



Weddings at The Arboretum

The Los Angeles County Arboretum & Botanic Garden provides naturally beautiful, unique settings for wedding ceremonies and/or receptions. Popular locations include the Bauer Lawn (surrounding fountains), Queen Anne Cottage lawns/Baldwin Lake, Victorian Rose Garden, tropical Waterfall/Meadowbrook, Special Event Lawn/Wedding Garden, Sunset Demonstration Garden, and the Zen Deck. Our intimate Rose Garden, tropical Waterfall, and lush flowers and plants are exquisite settings for a perfect wedding. All ceremonies and receptions begin after 5:00 p.m. (Ceremony site rental fees are determined accordingly by the number of invited guests:

• Under 50	\$ 500.00	101 to 150	\$1,100.00
• 51 to 75	\$650.00	151 to 200	\$1,400.00
• 76 to 100	\$800.00	201 to 250	\$1,700.00



Additional fees will include staffing (\$20.00/hr. x 2 monitors), tram service (\$60.00/hr., 4/hr. minimum) if applicable, security/clean-up deposit (\$300.00), general liability insurance, and rentals. *Fees are subject to change without notice.*

Catering: For your convenience, all catering is provided exclusively through the Arboretum on-site caterers, The Fresh Gourmet, located at the Peacock Café. If alcohol is served, you must hire one (1) security guard for every 75 guests. (Purchase of general liability insurance is not necessary if reception is held on the terrace of the Peacock Cafe). **All verification and documentation must be received 1-month prior to event or alcoholic beverages will not be allowed.**

Insurance: General liability insurance coverage in the amount of \$1,000,000.00 is required for weddings and receptions.

Limitations: Paid fees entitle guests to specified reserved location, only. Electricity is available in various areas; however, you must provide lighting and a generator for receptions. Storage areas and dressing rooms are not available.

Music: Amplified sound is allowed at a moderate volume to prevent disturbances of wildlife and neighboring residents.

Photography: Photography fees are waived on the day of wedding if reservations are made in advance. Bridal couple may utilize all available Arboretum sites for photography.

Receptions are scheduled at an **additional site rental fee**. (Please see attached reception site rental fee schedule).

Rentals: Independent rental contractors for chairs, tables, florist, etc. are the sole responsibility and choice of the permittee. All rental companies must provide proof of general liability insurance in the amount of \$1,000,000.00 one month prior to event. Removal of equipment and debris is required immediately following the event.

Reservations: A nonrefundable reservation fee of 20% of site rental fee and completion of the *Application and Permit for Use of Regional Parks (P&R 82-A)* is required to secure reservations.

Set-up / Take-down: 4:00 pm set-up for ceremonies and receptions; take-down for ceremonies starts at 7:00 pm. Reception take-down begins at 10:00 pm and must be completed by 11:00 pm.

Smoking: This is a "No Smoking" facility. Smoking is prohibited at all County facilities, per County Ordinance Code 17.04.645.

Vehicles: Only vehicles providing proof of general liability insurance in the amount of \$1,000,000.00, naming Los Angeles County Department of Parks and Recreation as "additional insured" will be allowed to drive on the grounds. Limousines over 30 feet are not allowed.

Viewing of Wedding Sites: You may schedule an appointment with the Wedding Coordinator for a private tour or pay admission to view the seven (7) unique wedding sites at your leisure. If you have any questions, please call the Special Events Office, Wedding Coordinator at (626) 821-3211.

WEDDING and RECEPTION FEES

(fees are determined by the number of guest)

Weddings, only

50 guests	500.00
75 guests	650.00
100 guests	800.00
150 guests	1100.00
200 guests	1400.00
250 guests	1700.00
300 guests	2000.00
350 guests	2300.00
400 guests	2600.00
450 guests	2900.00
500 guests	3200.00
550 guests	3500.00

Reception Only

50 guests	500.00
75 guests	700.00
100 guests	900.00
150 guests	1300.00
200 guests	1700.00
250 guests	2100.00
300 guests	2500.00
350 guests	2900.00
400 guests	3300.00
450 guests	3700.00
500 guests	4100.00
550 guests	4500.00

