

WEDDINGS AND SPECIAL EVENTS Garden Guidelines For Vendors

No Trucks over 11 feet high and 18 feet long will be permitted to enter the service entrance. We have limited turn around area and low hanging branches. We do not allow anyone to drive on the lawn.

CATERERS

You can arrive at the start of the rental time. All garbage, recycling and compost has to be taken out of the garden. We do not have any receptacles. You will need to bring cans. Beer and Wine only for alcohol. We have very limited space for cooking. Consider doing all cooking off site. We have (2) 20 amp circuits with 4 outlets on each. This needs to be shared with other vendors. Consider not using electricity if you don't have to. We have no indoor space. No kitchen.

For the Meadow site we have an access road down to the site. We have potable water and electricity.

For the Woodland site we have access up at the front entrance. There is no driving down to the site. The distance from the front entrance to the site is .4 miles.

TENT

You can arrive at the start of the rental time. The tent needs to be out by the end of the rental time. Maximum size is approximately 100' x 100' for The Meadow and 20' x 50' at The Woodland Garden. The perimeter of The Meadow is approximately 382 feet. The Woodland site is approximately 30' x 75'. No Stakes in the grass for tents. No driving on the lawn. Please do not tear up the lawn with carts and cinder blocks.

For the Meadow site we have an access road down to the site. We have potable water and electricity.

For the Woodland site we have access up at the front entrance. There is no driving down to the site. The distance from the front entrance to the site is .4 miles.

TABLES/CHAIRS

When moving tables, please pick up and move. If you drag tables, it will tear up the lawn.

SET UP AND TAKE DOWN

All set up and take down needs to be completed within the rental time.

EVENT COORDINATOR

Hopefully you have worked the garden before. If not, we will need to do a site visit with the bride/groom and cater.

MUSIC

Please do not exceed a level of 70 decibels. Strobe lights are not permitted. You and the bridal party will need to be out by the end of the rental time. In order to make that happen, music will have to stay on the timeline in order for the rental time to be honored.

For the Meadow site: You will need to bring extension cords. It is about 100 feet from the outlet to the edge of the lawn. We have (2) 20 amp circuits with 4 outlets on each. Please position the speakers towards the water. We require a quick sound check prior to guests arriving.

For the Woodland site: There is no electricity.

For the Meadow site we have an access road down to the site.

For the Woodland site we have access up at the front entrance. There is no driving down to the site. The distance from the front entrance to the site is .4 miles.

PARKING

The garden has a small parking lot up at the main entrance. There may be additional parking at Reed College's Performing Arts Building. Check the Reed Auditorium's calendar to make sure there is no conflict with your event. There is also a lot at 28th and Steele.

For the Meadow site: There is very limited parking down at the site. Consult with the bridal group or coordinator.

SMOKING

No smoking in the garden.

INSURANCE

Liability insurance is required for all groups using the garden. We will provide you with the forms.

I have read the above and agree to the terms of this Event Guidelines Agreement:

Signature _____ Date _____ Date of event: _____