

LOS ANGELES ARBORETUM FOUNDATION DEDICATION RECEPTIONS





As an accompaniment to your tree or bench dedication, we are pleased to offer an add-on reception.

These 3-hour receptions with an additional hour for set-up, include admission for you and your guests, and monitor/cart reservation for your convenience.

We also offer optional catering and rentals through the Peacock Café.



Fees

Dedication Reception fees are based on guest count levels. These fees also include monitor/cart reservations.*

*Guest counts of 1-50 require one monitor while counts of 51-100 require two.

1-25 guests: \$500

26-50 guests: \$750

51-75 guests: \$1,250

76-100 guests: \$1,500

- Additional monitors/carts are available at an additional cost.
- \$100 non-refundable deposit due upon date agreement to secure reservation. This fee will be applied toward your total dues.
- Final guest count and remaining balance is due no later than two weeks prior to event.

Optional Additions

Catering

All catering must go through the Peacock Café.* Menu and location options are available upon request.

Contact:

Natalie Franco

franco20thefreshgourmet@gmail.com

*Event date and time subject to availability.

Equipment Rentals

Rentals are available only through the Peacock Café, at an additional cost. Rentals may include but are not limited to: chairs, tables, umbrellas, speaker, microphone, etc., through a third-party rental company.*

*Subject to approval.

The PROCESS

Step 1

Complete a tree or bench dedication and request information on receptions.

Propose 2-3 date and time options to the Donor Relations Manager. Date must be approved at least 1 month prior. Proposed dates and times will be verified with the Arboretum and confirmed selection will be scheduled.* Upon confirmation, a non-refundable \$100.00 reservation fee is due. This fee will be applied toward your total dues.

*If the Peacock Café is providing food/beverage and/or rentals, their additional confirmation of date and time will be required.

Step 2

Once date and time are confirmed and reservation fee has been received, your event will be added to the Arboretum calendar. If working with the Peacock Café, any additional planning such as menu and site set up, will be coordinated directly through their representative.

Step 3

Remaining paperwork, total balance, and confirmed guest count are due no later than 2 weeks prior to your event.

Please note: Any additional services provided by the Peacock Café will be presented on a separate invoice and due on their timeline.

Step 4

Enjoy your event!

Step 5



FAQ

Does the Arboretum have equipment I can rent?

The Arboretum does not provide equipment for rental. However, through the Peacock Café you are welcome to arrange for rentals through an approved third-party company.

Can I cut cost by removing the monitor and cart?

All Arboretum events require a designated monitor, for the safety of your guests, Arboretum wildlife, and the visiting public.

Will the Arboretum except floral deliveries for my event?

No, the Arboretum will not accept any floral or other forms of deliveries on your behalf.

What items can/can't I bring for my event?

We understand the importance of customizing your event and you are welcome to bring photos, floral arrangements, and commentative items.*

Items not allowed on the premises include personal vehicles, candles or flame devices, balloons, animals, and outside food or beverages.

*Each item is subject to approval.

Can I spread my loved one's ashes?

For the health and safety of the public and wildlife we do not allow the spreading of ashes on Arboretum property.

Can I hold my reception after Arboretum operating hours?

If working with the Peacock Café, after hours events may be arranged. Please note these may come with additional costs/fees.

Can I reserve parking for my guests?

Due to limited availability of parking, we cannot accommodate reserved parking. We apologize for any inconvenience.

What service will the monitor provide during our event?

The monitor will provide transportation to and from the entrance to your event location and restrooms. They will also ensure the safety of your guests and the Arboretum landscape.