Wedding and Reception Together

50 guests	1000.00	300 guests	4500.00
75 guests	1350.00	350 guests	5200.00
100 guests	1700.00	400 guests	5900.00
150 guests	2400.00	450 guests	6600.00
200 guests	3100.00	500 guests	7300.00
250 guests	3800.00	550 guests	8000.00

Classroom rental for changing: \$50.00

**County of Los Angeles
Department of Parks and Recreation
Rules and Regulations (P&R 82-A Form) Addendum**

Weddings at the Arboretum

All pertinent State Laws, County Ordinances, and Department policies must be observed. The Special Events Office is responsible for managing agreements and arrangements for events. The bridal couple is required to meet with the Wedding Coordinator one month prior to the scheduled wedding date to discuss final wedding details. Please review the following rules and regulations, which will be strictly enforced:

1. **Alcoholic** beverages are allowed pending Departmental prior approval of form P&R 74, Permit for Sale and/or Consumption of Alcoholic Beverages on Department of Parks and Recreation premises. It is mandatory that you provide (1) security guard for every 75 guests attending the event, in addition to purchasing \$1,000,000.00 general liability insurance, naming the County of Los Angeles as additional insured. (Verification is needed at least one month prior to event).
2. **Cancellation** will apply if permittee or independent contractors' fail to comply with any terms contained herein. It is the sole responsibility of the permittee to notify all hired independent contractors of Departmental terms. (See back of Application and Permit for Use of Regional Parks (P&R 82-A form) for detailed information).
3. **Catering:** All catering is provided exclusively by our on-site caterers, The Fresh Gourmet, located at the Peacock Café. If your reception is held in one of the wedding gardens, you must provide proof of general liability insurance in the amount of \$1,000,000.00, naming the County of Los Angeles as additional insured. Please contact L.A. County's pre-approved insurance company at (800) 420-0555 to purchase this mandatory insurance.
1. **Clean-Up** is the permittee's responsibility. The Security/Cleanup deposit of \$300.00 will not be refunded if all trash and debris are not **removed** at the termination time stated on your contract. Clean-up **and removal** of equipment, supplies, and all trash is required on the same day of event. You/your caterer **must provide trash bags** and a storage container for ice. (Do not dump ice, ashes, oil, debris, etc. on landscape).
5. **Coffee pot** set-up also requires Departmental approval; one pot to a circuit.
6. **Entrance** through specified gate is allowed on the reserved date noted on the Applications and Permit for Use of Regional Parks (P&R 82-A form) and upon compliance with all policies contained herein. Independent contractors will be notified at "final-walk-thru" meeting about a parking lot and entry gate. Guest entry gate will be locked during the event and will be unlocked for exiting.
7. **Equipment**, supplies, and rentals such as catering, furniture, lighting, tent, canopy, flowers, etc. are the sole responsibility and choice of permittee and requires Departmental approval.
8. **Fees and Charges** include use of the facility, staffing, non-refundable reservation fee, rehearsal, and tram service (if applicable). See back of Applications and Permit for Use of Regional Parks (P&R 82-A form) for information.
9. **Filming and Photography Fees** are waived on the day of the event when the wedding and/or reception is held at the Arboretum of Los Angeles County.

