

Museums & Gardens Wedding Package

Fees and Guidelines

The Natural Place to Start Your Happily Ever After

Your wedding deserves a setting befitting this most joyous of days. The Museums or Gardens @ Lagarde Park is the natural place to begin your journey together and create memories that will last a lifetime. This guide will help explain the various options available and their associated costs.

A New Beginning: What Will It Cost:

Berman Museum - \$650	Capacity up to 70 seated guests for dinner and dancing
Anniston Museum - \$750	Capacity up to 100 seated guests for dinner and dancing
Longleaf Botanical Gardens- \$950	Capacity up to 300 seated guests for dinner and dancing

- The wedding package includes twelve (12) hours on scheduled day of the event (10am-10pm).
- A charge of \$100/hour will be charged to the security deposit for any time over 12 hours.
- Event including clean –up must be completed by 10pm.

There are two options for the day before your event for rehearsal:

- **Options 1:** Two (2) hours for a rehearsal, not to begin before 5:30pm (5:30-7:30pm).
- **Option 2:** access to the facility from 1pm-5pm for set-up and rehearsal.
- The facilities are currently available for weddings seven days a week including any holidays with the exception of Easter, Thanksgiving, Christmas Eve/Day and New Year’s Eve/Day.

Included in Rental: (resources are not transferred from one facility to the other)

Berman Museum

Anniston Museum of Natural History

Longleaf Botanical Gardens

_____Initials

Onsite Event Manager	Onsite Event Manager 5pm Ceremony start time/early set-up 10am	On site Event Manager Ceremony time can vary
5pm ceremony start time	Bridal dressing area	Bridal Suite
Early set-up beginning at 10am	Groom gathering area	Groom gathering area
Kitchen	Full service kitchen	Efficiency Kitchen
Ice machine	Ice machine	6- 48” round tables
12- 60” round tables	16- 60” round tables	25- 60” round tables
10- 8ft rectangle tables	16- 8ft rectangle tables	4 – 8ft rectangle tables
80 brown folding chairs	8-6ft rectangle tables	4- 6ft rectangle tables
100 white folding chairs	188 gray stackable chairs	44 gray, 100 brown padded chairs Inside use only
5- 30 gallon trash cans/liners	5-30 gallon trashcans and liners	5- 30 gallon trashcans/lines



Let's Secure Your Special Day -Deposits:

A deposit of \$250 secures your date until two weeks prior to your event. At that time the total fee is due. The security deposit is refundable all except for \$50. If all requirements are met the \$200 will be returned after your event is completed. It will take up to two weeks for this refund to process. Requirements include clean-up, time limits, and condition of facility.

_____Due Date

Cancellations:

Cancellations are accepted only from the contracted renter and must be made in writing (email or personal letter). All rental fees that have been paid, except a \$150 non-refundable deposit, will be refunded if guidelines for cancellation are followed.

_____Initials

Capture Those Special Moments-Photography:

The Museum and the Gardens offer a variety of beautiful sites that create lasting memories and beautiful photographs. By nature of our business, the museums have displays that are sensitive to light and human contact therefore, all photography sessions, either on the Gardens or Museum grounds or in Museum Exhibit Halls must be approved and scheduled with the Events Manager at least 7 days prior to desired photography session date. The Event Manager can offer details and suggestions for making the most of your photography session.

Responsibilities:

It is the renters/point of contact's responsibility to submit to the Event Manager a final setup in writing **14 days prior** to the event. If there are any changes after that date, it is the renters/point of contact's responsibility to make those changes to the setup on the day of the event. It is the responsibility of the renter/point of contact to be sure that the facility is cleaned after the event so as to leave the space the way it was found. A checklist is provided to be sure that spaces are in satisfactory condition as to not incur further charges. Staff is not available to make changes between ceremony and reception.

Please discuss with the Event Manager your plans for use of sparklers, bird seed, rice or other items when the bride and groom exit the facility. Some restrictions may apply, but most options are welcome.

_____Initials

Clean-up Check list:

- Clean cabinets and sinks of all food products in the rental kitchen
- Sweep rental kitchen
- Take all garbage to the dumpster
- Remove all decorations/equipment
- Check outside areas for trash if these areas were used
- Failure to clean as requested results in a \$100 charge

Let's Get To The Good Stuff-Catering & Alcohol Guidelines:

When hiring a caterer for your event, it is the renter's responsibility to communicate all rules and guidelines to the caterer. Kitchen facilities can be used for staging of food and limited cooking. It is the renter's responsibility to be sure that all kitchen facilities are cleaned by renter or caterer.

