



## Wedding Package - Facility Rental Information

Updated December 2016

***We invite you to enjoy your wedding at the Gem of the Morros. The San Luis Obispo Botanical Garden provides a beautiful natural setting that will captivate guests. All your guests will be able to comfortably see and hear as you exchange vows in the vibrant open-air amphitheater. The Garden paths and benches host a unique and inviting cocktail hour. The Oak Glen Pavilion provides a great indoor dining and dancing space.***

### ***\$3,800 - Wedding Package Includes:***

- Facilities available for use from 8am – 10pm.
- Use of the Amphitheater for Wedding Ceremony
- Use of the Garden for Cocktail Hour.
- Use of the Oak Glen Pavilion and Commercial Kitchen for Dinner and Reception.
- 12 Round Tables (60” – Seat 8)
- 11 Rectangular Tables (6’ - Seat 8)
- 110 Wooden Padded Folding Chairs
- Security for the duration of your wedding.

### ***Wedding Package FAQ's***

- You are welcome to use any vendors of your choosing.
  - Except for Security Guards. SLOBG will book security on your behalf.
- You are welcome to serve beer, wine, and/or spirits.
  - We recommend a hosted or open bar. Additional guidelines, per the Department of Alcoholic Beverage Control, will apply if any alcohol is sold.
- The Wedding Package DOES include the cost of security guards, you will not be billed an additional charge.
- Client is responsible for set up and take down of tables, chairs, and décor. Client is also responsible for end-of-night clean up.
  - We recommend you speak with your caterer about helping with take-down and clean-up duties.
- County ordinance requires that music be turned off and guests vacate property by **10pm**.
  - Client and vendors may stay until 11:30pm to clean up.
- SLOBG does not provide dishware, flatware, or linens for use or for rent.
- Listed fee does NOT include parking fees, imposed by the El Chorro Regional Park, in effect from April 1 through September 30. ([www.slocountyparks.com](http://www.slocountyparks.com)) SLOBG can provide you information to organize guest parking.



### ***Rental Policies***

- Fees are subject to change at any time without notice.
- Additional fees may be assessed if clients require time/hours outside of 8am to 10pm on the wedding day.
- **To reserve a wedding date, 50% of rental fees and a \$200 Damage Deposit are due.**
  - **The balance of rental fees is due 30 days prior to the wedding date.**
  - Rental fees are refundable, less \$250, if canceled in writing AT LEAST 30 days in advance of event date. Rental fees are NON-refundable if reservations are canceled LESS than 30 days in advance.
  - The Garden may retain all or any portion of the \$200 Damage Deposit if: physical damage is done to any part of the Garden, if significant cleaning above and beyond normal use is required, if the Garden deems any action by the client and or guests inappropriate, or if any other default occurs hereunder.
  - The Garden will determine the amount of the Damage Deposit to be refunded to the client. Any refund due will be mailed to the client within 30 days after the rental date.
  - The Garden shall not be required to keep the Cleaning and Damage deposit separate from its general funds and the client shall not be entitled to interest.
- Listed fees are for the use of the Oak Glen Pavilion, commercial kitchen, Garden, and Amphitheater facilities only.
- A \$1 Million General Liability (\$2 Million Aggregate) Insurance policy is required for all wedding rentals.

To reserve a date or request more information, please complete the Wedding Information Sheet on the following page and return it to the Garden via fax 805.541.1466 or email [rental@SLOBG.org](mailto:rental@SLOBG.org).



To reserve a date or request more information, please complete the following and return it to the Garden via fax 805.541.1466 or email rental@SLOBG.org.

**Wedding Information Sheet**

**Client Contact Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Client's Agent (Business/Group): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_  
 Work #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Wedding Information**

Wedding Date: \_\_\_\_\_ Hosting the:  Ceremony  Reception  
 Est. Number of Guests: \_\_\_\_\_ Will Alcohol be Served?  Yes  No  
 Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Clean up will be completed by (Time): \_\_\_\_\_ Total Number of Hours: \_\_\_\_\_

**Facilities & Equipment Requested**

Oak Glen Pavilion     Commercial Kitchen     Garden Amphitheater  
*Audio Visual Equipment, available for use in the Oak Glen Pavilion ONLY*  
 Screen     Podium     Microphone/Speaker System (PA)

**Fees**

\$1,900 Rental Deposit: Check # \_\_\_\_\_ Check Date: \_\_\_\_\_  
 \$200 Damage Deposit: Check # \_\_\_\_\_ Check Date: \_\_\_\_\_  
 Name on Check(s): \_\_\_\_\_

**Notes:** \_\_\_\_\_  
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