

Old Westbury Gardens

Garden of Appreciation Wedding Ceremony Reservation Form

GENERAL INFORMATION

Ceremonies at Old Westbury Gardens may only be held in the Garden of Appreciation, which is adjacent to the Walled Garden.

Ceremonies may only be scheduled on selected dates and times April through September.

Please note that the Garden of Appreciation is not a private location and the Old Westbury Gardens are open to the public between 10am and 5pm with extended weekend hours in the summer.

Use is limited to 2-hours, which includes time for on-site photography.

A permit for a photography session is included with the rental fee (a photography-only permit fee begins at \$325). The session may precede or follow the ceremony, but note that you are limited to an inclusive session of 2 hours in which to hold the ceremony and photography session.

The location fee includes a mandatory, non-refundable Sustainer Membership to Old Westbury Gardens (\$120 value).

The guest limit is 100. Members of the wedding party as well as the officiant, wedding coordinator, photographer, musicians and others agents or vendors do not count as guests.

Bookings are accepted on a first-come first-served basis.

Soft music, live or recorded, is acceptable. Two 120v grounded receptacles are located in the Garden of Appreciation and an extension cord is provided upon request. Old Westbury Gardens does not provide an amplification system.

Limited floral decoration is permitted. Set-up may be no more than 3 hours prior to the ceremony and all decorations must be removed within 2 hours after the ceremony. Clean-up of flower petals is the responsibility of the users. Failure to comply with removal for floral decorations may result in funds withheld from the security deposit.

Old Westbury Gardens staff will be on site to direct cars to the parking area, to direct guests to the ceremony location, and to enforce the terms and conditions of the agreement. Staff does not function as master of ceremonies or ceremony coordinators.

Scheduled use includes a 1-hour rehearsal that may be scheduled prior to the ceremony date.

The release of birdseed, rice or balloons is not permitted.

Location fee includes set up and removal of white padded folding chairs.

A \$500.00 security deposit may be required.

Rain Policy Orchard Hill or The Barn at Orchard Hill may be used as a rain location if available. Alternatively, Old Westbury Gardens can make arrangements to have a tent installed at the users' expense, but we must be notified at least 5 business days before the ceremony date.

Print clearly

Bride/Groom/Spouse 1			Bride/Groom/Spouse 2		
Address: Street			Address: Street		
City	State	Zip	City	State	Zip
Telephone Home		Mobile	Telephone Home		Mobile
E-mail			E-mail		

DATE of WEDDING mm/dd/yyyy (April – October)

CEREMONY TIME

NUMBER of GUESTS

SCHEDULE OF FEES

Guest Count	Fee
Up to 50	\$1,000.00
Between 51 and 100	\$1,300.00

RAIN LOCATION

Users may select either Orchard Hill or The Barn at Orchard Hill, if available, at no additional expense in case of inclement weather.

Alternatively, user may also elect to use a tent. In such case Old Westbury Gardens will make arrangements to have a tent installed by Stamford Tent Company, the exclusive tent company for Old Westbury Gardens, but we must be notified at 5 business days before the ceremony date. Tent rental and permit fees must be paid to Old Westbury Gardens at least 5 business days before the ceremony date by use of a credit card, certified check or cash.

We agree to use ___ Orchard Hill ___ The Barn at Orchard Hill, ___ a tent , or ___ no alternate location in case of inclement weather.

VENDORS (photographer, videographer, transportation company, florist)

Provide the information requested below for each company that will have a representative on-site that will be performing a service for you (use additional sheets if necessary). We will contact you regarding any insurance requirements from these businesses.

Photographer/Studio	Videographer/Studio
Address: Street	Address: Street
City State Zip	City State Zip
Telephone	Telephone

Transportation Company	Wedding Planner
Address: Street	Address: Street
City State Zip	City State Zip
Telephone	Telephone

Florist	Musician
Address: Street	Address: Street
City State Zip	City State Zip
Telephone	Telephone

PAYMENT

Full payment and completion of this form is required to schedule the date. Cancellations 8 weeks prior to the date will include refund of full amount less the \$120.00 membership fee. Cancellations within 55 days prior to the scheduled date will result in a refund of 50% of the amount paid less the \$120.00 membership fee.

Check in the amount of \$_____ made payable to Old Westbury Gardens enclosed.

Charge \$_____ to the credit card listed below (Visa, MasterCard, American Express, Discover).

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____

Signature of Cardholder: _____

TERMS and CONDITIONS

Carefully read and review the following terms and conditions. Your signature indicates your agreement and compliance.

Reservations Old Westbury Gardens reserves the right to refuse or cancel any ceremony reservation with legitimate cause. All reservations are accepted on a “first come, first serve” basis.

Conduct Old Westbury Gardens will assign at least one staff member (hereafter “Guide”) to accompany the Users and the Users’ agents (photographer, videographer, wedding planner, wedding party and guests) while on the premises. The primary duty of the Guide is to ensure the protection of the collections, interiors, buildings, grounds and visitors of Old Westbury Gardens and to enforce the rules of conduct by the Users, the Users’ party and agents. Failure to comply with instructions and decisions made by the Guide is grounds for rescinding permission to use the property for contracted use and is cause for the Users and/or the Users’ agents immediate removal from property. Such actions will forfeit the full location fee.