10. **Fire Regulations:** In compliance with fire regulations: (a) Tables must be arranged a minimum of six feet apart to ensure free flow of traffic; (b) Flammable materials, including Christmas trees, hay and straw must be fireproof and approved in advance by the Department or designated representative; (c) Smoking is prohibited inside all structures; (d) Candles must be in a nonflammable, semi-closed container and be placed on a nonflammable surface.
11. **Insurance** is required for all Arboretum events. Permittee must purchase general liability insurance in the amount of \$1,000,000.00 through the permittee's homeowner's insurance or insurance broker.
12. **Leasing** the Arboretum property and facilities is based on a Four-Wall Agreement. This means that the permittee is responsible for choices, payment, and results of all independent contractors. Independent contractors and all decisions are subject to approval of the Department.
13. **Limitations:**
 - This Contract ensures the exclusive availability of the chosen wedding site only for the agreed-upon time period of the contracted event. Unless indicated otherwise in writing, the Los Angeles County Arboretum does not guarantee access to the site at other times, and informs the contractee that other parts of the grounds may undergo construction or renovation, or be utilized for other programs and events, concurrent with the contracted event.
 - Deliveries will not be accepted by the Department, nor will Departmental staff be responsible for set-up, take down, or clean-up.
 - Dressing rooms are not available.
 - Electricity is available in various areas; however, **you must provide lighting and a generator for receptions.**
 - Guests are restricted to reserved area; paid fees entitle guests to specified reserved location, only.
 - Kitchen facilities are not available for garden events.
 - No rice or confetti tossing.
 - No releasing of butterflies.
 - Nothing shall be taped or nailed to walls.
 - One-way route must be followed.
 - Speed limit is 5 mph.
 - Tram has right-of-way.
 - Tents **and/or canopies** are **not** provided by the Department.
14. **Locations:** Bauer Lawn (surrounding fountains), Baldwin Lake, Rose Garden, Special Event Lawn/Wedding Garden, Waterfall/Meadowbrook, Queen Anne Cottage lawns, Zen Deck, and the Sunset Celebration Garden. *The capacity varies according to event type and location.*
15. **Mandatory Meeting:** You and your caterer, florist, musician/soloist, chair rental rep, etc., are required to meet with the Special Event Wedding Coordinator one month prior to your wedding date to discuss event set-up. At this meeting, you will be required to provide a copy of a current Los Angeles County Health Certificate, proof of Workers Compensation Insurance, proof of general liability insurance, and verification of hired security guards mandatory for wedding reception.
16. **Music:** Amplified music restricted to designated locations.
17. **Payment:** See the back of Application and Permit for Use of Regional Parks (P&R 82-A form).

18. **Parking** is “free” and will be designated prior to reserved date.
19. **Primary Season:** April throughout October (daylight savings months; sunsets 7:30 p.m.-7:45 p.m.).
20. **Public Restrooms:** Adjacent to Gift Shop, Rose Garden, and Sunset Garden.
21. **Public Telephone:** Located outside of Gift Shop.
22. **Refunds:** See the back of Application and Permit for Use of Regional Parks (P&R 82-A form).
23. **Reservations:** A non-refundable reservation fee of 20% of site rental fee and completion of the *Application and Permit for Use of Regional Parks (P&R 82-A)* is required to schedule a reservation.
24. **Set-up and Take-down** time for scheduled event shall be adhered to as noted on P&R 82-A form. The following applies:
 - ❖ A security guard will be present at the designated entry gate.
 - ❖ All landscaping is to remain free of any attachments including nails, clay wire, ties, etc.
 - ❖ All plants and flowers brought onto the premises must be free of pest.
 - ❖ Beverages must be served in paper or plastic containers.
 - ❖ Driving or parking on landscape is prohibited. Roadways may not be blocked for any reason.
 - ❖ Independent contractors must be escorted to wedding site by a monitor.
 - ❖ Independent contractors must return for clean-up and removal of equipment, etc. on the same day of event.
 - ❖ Reserved location must be left in a clean and orderly condition or security/clean-up refundable deposited will be forfeited.
 - ❖ The Department is not responsible for items left at the facility.
 - ❖ Park to the right side of the road when loading and unloading.
 - ❖ **Trash bags are not provided by the Department.** It is the permittee’s responsibility to **remove all trash from premises.** Large events may require trash bins (allowed in designated parking lot).
 - ❖ Wedding site must be cleared of all vehicles before guests are allowed entry to wedding site.
25. **Utilities:** Electrical outlets are available at Meyberg Waterfall, Kallam Garden, Queen Anne Lawn, Rose Garden, and Sunset Demonstration Home Garden, however, permittee must provide a generator for receptions.
26. **Vehicles** are prohibited on the grounds at all times, unless coordinated and approved by the Special Events Office. Only vehicles providing proof of general liability insurance, naming Los Angeles County Department of Parks and Recreation as additional insured, will be approved.
27. **Viewing** of reserved location is provided at your convenience by contacting the Special Events Wedding Coordinator at (626) 821-3211
28. **Wedding Rehearsals are** scheduled one month in advance. Allotted time is 1-hour.
29. **Weather:** It is the sole responsibility of the permittee to rent a tent or canopy for inclement weather, if necessary.

