden Room; The Packard Pavilion Amphitheater; The Playground Pavilion and any other area subject to availability and approval by the Arboretum in its sole discretion.
2. Reservation of Event Areas may be requested by members of the public interested in hosting events on-site at the Arboretum, subject to the Arboretum's sole discretion.
3. Individuals wishing to reserve Event Areas must complete a Reservation Request and submit it to the Arboretum for consideration no later than two (2) days prior to the anticipated event date. The Arboretum reserves the right to approve or deny any Reservation Request and cancel any scheduled event at its sole discretion.
4. An individual who completes a Reservation Request form is the person responsible for the event and must be in attendance for its entire duration.
5. The event reservation is confirmed as booked following the payment of the Event Area. No reimbursement is allowed if the event is canceled.
6. Use of Event Areas is only permitted during the Arboretum's working hours or as approved by the Arboretum. Event Areas may be limited on a seasonal basis and are subject to availability.
7. No illegal behavior in Event Areas or on the grounds of the Arboretum will be tolerated by the Arboretum. Event hosts, guests, and visitors using Event 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.
8. All Arboretum policies, rules, and regulations are incorporated herein by reference as a part of this Events Policy.

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  
07/05/23



# DUBUQUE ARBORETUM AND BOTANICAL GARDENS

9. Event hosts, guests, and visitors must exercise good judgment and behave appropriately when using Event Areas. Individuals must not engage in loud or obnoxious behavior in Event Areas and must be respectful of other visitors and all Arboretum property.
10. Excessive consumption of alcohol on all Arboretum premises is not permitted. Please ensure all cans, bottles, and other trash is put in the appropriate receptacles.
11. Event hosts must report breakage or property damage of any kind to the Arboretum immediately.
12. The setup and cleanup process must be done within the hours that are booked for the event.
13. Event hosts are responsible for prompt and thorough cleaning of Event Areas upon conclusion of all events. Event Areas must be left in the condition they were found, and no items or personal property of guests may be left behind.
14. Arboretum chairs or tables used during the event, must be cleaned and stored in the original location following an event.
15. For your safety and the safety of our guests, please try to serve beverages in non-glass containers.
16. The Arboretum reserves the right to terminate a gathering if, at the Arboretum's sole discretion, any part of this policy is violated.
17. Flowers, plants, and trees may not be taken or damaged.
18. Surveillance cameras are in use in the buildings and on the grounds.
19. Service dogs are welcome, but all other pets should be left at home.
20. The use of tobacco or illegal drugs is prohibited in the buildings and on the grounds.
21. Parents or guardians are responsible for supervising children.
22. It is not safe to climb trees, throw rocks, or play in the water features.
23. Skateboards, rollerblades, scooters, and hoverboards are not allowed. Bicycles may not be ridden on the walking paths.
24. Professional photographers must obtain a pass from the office or online.
25. Drone flights require prior approval.
26. Feed the fish from the bridge only, with fish food purchased from the gift shop.

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  
07/05/23



# DUBUQUE ARBORETUM AND BOTANICAL GARDENS

27. Make sure event guests are aware of the items listed in the Event & Grounds Policy.
28. 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 hosting your event!

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  
07/05/23