



Application for Events at Mount Pisgah Arboretum's White Oak Pavilion



Names of primary parties (couple if getting married):

1. _____
2. _____

Mailing Address (street, city, state, and zip): _____

Phone Numbers: 1. Name: _____ Cell: _____ Other _____

2. Name: _____ Cell: _____ Other _____

Two Emails: 1. Name: _____ Email: _____

2. Name: _____ Email: _____

Date of event: _____ Estimated number of people (200 max): _____

Deposit and Cancellation Policy: *In order to reserve a rental date, Mount Pisgah Arboretum requires a deposit equal to at least one half of the rental fee.*

- *Cancellation: If a renter chooses to cancel or change a reservation, or fails to make full payment for deposit and balance as required, the Arboretum will retain the full deposit and make a good faith effort to re-book the original date to a new renter. The Arboretum cannot guarantee that a date will be re-booked. If a date is not re-booked, the Arboretum will retain the full deposit. If a cancelled rental date is successfully re-booked, the Arboretum will refund the balance of the deposit minus a \$150 processing fee. Full refunds are not available after final payment. Refunds may take up to 30 days to process after a date is re-booked. Failure to comply with deposit and final payment requirements will be considered a cancellation of the reservation.*

I have read and understand the Arboretum's Deposit and Cancellation Policy. My rental deposit of \$ _____ is enclosed. I agree to pay the remaining balance of \$ _____ that **must** be paid 120 days before your wedding date.

Printed Name: _____ **Signature:** _____ **Date:** _____

Certificate of Liability Insurance Requirement: *Sixty days prior to your event, please provide a "Certificate of Liability" showing at least one million dollars (\$1,000,000) liability insurance. The "Certificate of Liability" is a standard insurance form, which gives evidence of the renters having liability insurance coverage, and names Mount Pisgah Arboretum as being additionally insured by the policy for the date of your event. Please make sure that the wording on the "Certificate of Liability" includes "Mount Pisgah Arboretum" as an additionally insured and our address "34901 Frank Parish Rd, Eugene, OR 97405." Insurance can be obtained through a homeowners or renters insurance policy. If you do not have this insurance, it can be provided by anyone attending the event, including family and friends. A web search for "Wedding and Event Insurance" will help you find one-day event insurance for folks who do not have other insurance. Your insurance provider can fax the "Certificate of Liability" to us at 541.741.4904, scan a copy and email it, or send it via U.S. mail. **Please make sure that the Arboretum receives the "Certificate of Liability" at least 60 days prior to your event.***

I have read [the Arboretum's "Certificate of Liability" insurance requirement](#) and the [attached](#) Event Policies and agree to abide by them. I further agree that Mount Pisgah Arboretum will not be held liable for damages or losses connected with my event or its guests. I accept responsibility for any damages to the Arboretum that result from my group's use of the facility. I understand that I can be charged a cleaning/ damages fee equal to the cost of repairing any damage that occurs to the Arboretum property during my event, or the cost of any excessive clean up that may be required.

Printed Name: _____ **Signature:** _____ **Date:** _____

- Credit Card Number for additional Cleaning and/or Damages (Visa, MasterCard, Discover and American Express):

Name as it appears on card (please print): _____

16-digit card # _____

Expiration date: _____ (expiration date must be [at least one week after](#) the date of your event) 3-digit CVC# _____

Billing Address: _____

Signature (person signing must be over 18) _____ **Date:** _____

EVENT POLICIES

Mount Pisgah Arboretum is dedicated to public enjoyment of the natural beauty, trails and facilities at our site. In keeping with this purpose, we ask groups renting our facilities to follow these rules:

- Initial _____ 1.** Please do not litter. This includes **confetti, rice, birdseed, petals, and plant materials from bouquets**.
- Initial _____ 2.** Garbage and recycling cans are provided for your convenience. The Arboretum provides trashcans, and recycling bins, as well as a compostables bin. The Arboretum will take care of waste left in those bins. You are required to pick up any garbage from the Pavilion and dispose of it in the proper receptacles. Any excessive clean up required by Arboretum staff will result in a charge to your credit card (this includes picking up confetti or other thrown debris).
- Initial _____ 3.** Please respect the allotted event hours of **11 am- 10 pm**.
- Initial _____ 4.** Please park in parking lots. Delivery vehicles may drive to the Pavilion area before and after the event, but **no vehicles are to be left at or around the Pavilion for the duration of your event** except for catering vehicles and/or up to 2 vehicles with disabled parking permits.
- Initial _____ 5.** Please do not staple/tack/nail anything into the wood of the Pavilion. Only easily removable adhesive putty, tape, or string should be used to hang decorations. Anything left behind, or any damage to the wood, will result in a charge. You may use plant material to decorate, but do not bring invasive plants into the Arboretum. Please consult Arboretum staff if you have questions about invasive plants. Please do not use any confetti, rice, birdseed, glitter or loose petals as they can become a hazard for wildlife and can alter our sites ecology.
- Initial _____ 6.** Amplified recorded and/or live music is allowed as long as it does not disrupt other visitors. You may have live bands, iPod with speakers or a DJ. Please remember this is a place where people come to enjoy nature. Please do not play music during your set-up time. All music must be kept at a reasonable volume, and must be turned off at 10 pm. There are several neighbors living nearby across the river from the Pavilion, so please be courteous and turn the music off at the required time.
- Initial _____ 7.** Group activities are to be confined to the area reserved. However, group members and guests are welcome to walk the trails and enjoy the Arboretum. Since trails are narrow and vegetation fragile, please keep walking groups small and be careful not to trample trailside vegetation. Children must be supervised and are not allowed in the stream or river.
- Initial _____ 8.** Fire, firearms, barbeques and grills are strictly prohibited. Exception: propane or gas grills may be used only on the GRAVEL surrounding the Pavilion, and not on the cement, bricks or grass. Please do not use grills in the courtyard. There is no smoking in Lane County Parks.
- Initial _____ 9.** Dogs, except for guide dogs, are not permitted at group activities. Ask about having your dog at your wedding.
- Initial _____ 10.** The Arboretum does not permit active sports that may be damaging to the site or disturbing to others.
- Initial _____ 11.** Bicycles, motor vehicles, and horses are prohibited within the Arboretum. Foot traffic and wheel chairs only on the trails please.
- Initial _____ 12.** **All plants and wildlife are protected.** Please do not pick, dig, move, or disturb them.
- Initial _____ 13.** These rules may be superseded by any current or future federal, state, or local laws, codes, or regulations.