



Cedar Lakes Woods and Gardens



Congratulations on your Engagement!

Welcome to Cedar Lakes Woods and Gardens, twenty-four years of loving design and hand-made planters will frame your event.

We want to Thank you for selecting our venue and it is our goal to work with your imagination to ensure your dream wedding or special event is everything you want it to be.

We offer waterfalls, some pathway lighting, graceful swan and Koi- the enduring symbol of love and friendship.

We do frequently hear questions that we hope to answer with this packet; An event coordinator from our staff will be designated to you upon contract signing for any additional questions you may have. We hope the answer can always be 'Yes!'

Please complete this page and help us keep any time/rental area changes updated throughout the planning stages.

*Bride's Name*_____ *Date of Wedding*_____/_____/_____

*Groom's Name*_____ *Time of Wedding*_____

*Anticipated # of Guests*_____ *Hours reserved*_____

*Garden Location of ceremony*_____

*Garden Location of Reception*_____

*Non-Refundable Deposit*_____

*Refundable Security Deposit (Over time)*_____

Total Deposit needed: \$800.00 to secure Wedding date and Location

If you have an event coordinator:

Name: _____

Phone: _____

Cedar Lakes Woods and Gardens
4990 NE 180th Avenue,
Williston, Florida, 32696

Phone: 352-529-0055
E-mail: cedarlakeswoodsgardens@gmail.com


Cedar Lakes Woods and Gardens


Venue Requirements

- 1) *Must have event insurance for liability.*

Internet has such insurance for approximately \$200 for weddings. A copy of the insurance must be provided one week before the event.

- 2) *Hourly Rate:*

Weekend (Friday, Saturday + Sunday) _____ \$400.00 (3 hour minimum)

Weekday _____ \$300.00

- 3) *A) A prearranged rehearsal Time of 1 ½ hours : _____ N/C*

(Must be completed by 6pm.)

B) Rehearsal party and/or dinner: _____ \$200/hour

Please complete by 9pm

Dinners must be catered or brought in

- 4) *Rental times starts ½ hour before your scheduled ceremony, unless you request more rental time before the event.*

- 5) *Set up time up to 2 hours: _____ N/C*

Set up time after 5pm , before 9.30 am or our Closed Days _____ N/C

Monday, Wednesday, Thursday anytime: _____ N/C

Set up time over 2 Hours, during scheduled park hours: _____ \$150/hour

- 6) *Please remember that Cedar Lakes Woods and Gardens will remain open to the public during some or all of the events. We endeavor to see that our visitors do not interfere with your activities and ask you to reciprocate.*

When you make a reservation, you are only guaranteed exclusive use of the reserved space during rental times.

Cedar Lakes Woods and Gardens
 4990 NE 180th Avenue
 Williston, Florida, 32696



Contract of Responsible party:

This contract is made on ____/____/_____

Between _____

And Cedar Lakes Woods and Gardens, Inc.

Print name of Party responsible for rental fees

Signature of Responsible Party(ies)

(____)_____
Phone Number

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Wedding Venue Contract

No modification of this contract will be effective unless it is in writing and is signed by both parties. This Contract binds and benefits both parties and any successors. Time is of the essence of this contract. This document, including any attachments, is the entire agreement between the parties. This contract is governed by the laws of the State of Florida.

By signing this document, I acknowledge that if anyone is hurt or property damaged, including participant's animal (s) or equipment, during any participation, I may be found in a court of law to have waived my right to maintain a lawsuit against RELEASED PARTIED on the basis of my claim form which I have released herein. I had sufficient opportunity to read this entire document. I have read and understood it and agree to be bound by its terms.

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<i>Signature of Party</i>	<i>Signature of CLWG's</i>	<i>Date</i>
<i>(Bride and/or Groom)</i>	<i>Event Coordinator</i>	

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<i>Printed Name of Party</i>	<i>Printed Name of CLWG's</i>	<i>Date</i>
<i>(Bride and/or Groom)</i>	<i>Event Coordinator</i>	

Contact Information of Party Renting the Gardens:

Phone #:-----*Email:*-----

Address:-----

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Cedar Lakes Woods and Gardens, Inc

Premises Usage

- 1) *User provides catering and setup. No glass, please (except that listed on the guideline page)*
- 2) *We will have only one wedding in the gardens per day.*
- 3) *All break-down of the party must be completed no later than 9.30am the following morning. After 9.30 the \$150/hour set-up/tear down fee will be charged.*
- 4) *CLWG is a public garden and our visitors are allowed to roam the entire gardens until 1 hour before your reserved rental time.*
- 5) *Please, no benches or tables may be removed from the immediate area other than just outside their permanent locations. Common areas such as sidewalks or bridges cannot be blocked or congested to include set up materials and moved benches.*
- 6) *You are renting the botanical gardens as they are. We will be happy to consider any suggestions you may have and will strive to accommodate any that are practical and reasonable.*

All such changes to the "gardens as is" must be agreed upon one month prior to the wedding. We have and we will try to make your rental space as attractive and pleasing as we are capable of.

