

Mendocino Coast Botanical Gardens
18220 N. Hwy 1
Fort Bragg, CA 95437
(707 964-4352 x 21 Fax: (707) 964-3114
www.gardenbythesea.org
Dorothy Ramos, Wedding Liaison
Email: weddings@gardenbythesea.org

WEDDING CEREMONY CONTRACT

Name(s) of Client(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Contact Phone Number on day of event: _____

Date of Event: _____

Start time: _____ End time : _____ (by sunset)

Number of people attending: _____

You should count all persons, excluding the bride, groom and person performing the ceremony when determining the number of guests.

This contract is entered into by Mendocino Coast Botanical Gardens (“Gardens”) and _____ (“Client”) for the purpose of renting a site within the Gardens for a wedding ceremony (“Event”).

This signed contract and the fee for the site plus a \$500.00 damage/security deposit are required to reserve the site of which \$100.00 is non-refundable if the event is cancelled. The damage/security deposit will be refunded, less any charges, to the Client after inspection by Gardens’ staff within 14 days of the event. If there is loss or damage exceeding the deposit, client agrees to pay the balance immediately.

Checks should be made payable to Mendocino Coast Botanical Gardens. (Please refer to the Gardens’ Wedding Brochure for specific details of the rental fees.)

This contract covers only the wedding ceremony. For use of the Gardens for a reception, please see the “One Day Site Usage Contract”.

The client agrees to the following terms and conditions:

- Set-up must be the day of the wedding, not before;
- Client will provide chairs as needed, (a vendor contact list is enclosed);
- Any decorations (e.g. flag poles, banners, archways, flower pots, signs) must have prior consent of the Gardens;
- Only bird seed and flower petals may be used, not confetti, rice or other materials;
- Client will remove all decorations from the ceremony site before vacating the premises or by 6:00 p.m. on the day of the wedding.
- Wedding ceremony parking is located at 18050 Ocean Drive, which is just south of and adjacent to the main entrance. There will be signs leading guests to the parking area and then to the wedding site.
- If you have elderly or handicapped guests, they may be driven to and dropped off at most wedding sites. Please contact your staff liaison for further details.

No amendments to this agreement can be made unless placed in writing and signed by both the client and the Gardens.

I HEREBY AGREE TO THE TERMS OF THIS CONTRACT:

Client: _____ Date: _____

Client: _____ Date: _____

Please indicate the area you would like to reserve for the ceremony:

Event Lawn \$ _____ Dahlia Garden \$ _____ Meadow Lawn \$ _____

Cliff House \$ _____ Vegetable Garden Area \$ _____

(For use by Gardens)

Reservation confirmed: _____

\$500.00 deposit received: _____

Rental fee received: _____

Deposit refunded: _____