



*City of Grapevine*  
*Weddings*  
*in the*  
*Botanical Gardens*  
*Wedding Information Packet*

# Botanical Gardens at Heritage Park

## Wedding and Reception Policy

Please read the rules and regulations below. For further information, please contact us at

817-410-3470.

### 1. General Information about Facility Rentals for Weddings

Weddings hosted in the Botanical Gardens are available to **Grapevine residents only;** bride, groom, mother, father, grandmother, grandfather and/or siblings of the bride and groom. Weddings and receptions can be held between 9:00 A.M. and 10:00 P.M. Included in the rental are the Bessie Mitchell Facility and the "Garden Court" area of the Botanical Gardens. The above areas may be reserved for 3 hours. All preparations, the ceremony and clean up, must occur during this time. The Bessie Mitchell Facility may also be reserved for additional time for a reception or post wedding activities. The City provides no equipment for events in the gardens. One Grapevine City staff person will be assigned to each Wedding for coordination and rules enforcement.

### 2. Maximum Number of People

Based upon the size of the facilities and parking, it is the client's responsibility to determine how many people can comfortably attend their function, not to exceed 60. A plan of the park including the designated parking areas is included in the reservation packet. Also, a plan of the Bessie Mitchell Facility is attached for the purpose of facility setup.

### 3. Rental Fees

The Rental Fee for weddings includes both the Bessie Mitchell Facility and the "Garden Court" of the Botanical Garden. The Rental Fee is required at the time the reservation is made and must be paid in full to secure a reservation. The Rental Fee is \$400 for 3 hours. The Bessie Mitchell Facility may be reserved for additional time at a rate of \$50 per hour. This fee includes tables and chairs in the meeting facility, but does not include chairs in the gardens. All equipment utilized in the gardens must be pre-approved by the Parks & Recreation Department.

#### **4. Security Deposit**

A \$400 facility deposit is due and payable three weeks prior to the event. The deposit will be refunded within 30 days of the event subject to inspection of the facilities for damage. If the reservation goes over the allotted time, a portion of the facility deposit will be withheld to cover the extension. If the facility deposit is not paid on or by the due date, the reservation will be cancelled and the rental fees paid to date will be forfeited.

#### **5. Cancellations**

In the event the client cancels the reservation prior to the event, the City will refund a portion of the Rental Fee as follows:

- 50% of the Rental Fee shall be refunded for any cancellation prior to 8 weeks of the reserved event.
- 25% shall be refunded for any cancellation within 2 to 8 weeks of the reserved event.
- No refunds will be given for cancellations made less than two weeks of the event. Cancellation fees do not apply to the facility deposit.

#### **6. Decorations**

All decorations and related materials must be pre-assembled and transported in finish to the facilities. For the protection of the Botanical Gardens and the Bessie Mitchell Facility, the following rules are strictly enforced:

- a. No objects such as tacks, staples, wires, nails, string or tape of any kind may be affixed to any garden plants, trees, or any structures in the gardens. Masking tape (blue tape) may be used in the Bessie Mitchell Facility and must be removed at the end of the reservation time.
- b. Awnings, gazebos, and related structures are not allowed on the grounds. Use of archways, chairs, kneelers and runners must be pre-approved by the Director of Parks and Recreation or his/her designee. Customers should present pictures of all equipment they wish to use during the ceremony in ample time for review by the department. Requests should be presented no later than three weeks prior to the event.

## **7. Rehearsals**

A one-hour wedding rehearsal in the gardens will be provided at no-charge.

However, a rehearsal may be held only when other City-sponsored events are not scheduled. You may call 3 weeks prior to the event to schedule the rehearsal.

Rehearsals do not include use of the Bessie Mitchell Facility.

## **8. Sound**

No amplified sound is allowed in the gardens without the approval of the Director of Parks and Recreation or his/her designee. A request in writing must be made no

later than three weeks prior to the event for review by the department. Note:

Violators will be subject to immediate removal from the grounds without a refund for the use of unauthorized amplified sound.

## **9. Liability**

a. The client is responsible for damages or injuries related to the use of the Botanical Gardens and Bessie Mitchell Facility. This includes damage to buildings, landscaping and garden amenities. If repair costs are in excess of the facility deposit, the client will be financially responsible for the additional charges.

b. The city is not responsible for personal property left on the grounds by the client, guests or independent contractors.

## **10. Miscellaneous Rules and Information**

a. No smoking is permitted in the Bessie Mitchell Facility or the Botanical Gardens.

b. No animals are permitted in the Bessie Mitchell Facility except those assisting mobility challenged individuals. All animals in the garden must be on a leash.

c. No vehicles are permitted to drive over curbs or sidewalks.

d. Bubbles may be used for weddings, but only outside of the Bessie Mitchell Facility. No outside plants (including roses or rose petals) may be brought in to the facility or grounds. No rice, birdseed, streamers or confetti may be used in the Bessie Mitchell Facility or the Botanical Gardens. Balloons may be used for decoration inside the Mitchell Facility only and must be properly disposed

of. Helium balloons may not be released.

e. All caterers, florists, photographer, musicians and other independent contractors must complete set-up and take-down within the allotted reservation time.

f. It is the responsibility of the client to make sure the area is litter free before leaving the grounds.

g. No wedding will be scheduled on major holiday weekends recognized by the City or during a special event sponsored by the City of Grapevine.

h. No equipment may be removed from the Bessie Mitchell Facility.

i. At no time will the Botanical Gardens be closed to the public during weddings.

