

**SIUE GUIDELINES FOR USE OF**  
THE  **GARDENS AT SIUE**

**EVENT GUIDE**

Revised January 1, 2019

## FEES AND RELATED INFORMATION

(Revised January 1, 2019)

All inquiries regarding events at The Gardens should be made to SIUE Educational Outreach, 1330 Rendleman Hall. Phone: 618/650-3210. That office can answer general questions and help individuals interested in holding an event, including weddings, on The Gardens grounds begin the process of reserving a date and completing necessary paperwork.

### **Venue locations, grouped by capacity, include the following:**

- Event Lawn (500),
- English Cottage Garden / Wind Garden (200),
- Cougar Lake Point (150),
- Lantern Amphitheater site (150),
- Myer Arboretum Plaza (100), and
- The Dell (100).
  
- Council Ring (30),
- Nurses' Nook (30),
- Prairie Portal (30), and
- The Gardens Center (30).

All events reserved at The Gardens will incur the same fees, regardless of the venue.

### **Rental, Deposit, Photography and Rehearsal Fees:**

- As of January 1, 2019, the flat fee for each venue location will be \$600. A \$150 non-refundable security deposit is required for all events.
- Events may be scheduled for a minimum of one (1) hour and a maximum of three (3) hours.
- Events that exceed the contracted time will be charged an additional \$150 per hour and a \$100 extension fee.
- Rehearsal fees may be scheduled on preceding day(s) and will be charged \$75 per hour.
- Photography time before and after an event is included in the scheduled time charges.
- The rental fee does not include chairs, sound system, decorations, etc.

### **Contract and Payments:**

- A completed SIUE Facilities Use License Agreement (FULA) Form and a \$150 non-refundable deposit are required to complete a reservation and hold a space, date and time for your event.
- The balance of the rental fee is due 30 days prior to the event.

### **Golf carts/ Transport chair:**

- Gardens volunteers, two of whom will be driving golf carts, will be on site to assist with wedding activity, starting 30 minutes before the wedding and for 30 minutes after the wedding. These volunteers can assist in transporting the wedding party or guests who have difficulty walking to the wedding location from the main parking lot off Cougar Lake Drive.
- A transport chair will be available free of charge for rental guests to use at their discretion to transport individuals across the wooden bridge or elsewhere in The Gardens. Gardens volunteers cannot use this equipment to transport guests.

**Cancellations:**

- SIUE reserves the right to cancel an event based upon the condition of the grounds arising from any previous extreme weather conditions. In that event, 100% of event fees will be refunded.
- In the event of a cancellation by the event host (bride, groom, etc.), 100% refund less a \$150 fee will be returned if cancelled more than 30 days prior to scheduled event. No refunds will be made for cancellations occurring 30 days or less prior to the event.
- Special circumstances regarding cancellations, such as military deployment and family emergencies, will be considered by the SIUE Educational Outreach Office and may result in a 100% refund.

**Conditions of event rental:**

- The space designated in the contract (e.g. The Lantern and wooden bridge) signed with SIUE will be reserved for the length of the event. All other areas, including The Gardens Center, remain open to the public.
- The Gardens does not provide space for change of clothes or showering for event guests; but access to the two restrooms in the air-conditioned Gardens Center building is available to event guests and all other guests of The Gardens when the building is open. This building is the center of activity for volunteers working on the grounds and houses vehicles, tools, and gardening supplies, as well as space for indoor work. It is not designed to support guests attending events in The Gardens.
- SIUE Educational Outreach staff and Gardens volunteers will be on site the day of the event. These representatives are not event planners **but** will assist by answering questions and addressing appropriate requests.
- The event host (bride, groom, etc.) is responsible for securing and coordinating delivery, setup, and removal of items related to hosting the event.
- Reservation times for using multiple locations are concurrent (For example: If a bride desires the Lantern for her ceremony with 70 guests for 2 hours and exclusive use of The Event Lawn for two hours, the fee will be \$600+\$600 = \$1,200 for the time reserved). Additional time will incur an additional fee.

## EVENT PLANNING GUIDE

**The Gardens:** The Gardens at SIUE is a 35-acre botanical garden and is committed to environmental sustainability. Please minimize your environmental impact while planning your event. The Gardens at SIUE is a beautiful outdoor venue and is committed to environmental sustainability. As a result, The Gardens is subject to weather extremes and natural phenomena. Please consider these when planning your event. The reward of hosting your event in The Gardens may include a gorgeous day, a visit by white-tailed deer and, during the right time of year, a magnificent chorus of frogs or a dazzling display of butterflies. We ask everyone to please respect the volunteers that offer their time to host these events for your enjoyment.

**The Gardens Center:** The Gardens Center, 6 Arboretum Lane, has two public restrooms but no rooms for changing clothes or showering. The Gardens Center is open to the public whenever the building is open, and hours change seasonally.

**Site Support:** Initial arrangements and contracting for your event will be made with SIUE Educational Outreach. On the day of your event, Educational Outreach staff and Gardens volunteers will be present on site.

**Parking:** There are two parking lots available on Arboretum Lane, and a small lot next to the Garden Center building. Total parking at these three locations can accommodate up to 108 vehicles, including three slots for persons with disabilities – 65 in the Tree Top Bridge lot, 31 in the Arboretum Lane/Myer Plaza lot and 12 at The Gardens Center. There is also space on the large parking lot to accommodate a larger vehicle (limousine or bus). Additional parking may be available at the Pool Lot (P10) for large events on weekends. Parking on Arboretum Lane is restricted to the parking lot spaces.

**Insurance:** Proof of required insurance must be remitted with final payment 30 days prior to event date. Your Gardens Representative will assist you with the insurance requirements.

**Catering:** SIUE Catering Services is the preferred vendor for events in The Gardens. Please contact them directly to discuss your menu at 618-650-3040.

**Alcohol:** Alcohol is not usually allowed in The Gardens unless distributed by an approved vendor holding appropriate licenses and insurances and with approval from the Vice Chancellor of Administration's Office.

**Signs, Decorations and Grounds:** Signs, decorations, and related materials may be displayed with the prior consent of SIUE Educational Outreach and/or Gardens volunteers and shall not result in any damage to the grounds, plants, and structures. Decorations should be bio-degradable. All items must be removed at conclusion of event and The Gardens is not responsible for any items.

**Deliveries and Storage:** The Gardens will not accept C.O.D. shipments or responsibility for costs associated with freight delivery/pick-up. The Gardens is not liable for the security of items left onsite. Items associated with your event must be delivered and picked up the day of the event.

**Smoking Policy:** SIUE complies with the Illinois Clean Air Indoor Act. No smoking is allowed on any SIUE property, including The Gardens.

**Pets:** Dogs are welcome on the grounds but should always be on a leash. Please clean up after your pets and use the trash receptacles that are located on the grounds.

**Fires:** No fires of any kind or size (including candles) will be allowed at any time.

**EVENT PLANNING CONTACT INFORMATION**

**Initial Contact:** Office of Educational Outreach, 618-650-3210.

**Mailing Address:** (for deposits and general communications)

SIUE Educational Outreach  
1330 Rendleman Hall  
Southern Illinois University Edwardsville  
Edwardsville, IL 62026

**Site Address:** (for deliveries and directing guests)

The Gardens Center  
6 Arboretum Lane  
Edwardsville, IL 62025

**SIUE Police**

Non-emergency	618- 650-3324
Emergency	<b>911</b>

Approved on January 1, 2019, by R. Walker, Vice Chancellor for Administration.