Wedding Venue Options

1. The Rose Garden
   - With our colorful variety of rose bushes, grand entrance, and picturesque pergola, it's no surprise that The Rose Garden is our premier wedding location. This garden is surrounded on three sides by towering Arbor Vitae, creating a sense of privacy while still providing a beautiful outdoor venue.
   - The Rose Garden holds a maximum of 250 people.
   - No real rose petals, birdseed, or rice is allowed in this garden. This is to prevent transfer of outside diseases to rose beds & to ensure the safety of all visitors and wildlife. Plant substitutes such as lavender and silk rose petals are allowed. Silk petals will need to be cleaned up and removed from the garden immediately after your ceremony.

2. The Master Gardeners Orchard
   - Get married inside our gorgeous gazebo, surrounded on all four sides by friends, family, and beautiful fruit trees.
   - The Master Gardeners Orchard holds a maximum of 250 people.

This garden is located near our beehives and may be something to note for those who have allergies.
Renters’ responsibilities

It is the responsibility of the renters to ensure that they and their guests behave in ways that are publicly appropriate and respectful of the Arboretum and the collections within it. As such, the following sections should be consulted during your planning process to ensure that your responsibilities as a renter are understood and the reasons that you could be charged for damage/non-compliance.

Clean up of the rental space(s) to meet satisfactory inspection standards
- Satisfactory inspection standards are:
  - all event trash/recycling is removed from the rented space(s)
  - Trash/recycling has been placed in either the dumpster or the recycling bin behind the Welcome Center.
  - If set up by the renter, Arboretum provided chairs and tables have been wiped clean (if necessary), stacked, and placed back in the Education Center
  - All third-party rentals such as chairs, tables, decorations, and tents have been completely removed from or neatly set outside of the rented space and are ready for pickup from the rental company.
  - There is no damage to the gardens or buildings from renters or their guests.
  - All policies, especially those regarding alcohol and smoking were followed by renters and their guests.

Ensure that there is no damage to the garden and/or garden materials
- Damage to the gardens or materials provided to renters by the Arboretum will result in the renter(s) being charged the full amount of the damage/non-compliance fee plus the replacement or repair value for the areas/items damaged.
- Should the Arboretum need to charge renters for damage/non-compliance, renters will be notified via email as well as by paper letter (as long as their contact information is current) with more information regarding the specific fees they are being charged for.
- The Arboretum reserves the right to engage in arbitration with renters, should attempts to collect damage/non-compliance fees be unsuccessful.

Do not continue rental use past non-contracted hours
- Non-contracted rental hours are those where renters continue to use the rental area after their contracted time and require a staff member or volunteer to stay at the Arboretum beyond their normal schedule.
- Any renter found to be using the rental space after their contracted hours without prior approval from staff will have the whole amount of the damage deposit/non-compliance forfeited.
- Renters are encouraged to communicate with staff and volunteers about their rental, especially if they think they need more time for their event.
**Important information for renters to note:**

**State of the Gardens**
As an all-outdoor facility, we cannot guarantee the likeness of the gardens at time of reservation or in photographs to what you will see on your event date. Times of extreme or extended rains, drought or heat may affect blooming capabilities of the gardens. The Arboretum, and the plants and trees, pathways, or structures in it, may need to be removed, trimmed, or otherwise changed during the year. If there are major changes that need to be made to your rental area that will impede the *function* of the garden, we will contact you to discuss alternatives. *The Arboretum reserves the right to make choices affecting cosmetics of the garden at any point without forewarning to renters.*

**Safety & liability**
The Arboretum does not provide private security for items left on the property and will not be held responsible for personal or rented property or equipment left unattended. Please secure property as you would in any public place. In case of an emergency, please contact a staff member or volunteer in the Welcome Center. If you need immediate medical assistance, call 911. Accidents must be reported to guest and member services in the Welcome Center. Damages to arboretum grounds or injuries sustained by arboretum visitors due to equipment brought in by the renter, regardless of prior approval, will be the responsibility of the renter.

**Public access during your event**
The arboretum remains open to the public during rental activities unless otherwise approved by the Executive Director. Access to rentable garden spaces and/or buildings is given to renters first. If a garden or building is not being used for rental or Arboretum activity, then it is open for the public to access. Visitors are given notice when rental events are occurring during their visit so they can avoid those spaces.

**Smoking & Vaping**
The arboretum is part of Hawkeye Community College's Tobacco Fee Campus and as such, Smoking and all forms of tobacco use are not allowed inside any Hawkeye owned or leased building, vehicle, or on any Hawkeye property. Should evidence of tobacco use, including cigarette butts or empty vape containers be found in the areas used for your rental, the damage/non-compliance fee will be charged.