- 7) *Food cannot be cooked on site (such as barbeque) but may be brought in by a caterer or the rental party. We will be happy to suggest some local caterers.*
- 8) *We allow continued access to the gardens throughout rental events; we do request our guests do not encroach on your activities but we ask your guests to reciprocate this courtesy.*

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- 9) Common areas, we ask, are to remain as common areas so our guests are not inclined to feel restricted beyond your rental area.
- 10) We ask that decorations are secured only with string, avoiding use of tacks, staples and tape.
- 11) Please consider rice, bubbles and flower petals in place of glitter, birdseed and confetti that can be harmful to our furry, feathered and finned residents.
- 12) If picnic tables are removed from the tent or pavilion, then strong help will be needed and responsible for repositioning them at time of clean up.

Frequently asked questions:

-Q. When can we enter? A. Parties (including caterers, decoration arrival, etc.) are allowed to enter 2 hours before the scheduled event to complete setup. Guests can stroll through the entire gardens which is included in the rental fee.

-Q. Are alcoholic beverages permitted? A. Yes, but with some restrictions: It is alright for the party to use glass bottles for liquor (to be stored only at the bar) glass champagne toasting glasses for the immediate wedding party (bride, groom, best man, maid of honor, parents of the bride/groom).

-Q. Is glass permitted on the property? A. Yes, but only for the liquor and the wedding parties toasting glasses. We prefer you use plastic/paper for all of your needs. No glass plates, beer bottles, drinking glasses, etc.

-Q. When must rental facilities be vacated? A. At the end of the bloc of rental time. Activities related to the rental (including those of caterers, decoration removal, etc.) Must be cleaned up and/or removed by said time in contract. All decorations should be removed and the outside facilities left as you found them. Trash and recyclables can be left for disposal by the renting parties if placed in trash bags. Large cardboard boxes and food preparation materials must be removed by the rental party or caterer. Solid surfaces should be wiped and cleaned.

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Pavilion Rentals

- 1) *Our Pavilion is a beautiful water front site with a backdrop of Veronica's Falls and view of Palm Tree Island. It also contains a large cantilever deck over the pond and houses a Tiki bar.*
- 2) *Besides the Wedding Chapel, it is considered a gorgeous spot to have your wedding ceremony and/or reception.*
- 3) *Guests may utilize the pavilion to witness your ceremony in nearby areas such a Tim's Gazebo (Winter months excluded), Palm Tree Island (small Microphone have been utilized in the past) and on the Pavilion Patio.*
- 4) *Look-out Point can only be utilized on non-operational days for vow exchange.*
- 5) *A single 15'x15' (or smaller) tent can be placed on pavilion deck. Tents would need to be rented from any event store.*
- 6) *Pavilion Rental drawbacks:*
 - A) *Wedding Setups, food and drinks would need to be hand transported to the pavilion. Those vehicles transporting can be parked inside the house gate for closest access to ramp. Other vehicles would need to be parked at the office parking area. Wheel barrows and Dolly available.*
 - B) *There will likely be more visitor traffic leading up to your event than with the tent rental area; however, the garden visitors would be redirected from the pavilion 1 ½ hours prior to the ceremony time and during any reception.*
- 7) *A proven combination has been to have the ceremony and toast to the couple at the pavilion area and the reception at the tent. This is optimal for easy restroom access for all guests, less hazardous in cases of intoxication and makes reception set up more convenient.*
- 8) *The pavilion area contains 8 picnic tables 5'x 6' and 2 much larger picnic tables. Table tops 2.5' wide.*

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Tent Rental

- 1) *Includes utilization of the new Wedding Chapel (10' x 10')*
- 2) *Allows vehicle access for loading and unloading, a real plus for easy access*
- 3) *The space to the East of the main tent can also be utilized for additional tenting for larger weddings.*
- 4) *The tent coverage is 23' x 40'. The concrete floor is 22' x 50'.*
- 5) *The tent contains 6 custom made picnic tables measuring 5'x 8' and 7 picnic tables measuring 5' x 6'. Table tops are 2.5' wide.*
- 6) *The tent also features a 7' x 10' covered greeting station and two other concrete slabs measuring 7' x 8' and 8'x 10' that would allow places for bands and/or a wedding cake station.*
- 7) *The tent has ceiling fans, lights and electrical outlets.*
- 8) *Your guests also have full access to tour the gardens two hours prior to your rental time and during your reception, until dark.*
- 9) *The tent allows privacy from garden guests and direct access to the restrooms and parking area.*

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