If you have any questions, please contact Veda Williams, The Wedding Coordinator.

Wedding Service Contractor Policies

Los Angeles County Arboretum & Botanic Garden
301 N. Baldwin Avenue
Arcadia, CA 91007
(626) 821-3211

Event Date:	Bride/Groom:
Location:	Entry Gate:
Delivery Date/Time:	Pick-up Date/Time:

The County of Los Angeles Department of Parks and Recreation, in a continuing effort to serve the community, encourages the use of the Arboretum of Los Angeles County for weddings, receptions, and special events. Every courtesy will be extended to accommodate those wishing to use the facility, if such usage does not impede the public use of the Arboretum of Los Angeles County. All pertinent State laws, County ordinances and Department policies must be observed always.

Lessee is responsible for choices, payments and results of all service contractors such as caterer, rental company, musicians, photographer, florist, valet parking, etc. All decisions are subject to approval by the Department. All agreements and arrangements concerning the event are organized by the Special Events Wedding Coordinator.

Entry to the Arboretum is only allowed on the dates specified on the Application/Permit (P&R 82A) and upon compliance with all policies contained herein. Failure by the lessee or service contractors to comply with any of the terms contained herein will be cause to void the lessee's agreement, and there will be no refund of money deposited.

INSURANCE: All permittee's and contractors must provide evidence of general liability insurance written on a commercial liability form or on a comprehensive general liability form covering the hazards of products and completed operations, broad form property damage, personal and advertising injury, fire damage, medical payments with a combined single limit of not less than \$1,000,000 per occurrence. Evidence of insurance shall name the County of Los Angeles as additional insured. Evidence of insurance is required by the Special Events Wedding Coordinator at least one month before the event.

WALK-THROUGH: A walk-through with lessee and services such as rental company, florist, musicians, etc. may be required at the sole discretion of the Director or his designated representative. If required, the walk-through must be scheduled two weeks before the event date. The meeting will last approximately one hour.

DELIVERIES: The Department will not accept deliveries.

EQUIPMENT AND DEBRIS: All equipment and debris must be removed from the premises upon conclusion of the event by the lessee and/or service contractors. There are no exceptions to this policy, and the Department assumes no responsibility for items left at the facility beyond termination of the event. Trash bags are to be provided by the lessee and the service contractor.

FIRE REGULATIONS: In compliance with fire regulations, tables must be arranged a minimum of six feet apart to ensure free flow of traffic. Flammable materials, including Christmas trees, hay and straw must be fire proof and approved in advance. Smoking is prohibited inside all structures. Candles must be in a nonflammable, semi closed container and be placed on a nonflammable surface.

AUDIO VISUAL EQUIPMENT: Audio visual and electrical equipment is limited for indoor events. There are screens and chalkboards available for Ayers Hall and lecture halls. Portable microphone systems, slide, overhead, or film projectors must be provided by the lessee, in addition to extension cords, pointers, chalk, lectern lights, etc.

SALES: Organizations/businesses holding sales of any kind to the public will be charged 15% of the gross proceeds from all such sales. Please make checks payable to: Los Angeles County Department of Parks and Recreation, and mail to 301 N. Baldwin Avenue, Arcadia, CA 91007.

TELEPHONES: Pay telephones are available for public use. Two pay phones are located outside the Gift Shop. All other telephones are for Arboretum of Los Angeles County business use, only. The County of Los Angeles prohibits telephone use for any other purpose.

CANCELLATION: The Department reserves the right to cancel the event in case of emergency. In case of rain, an outdoor event may be canceled by either party no later than noon (12:00 p.m.) the day of the event. Under such circumstances, a representative from the Arboretum of Los Angeles County will notify the lessee. It is the sole responsibility of the lessee to notify all service contractors associated with the event.

