

GARDEN WEDDING SEASON:

Garden weddings may be scheduled on Saturdays year round. Some things to consider:

- Peak flower bloom is June through September.
- The average first heavy frost is usually mid-October, but can vary.
- If you are planning a winter wedding, your ceremony should conclude before dark as there is no lighting in the garden.

CEREMONY LOCATIONS:

Waterfall/Pond



or

Gazebo



RESERVATIONS:

You may reserve a garden location one year in advance of the event date. Availability and reservations are online at: www.ccfpd.org or

https://apm.activecommunities.com/ccfpd/Facility_Search

RESERVATIONS INCLUDE:

- ✚ 1-Hr. Rehearsal - staff not on site
- ✚ 3-Hr. Time Block: 11am-2pm or 3:30pm-6:30pm
 - Staff will be on site by 10:45am or 3:15pm.
- ✚ 100 white chairs (includes setup and take down)
 - Additional chairs may be rented in increments of 25 (150 max.). All chairs for a garden wedding ceremony must be rented through our Headquarters office.

ADDITIONAL AMENITIES (upon request):

- | | |
|-------------------|---------------|
| * Guestbook Stand | * Unity Table |
| * Extension Cords | * Podium |

REHEARSAL:

We offer two time slots (5-6pm or 6-7pm) for rehearsal on the Friday before your ceremony. Please confirm your rehearsal time when making your reservation to avoid conflicting with another party.

Note: Staff will **NOT** be on site for your rehearsal.

CHAIR SET UP:

A standard setup has been established for each location. Chairs will be set up by the start time of your block and taken down afterwards.

** When both timeslots are reserved for the same location on the same day, staff will add to or remove from to accommodate for the number of guests for each ceremony.



DIRECTIONS TO THE SITE:

Location maps are available upon request or you may download a copy from our website:

http://www.ccfpd.org/Portals/0/Assets/PDF/Maps/LakeoftheWoods_Map.pdf

CEREMONY PARKING:

There are several parking lots near the garden entrance. Additional parking along the roadside is also allowed. * If you or your guests park in the museum parking lot you will have a long walk.

ADA ACCESSIBILITY:

If someone in your party has a special need, please plan for that ahead of time and talk with staff when you arrive. Drop off is available at the south entrance to the garden, but driving into the garden is prohibited.

DECORATIONS:

You may decorate the garden as long as the decorations are removed promptly after the ceremony. Attachment of decorations is to be made with tape or floral wire; **NO** staples, tacks or nails. In general, we ask that you leave the garden as you found it.

STAFF AVAILABLE:

A staff member will be in the garden and available 15 minutes prior to your time slot.

VISITOR INTERFERENCE:

The garden is open when the preserve is open. However, on the day of your event staff will monitor your reserved location. 2 signs will be placed near your reserved location letting garden visitors know of the upcoming event. Staff will also ask those not associated with your event to leave the immediate area prior to the start of your ceremony.

ELECTRICITY:

There is one standard electrical outlet at the site; GFI-protected for your safety.

TELEPHONE:

In the event of an emergency call 911.

For non-emergency assistance call 217-369-7118.

BOTTLED WATER:

Bottled water will be placed in a cooler and available for your guests.

MUSIC:

You may certainly have music; we have had various types. The District reserves the right to limit volume of amplified music.

PHOTOGRAPHS:

There are several excellent locations throughout the garden for pictures.

If you are using a professional photographer please make sure they have a District Photography Permit on file at our Headquarters office.

LIMOUSINE OR HORSE-DRAWN CARRIAGE:

Limousines and horse-drawn carriages are welcome.

Horse drawn carriage owners must complete and submit (at least 10 days prior to event date) special use and carriage permits. They must also provide a Certificate of Insurance naming CCFPD as an additional insured.

OTHER SERVICES OFFERED:

- * Rent an enclosed pavilion (if available) as a rain backup and/or reception location at a discounted rate.



Lake of the Woods Pavilion



Elks Lake Pavilion

PAYMENT:

A refundable \$200 deposit is due at the time of the reservation. The rental fee must be paid at least 45 days in advance of the event date. Approximately one week after the event takes place the \$200 deposit will be refunded.

We accept cash, check, money order and credit cards.

CANCELLATION POLICY:

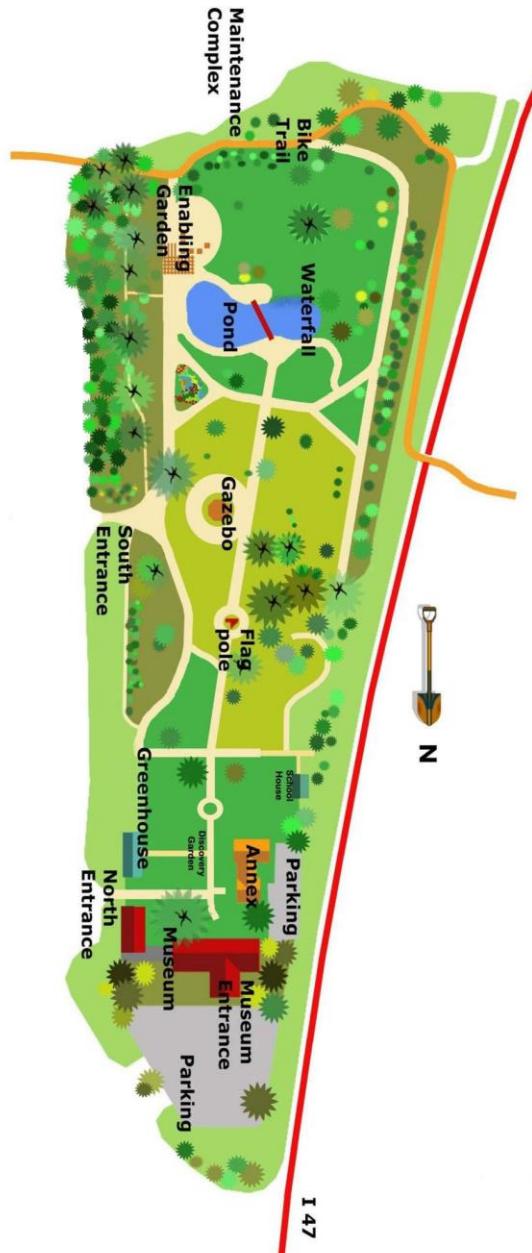
The rental fee and $\frac{1}{2}$ (\$100) of the deposit will be refunded if notice of cancellation is given more than 30 days before the event date.

When notice of cancellation is given less than 30 days of the event, the rental fee will be forfeited, but $\frac{1}{2}$ (\$100) of the deposit will be refunded.

QUESTIONS OR CONCERNS:

Call or visit Headquarters.

Office hours are Monday-Friday, 8am-4:30pm.



Mabery Gelvin Botanical Garden



Wedding Ceremony Information

**Lake of the Woods
Forest Preserve
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