

Ready for I Do?

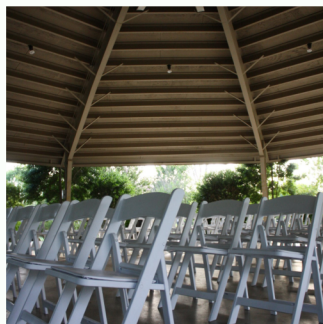


A THOUSAND TIMES, YES

Congratulations! Not only have you found the one, you found just the place to celebrate with family and friends. Welcome to a venue surrounded in a natural beauty that only East Texas can provide.



Indoor Rooms



Covered Open Air



Fully Outdoors



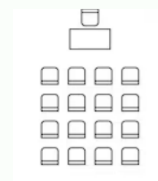
Outdoor Celebrations

Fall in Love with Nature



Piney Woods - Gazebo - Forest Fountain

\$200 Four Hour Rental
\$100 Per Additional Hour



Walkthrough Weddings

\$100 for 1 hour rental

After Hours rentals include a \$25/hr staffing fee.
Alcohol requires security personnel.
Tables and chairs available for an additional set up cost.

1601 Patterson Rd. Athens, TX 75751 (903) 675-5630

arboretum@easttexasarboretum.org

Covered Open Air

Our Glass is Always Half Full



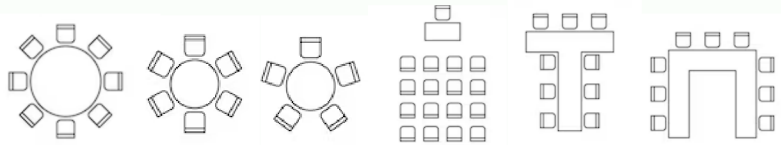
Wofford House Porch and Lawn

\$600 Four Hour Rental
\$100 Per Additional Hour



Grand Pavilion - 4,000 sq ft.

\$600 Four Hour Rental
\$100 per Additional House

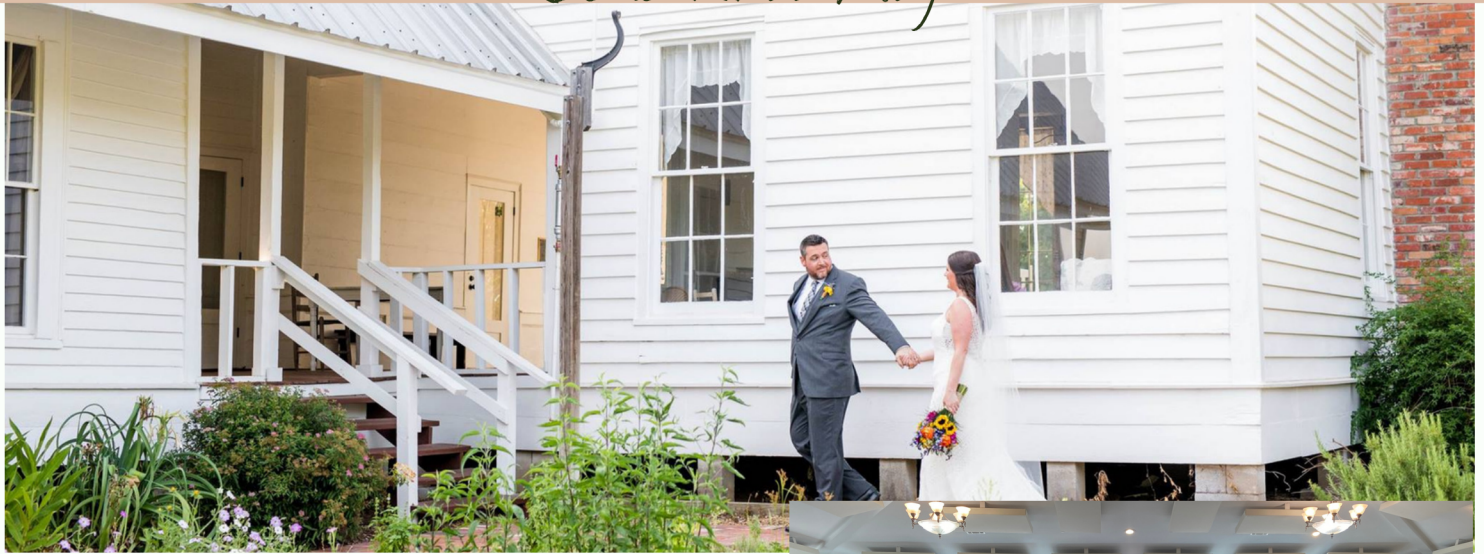


After Hours rentals include a \$25/hr staffing fee.
Alcohol requires security personnel.
Tables and chairs available for an additional set up cost.



Indoor Facilities

Come What May



Woman's Building at the Arboretum

Upper Level - 1,500 sq ft

100 Person Capacity

Four Hour Rental

\$750 with Kitchen

\$600 without Kitchen

\$100 Per Additional Hour

Lower Level - 720 sq ft.