"Wedding in Progress" signs will be placed on walkways leading to the gardens during weddings.

j. No alcohol is allowed in the gardens or Bessie Mitchell Facility.

k. The above policies pertain only to weddings at the Bessie Mitchell facility

and the Botanical Gardens. Since both facilities are in a City park, please refer to the General Park Use Policies

# *Garden Chair*



*This is the only type of chair allowed in the Botanical Garden*

*They are available to rent from Fox Rentals in Grapevine*

*817.481.1781*

[www.foxsrents.com](http://www.foxsrents.com)



## Etiquette

The garden and all things in are protected as a monument of nature. We depend on our visitors to help the beauty of our gardens. Accordingly, we ask you during you stay in garden to abide by the following rules.

- ❑ Please do not alienate, tear and/or move the lables with the names of the plants.  
Please do not collect plants, flowers or plant labels. Also do not take away any of our insects (including butterflies) or any other wildlife.
- ❑ Please respect birds, butterflies, squirrels, fish, and all forms of wildlife within the garden.
- ❑ Please refrain from feeding animals, insects, and fish (exception: Approved fish food available in dispenser on site)
- ❑ So that everyone may enjoy their visit, we ask that all portable radios, cd players, and other sound devices are operated at low volume levels.
- ❑ To protect our plant collections and guest, active sports or games are not permitted in the gardens. These active games include Frisbee, rollerblades, skating, football, baseball, kites, bikes, other toys, etc.
- ❑ No alcohol is allowed in park.
- ❑ No smoking (including electronic cigarettes)
- ❑ Please refrain from playing or throwing objects in the fountains, ponds, or the water features.
- ❑ No pinata's, confetti or helium balloons, rose petals (real or artificial)
- ❑ Campfires and outdoor cooking are prohibited
- ❑ Do not stand or walk in the garden beds. Do not climb on trees or shrubs

# Mitchell House 411 Ball Street



## Amenities:

- 10 - 60 inch round tables
- 10 - 6 foot rectangle tables
- 60 chairs
- Restrooms on site
- Projector screen
- Small kitchen area-sink, microwave, ice machine, refrigerator

CITY OF GRAPEVINE

BOTANICAL GARDENS/BESSIE MITCHELL HOUSE

WEDDING AND RECEPTION CONTRACT

Name: \_\_\_\_\_ (please print)

Event Day Contact \_\_\_\_\_ (please print)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please read each of the following conditions and initial as to acknowledge that you understand and agree to each term. Failure to agree to each term will result in cancellation of this reservation. Failure to comply with each term will result in forfeiture in whole or in part of the security deposit unless otherwise noted.

1. \_\_\_\_\_ Attendance at this event will not exceed 60 guests.
  
2. \_\_\_\_\_ All equipment utilized in the garden including chairs, archways, tables, kneelers and runners must be pre-approved by the Director of Parks and Recreation or his/her designee no later than three weeks prior to this event. No furnishings will be removed from the Mitchell House for use in the garden.
  
3. \_\_\_\_\_ No objects of any kind may be affixed to any structure, plant or tree in the garden. Masking tape is the only acceptable material allowed in the Mitchell House for attaching decorations to walls, doors or ceilings. All tape must be removed immediately following the event.
  
4. \_\_\_\_\_ A \$400 security deposit is due and payable three weeks prior to the event.  
  
For events occurring on Saturday, the deposit is due on the Friday before  
  
the three week date. Failure to pay this deposit when due will result in cancellation of this event. Cancellation fees will apply to the rental fee.
  
5. \_\_\_\_\_ The security deposit is refundable within 30 days subject to inspection of  
  
the facilities for damage. If any activities, including set up and clean up, occur outside the reservation time frame, a portion of the security deposit will be kept to cover the extension at a rate of \$100/hr for the garden area and \$50/hr for the Mitchell Facility.
  
6. \_\_\_\_\_ In the event of a cancellation, a maximum of 50% of the rental fees will be refunded if cancelled prior to 8 weeks before the event. If cancelled within 2 to 8 weeks, 25% of the rental fees will be refunded. No refunds will be issued for cancellations within 2 weeks of the event. Additionally, no refunds will be given for the event if hampered by inclement weather. Cancellation fees do not apply to the security deposit.

**City Of Grapevine**

**Wedding and Rehearsal Contract**

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7. \_\_\_\_\_ Amplified sound is not allowed in the garden or Mitchell House without pre-approval by the Director of Parks and Recreation or his/her designee. Violating this provision will result in immediate removal from the grounds without a refund. A written request is required no later than three weeks prior to the event.
8. \_\_\_\_\_ The client is responsible for damages or injuries related to the use of the Botanical Gardens and Bessie Mitchell Facility. This includes damage to buildings, landscaping and garden amenities. Repair costs in excess of the security deposit will be billed to the client. The city is not responsible for personal or rented property left on the grounds by the client, guests or independent contractors.
9. \_\_\_\_\_ The following are prohibited in the garden and Bessie Mitchell House unless otherwise noted:
- Alcohol
  - Smoking
  - Animals in the Mitchell House except those assisting with mobility. Animals in the garden must be on a leash.
  - Rice
  - Rose Petals ( real or artificial)
  - Birdseed
  - Balloons – allowed in the Mitchell House only. Balloons must be disposed of properly and not released outside
  - Streamers
  - Confetti
  - Candles with hurricane lamps are allowed in the Botanical Gardens only. No other candles are permitted in the garden or Mitchell House.
10. \_\_\_\_\_ The facility and grounds must be litter free at the end of the event.
11. \_\_\_\_\_ No additional time is allotted for set up and clean up. All activities must occur within the rental time.
12. \_\_\_\_\_ At no time will the garden area be closed to the public. The city will place “Wedding in Progress” on walkways leading to the garden. 13. \_\_\_\_\_ A \$400 security deposit is due to the Recreation Services Office no later than \_\_\_\_\_. The Recreation Services Office is open Monday – Friday, 8:00 a.m. – 5:00 p.m.

Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

