

RECREATION DEPARTMENT
Belle Isle Conservatory/Formal Garden
Rules & Guidelines

A wedding information data sheet must be completed and signed with appropriate fees in order for your request to be processed. All weddings are limited to two (2) hours, starting time 10:00 a.m., with the last ceremony beginning no later than 5:00 p.m. Weddings are held at the Anna Scripps Whitcomb Conservatory- Formal Garden.

Wedding receptions are not permissible at the above listed locations.

Weddings scheduled for the Formal Garden may use the Conservatory in the event of inclement weather.

Any inquiries regarding rescheduling dates must be directed to the Administration Office. In the event of inclement weather the option to reschedule is available.

Special Instructions:

All fees must be paid at the time the reservation is made. This includes rehearsal time if needed.
No refunds will be issued. There will be no transfer of funds to another date or facility. No exceptions.

A security deposit may be required for the use of the facilities.

A maximum of ten (10) chairs is allowed in the Conservatory and a maximum of (150) chairs in the Garden. **We do not provide chairs.**

Inquires about rental companies are available at the Administration Office.

The service permits 150 guests within the Flower Garden or 25 guests within the Conservatory.

Amplified musical instruments are **prohibited**. A small tape recorder may be utilized.

Tents and/or canopies of any kind or size are prohibited.

No decorations of any kind are allowed. No streamers or decorations may be used to block off any area from the public between the hours of 10:00 a.m. - 5:00 p.m. However, an arch of flowers or balloons is permitted. **Those items must be removed at the end of your ceremony.**

Throwing of rice, birdseeds, or flower petals or other materials is **prohibited**. Bridal runners cannot be used on the grass area.

You must schedule enough time before and after your service so as not to conflict with other scheduled weddings or parties.

You are not allowed to move any plants or props in the Conservatory.

All vehicles must remain on the street.

No electricity is available at the facilities.

No loudspeaker systems or electrical generators may be used in the Garden or Conservatory.

The facility does not have restrooms.

The Recreation Department will not be responsible for chairs, cameras, or other items left on the premises by your party.

Rehearsals must be schedule at contract signing. **NO REHEARSAL ON SATURDAYS OR SUNDAYS OR AFTER 4PM. Only one rehearsal is granted at no charge.**

If you have any further questions or need rental information please contact the Administrative Office at 313-628--2081, Monday through Friday during the hours of 9:00 a.m. - 4:00 p.m.

Representative (Signature)

Date

Authorized by (Signature)

Date