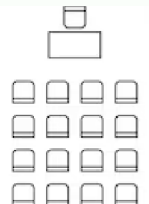
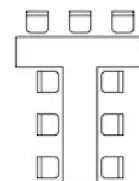
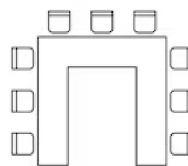
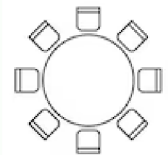
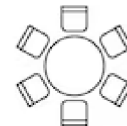
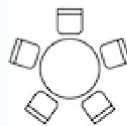
60 Person Capacity

\$250 Four Hour Rental

\$100 Per Additional Hour



Table and Chair Configurations Available



After Hours rentals include a \$25/hr staffing fee.

Alcohol requires security personnel.

Tables and chairs available for an additional set up cost.

Frequently Asked Questions

How much is due at the time of booking?

- A \$300 refundable security deposit & a percentage of the venue fee is due when booking to secure your reservation. The amount is based on the location of your event and how far away your booking date is from the event date. Usually this is 50% of the contract.

Is the deposit included in the cost of the venue rental?

- The deposit amount is built into the rental cost. The separate \$300 security deposit is refunded after the event if no damages have occurred.

Are there any other fees associated with the venue cost?

- We are a non-profit so we do not charge tax and do not have admin fees or service charges.
- If your event goes beyond your contracted rental time, you will incur an overtime charge of \$100 or more, to cover staffing fees.

What kind of payment options do you have available?

- Payments may be made by credit card, cash or mailing in a check. We will not take payments out of your account automatically; you must provide the credit card number each time.
- Checks may be mailed to:
East Texas Arboretum
1601 Patterson Rd.
Athens, TX 75751

When is the final payment due?

- Final venue payments are due the day of your event date.
- Any additional add-ons or rentals must be arranged no later than 30 days before your event.

How do I book?

- Once you are ready to book all we need is some information to make your contract. We will then send you your contract and payment form to confirm the booking. Once we have these two items back your event will be fully booked.
- Call the office at (903) 675-5630 or email arboretum@easttexasarboretum.org

Does the Arboretum have any scheduled or expected construction projects going on that might affect the venue space during the event?

- Maintenance and/or construction may be needed for up keep of the venue or garden. Most instances are planned in advance and if needed we notify a client that their event may be affected by this.
- Fountains and water features on the property are all subject to mechanical breakdown at any given time. ETABS will not refund for gardens whose fountains or water features are unusable due to repair or maintenance needs. A comparable relocation may be considered if needed.

Do you offer a rain plan for ceremony only locations?

- It's always a good idea to have a back-up rain plan in case of poor weather.
- The East Texas Arboretum is unable to provide a rain back up for ceremony only locations.
- If one of the covered event spaces is not being used at the time of the event, we can use one of these as a rain plan; subject to availability of space.

Do any of the locations come with a tent?

- All outdoor locations come as they are. Tents are allowed to be brought in, just make sure that any necessary permits are provided at least 30 days in advance.

Frequently Asked Questions

Do my guests need tickets to come in?

- No they do not. Your event is on our calendar that is given to the welcome center. All they will need to do is check in under your event name and they will let them through.

Can I extend my setup and/or teardown time for my event?

- It is subject to availability but yes you can. The cost would be \$100 for any additional hour.

Do you have a noise ordinance policy?

- Amplified music may not be played after 9:00pm in accordance to City of Athens noise ordinance.
- Amplified music may be played inside only until 11pm in the Woman's building. All events must end by 11pm at the latest.
- Daytime garden events must use non-amplified music.
- All outdoor evening amplified music must end at 9:00pm as required by City of Athens Ordinance. No exceptions.

Do you provide time for a rehearsal?

- These would be included additional rentals and can be added to your venue contract.

Can I store/drop off items for my event a couple days before my event or pick them up the day after my event?

- Unfortunately we are unable to store items in our venues overnight. All items must be brought in during your venue rental time.

What kind of items can I use for my send off?

- Since we are a botanical garden, bird seed, rice, paper confetti and other non-natural items cannot be used for decoration or used for tossing at the send off.
- We have used real flower petals (have to be real and white or ivory only), bubbles, biodegradable confetti, etc.
- Any flame elements (sparklers, candles, etc.) must have prior approval with a submitted fire safety plan. Failure to do so will forfeit your security deposit and possible additional charges.

Can I get a golf cart to cart my guests to and from the ceremony and reception sites?

- A 6 person golf cart (5+a driver) is available to rent at \$25/hr. An ETABS team member must be the driver. Non ETABS personnel are not permitted to drive the golf cart.

Do you allow candles?

- Any element including a flame not matter how small must include a fire safety plan to be submitted no later than 30 days prior to the event.

Is parking and admission included in the rental cost?

- Yes it is. You and your guests will not have to pay to get in they just need to check in under your event name to get through the welcome center.

What if our party needs to cancel?

- Cancellation within 30 days prior to your event will lose your deposit.
- Cancellation within 2 weeks of your event will forfeit all funds already paid to the venue rental. Setup and staffing fees are refundable.
- If ETABS has to cancel your event, a full refund will be provided if a reschedule is not available.

What if I want to re-schedule our event?

- Rescheduling within 30 days will require an additional fee.
- If ETABS requires a fee, no rescheduling fee will be required.