Caterer to be used by renter: _____



Items available to rent:

Anniston Museum- Wet bar- \$25, Piano- \$125, A/V equipment to include projector and screen- \$50
Berman Museum – Bistro tables (14) - \$5/table, A/V equipment to include projector and screen - \$50

General Decoration Guidelines:

When renting Anniston or Berman Museum please be mindful that the Museum is open to the public from 10am- 5pm. Decorating in public spaces may start during open hours but it is important not to interrupt the public spaces with loud music and/or conversations. Areas must be kept open for public to access the Admission Desk.

Decorations for an event may not be stapled, tacked, taped, wired or otherwise attached to museum property. The use of live plants must be approved 14 days in advance of event by the Event Manager and removed immediately after the event due to the possible insect infestation. All clean-up and removal of decorations, displays, etc., from the building must take place immediately after the event and is the sole responsibility of the renter. If a third party is scheduled for pickup of items, it must be communicated and approved with the Events Manager prior to the event.

Alcohol service guidelines:

Serving alcohol on City of Anniston property must conform to City ordinance and State of Alabama regulations. Renters are allowed to bring beer and/or wine to the property for an event. Liquor may not be served without prior approval from the Events Manger and a certified bartender secured by the renter. It is against rules and regulations of the City of Anniston for anyone (renter or guests) to brown-bag or BYOB alcohol. This is the renter’s responsibility to ensure that this does not happen. No one under 21 may drink alcohol. Guests must present ID upon request by the bartender. Use, sale, service or consumption of alcoholic beverages on site must be pre-approved by the Museum Event Manager prior to the event and must comply with all federal, state and local laws and regulations. **All fees related to service of alcohol must be paid no later than two weeks prior to the scheduled event or there will be no option for alcohol service.** **Date due:** _____

Electrical equipment: There are limitations in the use of electrical equipment such as extension cords, audio-visual equipment, amplifiers etc. All electrical equipment must be pre-approved by the Events Manager. Museum does not provide extension cords for event rentals.

A/V Equipment rental: When renting the a/v equipment such as the LCD projector, the renter is required to meet with Museum staff 14 days prior to the event to test all equipment.

Candles & Glitter: Candles with open flame are not allowed with the exception of candles used in the wedding ceremony (i.e. candelabras and unity candles). No glitter or confetti will be allowed in the facilities. When using balloons with helium it is the renters responsibility to remove ALL balloons from the property at the end of the event to include any that drift to the ceiling or any that have been placed on signage throughout the Park.

Museum Exhibits: No food or drinks may be taken in the Exhibit Halls of Berman or Anniston Museum. Rentals include admission to the Museum for the guests that are attending the event. For after 5pm events the Exhibit Halls may be opened for two hours (5:30-7:30pm) for guests to enjoy. After the two hours there is a \$100/hour fee.

Storage: There are no areas in which items can be stored on the facility ground either pre or post event. While decorating, please be sure that someone can be available to provide security for your items. If setup begins during open hours at Berman and Anniston Museum, it is the renter’s responsibility to be sure that decorations are secure.

Smoking: No smoking is allowed at any facilities in Lagarde Park per City of Anniston. City of Anniston Ordinance.



Renter Agreement:

I have read and understand the attached rental guidelines set forth by the Museums & Gardens @ Lagarde Park and it is understood that all guidelines will be strictly enforced. I, the Renter, am responsible to enforcing the rules and regulations with all guests and vendors associated with the event.

The Renter is person signing the rental paperwork who is ultimately responsible for oversight and compliance of all rules, responsibilities and guidelines. It is the Renter's responsibility to make all payments on time as well as give notice of set-up in a timely manner.

The Point of Contact is someone other than the renter (person signing the paperwork) that will be in charge of setup and oversight of the event. This person can make changes in set-up and oversight of event.

For clarity, Event Manager will communicate with one contact. All questions, concerns and changes must be made through the Event Manager. Please call 256-237-6261 x 325 or e-mail gmorey@annistonmuseum.org to make appointments for questions, concerns and to make a visit to see the facilities in preparation for the event.

Renter Signature _____ Date _____

Event Manager Signature _____ Date _____