**Alcohol**
*Consumption of hard alcohol and keg beer on Arboretum grounds is prohibited.* This includes the parking lot. Canned or bottled beer and wine are allowed, however containers not properly disposed of and left on Arboretum grounds or in buildings will result in loss of the damage/non-compliance deposit. Please advise your guests of this rule. There are recycling bins and a dumpster located behind the Welcome center.

**Electrical Access**
Electrical outlets are available in the Rose Garden, Children's Garden, Annual display bed, and the Garden of Seasons. Electrical supply is very limited, and it is the renter's responsibility to safely run power cords to their approved garden rental site if necessary or use a generator to provide power during their rental.
Prohibited materials
In respect of our mission and our wildlife, we do not allow the use of glitter, birdseed, or rice for throwing on the arboretum grounds. Balloons may be used but must be secured with weights and cannot be released or popped onsite. For the safety of our collections, real rose petals are not allowed in the rose garden to prevent the spread of disease. Silk petals may be used as an alternative but must be picked up immediately after your ceremony. Renters are encouraged to use eco-friendly alternatives such as dried leaf confetti, lavender, or bubbles for sendoff after the ceremony instead.

Parking for wedding party & guests
- Limited parking is available for your guests in the marked lot. In cases of large events, overflow parking is allowed in the grass along the driveway and in the center of the lot by the trees.
- Vehicles should be parked horizontally up and down the drive to ensure the most efficient number of cars parked. Renters may find it helpful to park one of their wedding party members vehicles as an example for others to follow.
- Parking is not allowed on the concrete in front of the maintenance barn and no vehicle should be parked in such a way that it limits the access of arboretum vehicles or machinery to the parking lot.
- There is additional parking behind our Children's Garden that should be used for those in the wedding party and those with difficulties walking or other handicaps.
- All vehicles and carriages must stay on gravel roadways to reach designated parking areas unless otherwise approved by the Executive Director.
- Parking is not allowed within the boundaries of the gardens unless a parking sign provided by the Arboretum is present at the time of the event.
- Renters are encouraged to have designated parking attendants on hand to guide guests to the parking lot or other approved parking area.

Severe Weather
Renters are encouraged to have an alternate plan in case of rain, which may include a designated site with a tent on the Arboretum grounds. The arboretum does not have an official storm shelter and expect renters and their guests to make an informed decision on whether their event can be held as planned. Should renters and their guests be onsite in case of severe weather conditions, please shelter in place in the Education Center or Welcome Center bathroom(s). Staff will alert renters to potential weather conditions if they are able to.

Accessibility
- There are three restrooms located near the Rose Garden and Master Gardener's Orchard. Two are located at the front of the Education Center and one in the Children's Garden. The Children's Garden restroom is accessible to persons with disabilities and features a changing table. An accessible restroom is also available in the Welcome Center and features a changing table as well.
- Visitors will encounter a variety of hard and soft surface trails during their time at the arboretum, Weather, construction, and the natural layout of the grounds may make some of these trails difficult to walk on. Should you have someone with mobility issues, please let staff know so we can provide you with alternative access points.
Decoration of the rental space(s)
Decorating is permitted, although no staples or nails are allowed. You may not use tape on painted surfaces. Popular alternatives are 3M or Command strips and hangers. Small directional or announcement signs may be placed in the ground at the entrance or along the pathways.

Equipment Information:
- Chairs and tables are provided by the Arboretum for rentals accommodating up to 100 guests at no extra cost.
- Chairs & tables over what is provided, podiums, tents, arbors, electrical cords, or the like are not provided by the Arboretum for renters but may be brought in at renter’s expense.
- *Chairs, tables, decorations, and other equipment may be contracted through a rental service and must be set up and taken down either by rental service staff or the renter within the rental period.*
- Equipment rented from the Arboretum for an extra fee such as generators, PA systems, tables, and chairs must be returned to the Education Center by renter unless otherwise noted in your contract.
- Equipment set up and tear down outside of the rental period must be approved by Arboretum staff and will incur fees based on time involved.
- Tents are allowed in designated areas only and must be approved by Arboretum staff with care taken to protect garden integrity. It is renter’s responsibility to supervise tent installation and removal from outside sources.
- Maximum tent size allowed is 20 feet x 40 feet but is completely dependent upon the garden site selected. The Arboretum may require a smaller size tent to protect garden integrity and avoid breaking irrigation lines. Arboretum staff will determine whether the selected garden site and tent size will require professional tent installation. Damage to irrigation lines from unapproved tents will result in a repair fee charged to the renter.
FAQ

Why does the Arboretum ask for my guest's zip code?
We ask your guests for their zip code to help gain more funding and further the Arboretum's mission! Zip code data is used when completing grants and other funding requests. If you would like us to skip this process with your guests, please provide an excel sheet with your guests addresses & the number of people attending or invited from that address. This information is for internal use only and will NOT be used to market to them or be sold to a third party.

