

Wedding Guidelines and Policies

- ◆ Food service must be provided by a preferred Garvan Woodland Gardens' caterer licensed by the State of Arkansas and possessing all required tax permits and liability insurance coverage.
- ◆ Glassware and china are **not** allowed in the Gardens. The only exception is glass serving containers provided by the caterer. The name and contact information for the caterer must be provided no later than 14 days prior to the scheduled event.
- ◆ The consumption of alcoholic beverages must be approved by the GWG staff. Security may be required and will be at the expense of the event hosts. Alcohol can be given away in non-breakable containers but not sold at a cash bar. **Garvan Woodland Gardens accepts no liability for the actions of the group or its guests at alcohol related events.**
- ◆ Along with the usual deposit required to hold space for a GWG event, a \$250.00 damage deposit is also required to accompany signed Event Agreements. At the conclusion of each Garvan Woodland Gardens event, contracted venues will be inspected by Garden personnel to ensure all areas are clean, litter-free, and no facility damage is observed. **Damage deposit payments, if submitted in check form, must be accompanied by a valid driver's license and will be deposited upon receipt.** Credit card payments will be immediately processed. Barring any out-of-the-ordinary housekeeping or damage issues, a refund will be processed by the University of Arkansas-Fayetteville and mailed to the client within four to six weeks after the event.
- ◆ Acoustical music is always welcome in the Gardens. Strings and wind instruments can add to the enjoyment of the day. Taped and amplified music must not distract or be offensive to non-event visitors to the Gardens or be unreasonably loud for our neighbors. Music is not allowed in the Gardens after 10:00 p.m. as a courtesy to our neighbors on Lake Hamilton.

Policies Continued...

- ◆ **Garvan Woodland Gardens is a smoke-free, litter-free establishment. This policy is strictly enforced.**
- ◆ All deposits made by check **MUST** be accompanied by a valid driver's license of the check writer. If a deposit is returned to the Gardens for insufficient funds or a credit card is declined after the second authorization attempt, a \$25.00 charge will be added to the deposit amount. In order for the Gardens to continue to reserve the client's requested date(s) and venue(s), all deposits must be submitted in the form of a Cashier's Check. All venues and dates will be released if sufficient deposit payments are not received within ten days of notification by GWG personnel.
- ◆ Final payment for services rendered are due at the conclusion of each event unless other arrangements have been made in advance with Garden staff. After thirty (30) days, unpaid balances will be turned over to the U of A Cash Management Office and/or the Garland County Prosecutor's Office for collection. Final invoices paid by check **MUST** be accompanied by the payer's valid driver's license number.

NOTE: *Garvan Woodland Gardens is a 501(c)(3) non-profit organization. We are dependent on revenues generated through admissions, annual memberships, special events, and venue / equipment rental fees to operate. Your business and prompt payment are greatly appreciated.*



Garvan Woodland Gardens
University of Arkansas

To discuss a wedding or recommitment ceremony, please contact the following between 8 a.m. and 5 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday.

Suzie Dodson Burch—Wedding Supervisor
Cyndy Anderson—Wedding Administration

540 Arkridge Rd. ◆ Hot Springs, AR 71913
501-262-9300 / 800-366-4664 ◆ www.garvangardens.org

Anthony Chapel Wedding Price List



Garvan Woodland Gardens
University of Arkansas

Anthony Chapel

Designed by Fayetteville (AR) architects Maurice Jennings and David McKee, the chapel captures the natural beauty of the wooded landscape surrounding it.

For more than 25 years, Jennings was a partner of famed Arkansas architect, E. Fay Jones, who was a student of Frank Lloyd Wright and the first dean of the University of Arkansas School of Architecture.

The impressive, 57-foot Anthony Chapel is supported by an intricate cross-beam system and massive, yellow pine columns. Floor-to-ceiling windows provide an ever-changing dance of sunlight and shadows on the native flagstone floors. At night, the hand-made, wall sconces project a golden glow that rivals the darkness of the adjacent forest.

Because of its fascinating design and use of nature as a befitting backdrop, the Anthony Chapel at Garvan Woodland Gardens is one of Arkansas' most cherished architectural landmarks.

"Of all the chapels around the country our firm has designed, the Anthony Chapel is by far the finest."

— Maurice Jennings



An interior view of the Anthony Chapel.

Weddings

Anthony Chapel Price List

Friday through Sunday—\$1,800 *

—Flat fee for maximum of three hours—

Monday through Thursday—\$1,400 *

—Flat fee for maximum of three hours—

** The fee includes complimentary use of the Millsap Bride's Hall and Evans Groom's Quarters as dressing areas for the attendants, plus sound system and sound technician.*

NOTE: To reserve a date, a deposit for one-half (1/2) of the venue rental fee is required with the balance due at the rehearsal.

Members of Garvan Woodland Gardens at the \$75 Family level and above receive a 10% discount on chapel rentals.

"No Frills" Ceremony—\$500

Monday through Thursday—One-hour maximum

(Includes use of chapel ONLY. No changing areas. No decorations, floral arrangements or rehearsal time.)

"Friday Night Special" -- \$750

7:30 to 8:30 p.m. - Includes sound system and sound tech. Does not include dressing areas or rehearsal time.

Rehearsals

Rehearsals are complimentary and scheduled in one-hour blocks: 4-5 p.m.; 5-6 p.m.; and 6-7 p.m.

After Hours Rehearsal Price

\$200 per hour

Receptions

Venues for receptions are available for an additional fee. Contact the Gardens' wedding department for details.

Wedding Guidelines and Policies

◆ If unforeseen circumstances require the cancellation of an event, the full deposit will be refunded if the Gardens is notified with at least 120 days notice. One half (1/2) of the deposit will be refunded if cancelled within 90 to 120 days. Inside the 90 day window, the deposit is non-refundable unless approved by GWG management.

◆ The Gardens may be open to the public during your event. We ask that you keep decorations, tables, and chairs within the reserved area.

◆ Nails, thumbtacks, tape, glue or other fasteners will damage and mar the structural supports of the Garvan Pavilion and Pratt Welcome Center. Please use string or monofilament line for adhering decorations. You will be responsible for removal of decorations as well as any damages to the Gardens' facilities and grounds. Also, glitter, confetti, and balloons are not allowed in the Gardens.

◆ Regarding Anthony Chapel events, floral arrangements are not allowed on the Steinway piano or the wooden altar. For other floral requests, contact the Gardens' wedding staff.

◆ Visitors are to park in designated areas only. Cars are not allowed in the Gardens or on the grass.

◆ It is not unusual at certain times of the year for the Gardens to host as many as seven weddings between Friday and Sunday evenings. The earliest contracted weddings will have first choice when scheduling rehearsal times.

Note: Rehearsals are complimentary if conducted during regular Garden operating hours, which change seasonally. A fee is charged if a wedding rehearsal is scheduled outside of regular operating hours.

