



## Weddings at Matthaei Botanical Gardens

**Whether for an indoor ceremony in the lush Conservatory or one of our beautiful outdoor Gardens, Matthaei can provide a setting for your wedding that is unique in Ann Arbor.**

### Outdoor Ceremony

Up to four gardens are available with ceremony times on Saturdays at 11:30am, 2:30pm, or 5:30 pm (other days are more flexible for ceremony times), from early June through early October. All gardens accommodate up to 150 people. Bookings can be made up to one year in advance. Rental fee of \$1100 includes a garden and indoor backup for two hours, and up to 75 white folding chairs.

- ∞ Host from the gardens present on the day
- ∞∞ Rehearsal up to 30 days prior to the wedding (45 minutes allowed)
- ∞ Room for the Bride's final dressing

### Indoor Ceremony

The Conservatory is available for rent outside public hours (ceremony start times of 5:30 or later). Floodlighting is available for an evening ceremony and power is available for music. The rental fee is \$950 for 2 hours and includes the same services as the outdoor weddings, and up to 60 chairs. Conservatory weddings are scheduled between late September and late May. Ceremonies in the Conservatory can accommodate seating of up to 60 guests, or, are mostly standing for up to 100 people. There is no air conditioning in our Conservatory.

### Inclement Weather back-up facilities

If you have decided on an outdoor ceremony the weather will play a part in your planning. Michigan weather can be relied upon for only one thing – unpredictability! Fortunately, we can guarantee you an alternative site for your ceremony. Both the Auditorium and Conservatory will hold 100 guests and can be used in case of inclement weather. You are guaranteed a weather back up for your use. Ceremonies that start before 5:30 will be using the air conditioned Auditorium as their backup, or, for ceremonies at 5:30 or later in the evening, the Conservatory will be held for the indoor backup.

### Receptions

The Auditorium seats **100 people** for a reception. Rental fee of \$1000 for seven hours includes:

- ∞ Exclusive use of the Auditorium for the rental period. Rental time begins with the arrival of the caterer, and ends with the final clean up. Parties typically last up to five hours.
- ∞∞ Host from the gardens
- ∞∞ Terrace and outdoor seating based on weather availability
- ∞∞ Use of Kitchen
- ∞∞ Use of banquet style tables and standard black chairs (white wooden folding chairs available from Matthaei Botanical Gardens at extra cost of \$2.50 each)
- ∞ Wine and beer allowed, providing serving is done by certified bartender.

### Receptions continued...

Additional hours can be booked at \$200 per hour. The majority of caterers in the area have catered an event at Matthaei at one time or another. You are welcome to visit the site with your caterer in



# Weddings at Matthaei Botanical Gardens

order to plan set up, tear down and clean up. Please check the availability of the auditorium before your visit. Tenting is never allowed for receptions or wedding ceremonies.

## Rentals

Deliveries can be made up to 2 days prior to the event and collected up to two days after the event. Times must be scheduled with the Gardens. Set up and tear down must be entirely completed within the seven hour rental time period, or additional fees will be incurred.

## Photographs

You are most welcome to come and visit the gardens with your photographer to scout out good locations for your photographs. Please check in advance that the gardens are not being used for an event.

### **Details at a glance**

<i>Location</i>	<i>Maximum number of guests</i>	<i>Peak flowering season</i>	<i>Indoor/Outdoor</i>
Herb Knot Garden	150	mid June/late July	Outdoor
Perennial Garden	150	early June/ mid September	Outdoor
The Gateway Garden	150	late June/mid September	Outdoor
Willow Pond Island	150	mid May /mid October	Outdoor
Conservatory	100	September to May	Indoor

## Contracts

A date may be informally held for two business days, and tentative bookings will be held for 10 working days and will be confirmed once a signed contract is returned and the deposit (usually 50% of the rental fee) is paid.

## Further information

We will be delighted to discuss any questions you may have or to show you our beautiful gardens. You are welcome to come and look around anytime; the outdoor gardens are open from 8 am until sunset. The Conservatory is open from 10 am until 4:30 pm Tuesday, Thursday through Sunday, and until 8 pm on Wednesdays. Holiday weekend prices are in effect for all major holidays and are \$1400 for a Garden wedding site with indoor backup and 75 chairs; \$1250 for a Conservatory rental with up to 60 chairs; \$1400 for the use of the Auditorium.