Why don't you allow use of the gardens after 9:00 PM?
Currently, the Arboretum does not have sufficient lighting or the ability to provide enough electrical access to ensure the safety of visitors during late night events.

Do you have a bar or commercial kitchen onsite?
We do not have a bar or commercial kitchen; however, caterers who make their food offsite can usually plate and serve without issue from the kitchenette that is available in the Education Center. If you or your catering company have concerns about the space and what they can make in it, please have them contact us before your event. We are happy to provide pictures or video of the space so they know what they will be working out of. You will want to share that our kitchenette has a microwave, refrigerator, and a rolling island counter but no stove.

Can I have alcohol at my event?
Yes, with limits. No kegs or hard liquor is not allowed on the Arboretum's grounds, however you may serve beer and wine that is in cans or bottles. If you provide alcohol, you as the renter are responsible for making sure that no minors are served and that none of your guests are overserved. Should any guests engage in drunken or disorderly conduct, we will ask for them to be removed from the premises.

That being said, we would never encourage driving while under the influence. If a guest needs to leave their vehicle overnight please let us know. As a public location we can not guarantee the safety of their vehicle or any items in it. You may find it helpful to provide guests with the phone number of Dolly's Taxi Cab (319-242-2011) or encourage them to download Uber or Lyft ahead of time as cell phone signal can be spotty sometimes.

Can my dog/cat/bearded dragon, etc. come to my event?
The Arboretum is a pet-friendly facility; however, all animals must be kept on a leash or otherwise secured to your person. Tie outs are not permitted due to irrigation lines run throughout the gardens. Pets of all kinds are welcome as long as they can abide by the Arboretum's pet policy. If you have concerns about involving your pet in your event, it's best to leave them at home.
Do you have security for our event?
We do not provide security for events held at the Arboretum. Hawkeye Community College's Public Safety Department & the Waterloo Police Department do regular patrols of the Arboretum's parking lot and surrounding streets. Should you have security concerns, you can hire a third-party company to provide security. Their presence must be limited to the areas of the garden you have rented and cannot impede the access of garden areas open to the public during the event, including restrooms and/or the children's garden. The Arboretum is not liable for any items you leave unsecured during your event.

Do you have public wifi?
We do not. Some visitors have luck connecting to the Hawkeye Community College Guest network, but we encourage you to look into using a hot spot for any internet needs during your event.

What does lodging look like for those coming out of town?
The Arboretum is conveniently located near a variety of accommodations. For those who have campers, Lost Island KOA is located less than a mile away from the Arboretum. The next closest accommodation is the Isle Hotel & Casino which is about a five minute drive from the Arboretum. Near Crossroads Mall you'll find the Fairfield Inn & Suites by Marriott, Motel 6, Hampton Inn, Comfort Inn & Suites, Baymont by Wyndham, Boarders Inn & Suites, Days Inn & Suites Country Inn & Suites. Heading closer to downtown, you'll find many more locations that are less than a 30-minute drive away.

Are we required to tip Arboretum staff?
You are not required to tip staff, but you are welcome to if you'd like to do so.

Helpful tips & tricks for planning your event at the Arboretum
Once you've signed the contract, the fun of planning your event begins! Here are some tips and tricks to help you and your guests enjoy your event to the fullest.

1. **Have a plan for rain or other weather concerns.**
   Include information about your rain plans or back up venue on your wedding website or invitations so guests know where to go before the storm hits. It's helpful if you pass that information on to us as well so we can direct any stragglers who may not have gotten the memo on where to go.

2. **Make it clear to guests that the Arboretum is an all-outdoor venue.**
   We encourage you to let your guests know that we feature natural elements in the gardens including gravel walkways, grassy reception spaces, and warm sunny gardens that may make typical wedding attire like high heeled shoes or suits uncomfortable during your event.

3. **Give your guests extra time to travel to the gardens.**
   Consider adding a bit of buffer time to your timeline to allow for wrong turns, road construction, or other traffic issues that might delay guests arrival time. It's easy to forget about those issues when you're already onsite.