ENTRY TO THE GARDENS: A security guard and/or monitor will lead all services to the reserved site via the route on the attached map. Entry to the gardens and buildings is subject to the location of the event and the reservation hours. Location of the event will determine which entry will be used and the hours for delivery, loading/unloading, and parking during the reserved hours. Upon arrival at the reserved site, park as close to the side of the road as possible without driving on the landscaped areas.

SPEED LIMIT: The speed limit on the grounds is 5 MPH. One-way routes must be followed as outlined on the attached map. The Arboretum of Los Angeles County tram has the right of way and cannot drive in reverse.

PARKING: Service contractors attending outdoor events are prohibited from parking at the reserved site during the event. All vehicles must park in the parking lot. Only approved musicians, photographer, videographer, etc. with mandatory insurance may carpool equipment to the reserved site. Vehicles must be removed from event site and driven back to the parking lot before guests are allowed entry. Upon the conclusion of the event, a monitor will escort necessary vehicles in for clean-up and pick up.

ELECTRICITY AND WATER: Water is not available in the Gardens; electricity is available in limited areas. Flashlights, outdoor grade extension cords, light bulbs, water, etc. are to be provided by the lessee and/or service contractor. Fifty feet (50') is the minimum recommended length for a U.L. approved outdoor grade extension cord. To check on availability of electricity, please contact the Special Events Wedding Coordinator at (626) 821-3211.

MUSIC: Amplified sound is allowed at a moderate volume to prevent disturbances of wildlife and neighboring residents.

PHOTOGRAPHY AND VIDEOGRAPHY: Filming and admission fees for wedding photography are waived on the day of the event when the wedding and/or reception is held at the Los Angeles County Arboretum. You must schedule your photo session with the Arboretum Wedding Coordinator prior to arrival. If your vehicles/limousine is approved to drive on the grounds, Arboretum staff must escort you at all times.

HOURS: Opening, closing and reservation hours must be followed. Buildings may not be occupied before 8:00 a.m. and are to be vacated by 11:00 p.m. Please alert all service contractor employees to adhere to stipulated hours of operation.

WEDDING REHEARSALS: Meet at the Admissions entry gate. Wear comfortable walking shoes as the bridal party/ guests will walk to the site.

WEDDING CEREMONIES: Wedding ceremonies are limited to two hours, 5:00 p.m. to 7:00 p.m. Set-up begins at 4:00 p.m. A monitor will be assigned to escort approved service rental vehicles to the reserved wedding site for set-up. Removal of all items, i.e. trash/debris, must be completed by 8:00 p.m.

SPECIAL EVENTS AND RECEPTIONS: Special events and receptions are limited to five hours, 5:00 p.m. and 10:00 p.m. Set-up may begin at 4:00 p.m. A monitor will be assigned to escort service rental vehicles to the reserved site. Service contractors must be outside the gates by 11:00 p.m.

If you have any questions or need additional information, please contact the Special Event Wedding Coordinator at (626) 821-3211.

PARTY RENTALS, FLOWERS, SECURITY, WEDDING COORDINATOR, etc.

Please note, vendor referrals are not endorsed by L.A. County Department of Parks & Recreation / L.A. Arboretum Foundation.

Arboretum Peacock Café
Fresh Gourmet Catering
(626) 446-2248

Feyma Party Rentals
(626) 297-9630

Arcadia Party Rentals
(626) 445-7166

Floral Designs by Cheryl
(626) 792-7731

California Party Rentals
(626) 446-5444

Janet's Floral Designs
(626) 380-6072

Dolphin Party Rentals
(626) 795-5131

Monrovia Floral
(626) 358-1889

Event Professionals
(626) 441-9900

My Flower Guy
(323) 467-1097

SECURITY

Corion Protective Srvs. Inc.
(626) 229-0800
(888) 301-1631

MK Security
(626) 678-5673

Calif. Panther Security
(310) 641-5555

Private Security
(800) 924-4880

1-STOP SHOP WEDDING COORDINATORS

China Bridal
(626) 205-3098

Event Professionals
(323) 441-9900