The Users and the Users’ guests and agents shall be respectful of others around them. The Users and the Users’ guests and agents shall refrain from using foul/offensive language, fighting, obscene gestures, throwing objects and engaging in other behavior detrimental to the experience of other guests.

Old Westbury Gardens’ staff has been trained to intervene when deemed necessary and to use its best discretion to help ensure that the Users and/or the Users’ guests or agents who ignore this code of conduct do not interfere with other guests’ ability to enjoy the Gardens. The Users or the Users’ guests/agents who violate this Code of Conduct may be subject to ejection without refund and, to the extent their conduct constitutes a violation of law, may be subject to arrest.

Alcoholic beverages are prohibited. Old Westbury Gardens reserves the right to refuse admittance to any person or party deemed intoxicated. Unruly and/or intoxicated individuals will be asked to leave the premises immediately or will be escorted off by officials.

Smoking is prohibited beyond the parking areas.

Absolutely no harm is to be done to any structure, plant, flower, or wildlife on the property. Picking, cutting, or trampling upon any flower or in any flowerbed is strictly prohibited. Rice, confetti, birdseed or any other objects may not be thrown (except flower petals). The release of balloons is not allowed.

Insurance and Liability Old Westbury Gardens requires a valid Certificate of Insurance be submitted from the photographer, videographer and any hired transportation service specifically stating “Old Westbury Gardens, Inc. is hereby included as additional insured as their interests may appear with respect to operations performed by the named insured” and be listed for \$1,000,000.00 coverage.

Users assumes all responsibility and liability for damages or injury to the Users’ guests or agents (including photographers, videographers, limousine drivers, wedding coordinators, guests, etc.), Westbury House, or the grounds and property of Old Westbury Gardens arising out of the Users’ use of property, except for any such claims or such damage or loss arising from a pre-existing defect in the Premises, or from the negligence or willful misconduct of Old Westbury Gardens, its employees, agents or representatives.

Fees Full payment is due in order to reserve the location. The base location fee for the time selected includes admission for the agents, vendors, the entire wedding party and guests during the session.

Equipment Drones are not permitted.

Time of Ceremony Overtime Ceremony use is scheduled for 2 hours. The use begins at the contracted time and not at the time of the User’s arrival at Old Westbury Gardens.

No shows will forfeit the full fee. Users arriving within 15 minutes of scheduled departure time are considered a no show and will forfeit the full fee.

Cancellation and Refund Policy The location use can be canceled up to 8 weeks in advance. Payment will then be refunded less the sustaining membership fee. Cancellations made within 55 days before the scheduled date will forfeit one-half the location fee and the sustaining membership fee.

Rain Policy There is no refund due to inclement weather. Upon submission of reservation request users must indicate on form one of the available options in case of inclement weather. If the User selected to use an alternate location, Old Westbury Gardens must be notified at least 4 hours in advance of the scheduled ceremony time.

Vehicles and Parking Vehicles may enter the Gardens using the 60 Post Road entrance or the 71 Old Westbury Road entrance. Oversized vehicles (large limousines or buses) must use the 60 Post Road entrance. Upon arrival, all vehicles must be announced and will be escorted while on the property. All vehicles must obey the posted 15 mph speed limit, follow all posted traffic signs and remain on roadways at all times, unless told otherwise by the Guide. The Guide will direct all vehicles to the appropriate parking area. There will be no vehicles available to drive wedding parties and their guests around the grounds. Members of the party must be prepared to walk the grounds.

Use of Photographs or Recordings Photographs or video recordings taken on the grounds of Old Westbury Gardens or in Westbury House are for personal/private use. Any commercial use of photographs or video recordings taken at Old Westbury Gardens during the session by the User, member of the wedding party or the photographer or videographer is prohibited without prior written consent of Old Westbury Gardens.

Decorations Limited floral decoration is permitted. Set-up may be no more than 3 hours prior to the ceremony and all decorations must be removed within 2 hours after the ceremony. Decorations may be attached to the wooden pergola but only affixed with ribbon, florist wire, or string; nails, tacks, staples are not permitted. Old Westbury Gardens does not provide a ladder or other materials or equipment. Clean-up of flower petals is the responsibility of the users. Failure to comply with removal for floral decorations may result in funds withheld from the security deposit.

Miscellaneous Facilities are not available at Old Westbury Gardens for the changing of clothing. There are limited restroom facilities on the grounds. Deliveries (e.g., floral deliveries) are not accepted on behalf of users. Users may provide water for guests but not food or other beverages. Soft music, live or recorded, is acceptable. Two 120v grounded receptacles are located in the Garden of Appreciation and an extension cord is provided upon request. Old Westbury Gardens does not provide an amplification system. The Garden of Appreciation is not a private location and the Gardens are open to the public between 10am and 5pm with extended weekend hours in the summer.

AGREEMENT

We have read and agree to abide by the above terms and conditions as well as any decisions made by the management or guides of Old Westbury Gardens. A signed copy of this contract will be returned to us upon receipt of full payment and will serve as confirmation of use. Without this confirmation, Old Westbury Gardens has the right to refuse admission for such use.

Bride/Groom/Spouse 1: Signature

Bride/Groom/Spouse 2: Signature

Date

Date

Amount Received: _____

Confirmation Number: _____

Old Westbury Gardens Representative: _____

Date: _____