

1ST STEP: SCHEDULE YOUR WEDDING

1. Events may be scheduled one year in advance of the month in which the event is to occur.
2. Call or stop in (weekdays only) to check with Garden Staff for available wedding dates.
3. Return this completed form and fee to the Gardens. Your date and reservation will not be confirmed until we receive your payment and completed reservation form.
4. Notify the staff immediately to request a change in date, time or location. *See cancellation policy in 3rd Step*

2ND STEP: CHOOSE YOUR LOCATION

Peace Garden/ Glade—Inspirational quotations, formal flowers, a bubbling fountain and a tiled heart inscribed with "TRUE LOVE." Maximum capacity of 250 guests.

Pond Deck and Gazebo — Overlooking Discovery Pond Maximum capacity of 60 guests.

Small Gazebo— Adjacent to the perennial illusion walkway with a view of Sloan's Lake. Up to 20 guests

Bridge and Annual Flowerbeds—Colorful annuals create a vibrant setting, a bridge spans a goldfish pond with water lilies. Located near conservatory. Up to 20 guests

Other Grounds Areas—Any area except for the fenced community vegetable gardens. Grounds map available at desk.

Indoor Conservatory— 1/2 hour wedding. Earliest wedding at 1:00. Last available wedding at 2:30. Fee is \$50.00. Maximum of 12 guests.

3RD STEP: FEES

1. A \$275.00 fee provides 2 1/2 hours for setup(1 hr), the ceremony (1 hr.) and clean up (1/2 hr.), plus a 30 minute rehearsal time (usually scheduled a day or two before the wedding).
2. All fees include a free 'Couples' 1 year membership to the Cheyenne Botanic Gardens.
3. Make checks payable to the "Friends of the Cheyenne Botanic Gardens."
4. Fees are non-refundable except for severe weather or military service requirements.

Receptions

1. 2 1/2 hour time slots are available for outdoor receptions.
2. All city liquor laws apply when using the Botanic Gardens. Call the City Clerk's Office @ 307- 638-4301 for instructions on liquor permits.
3. Nearby indoor receptions can be held at the Kiwanis Community House in Lions Park @ 307-637-6429, the Old West Museum @ 307-778-7290 or local hotels.

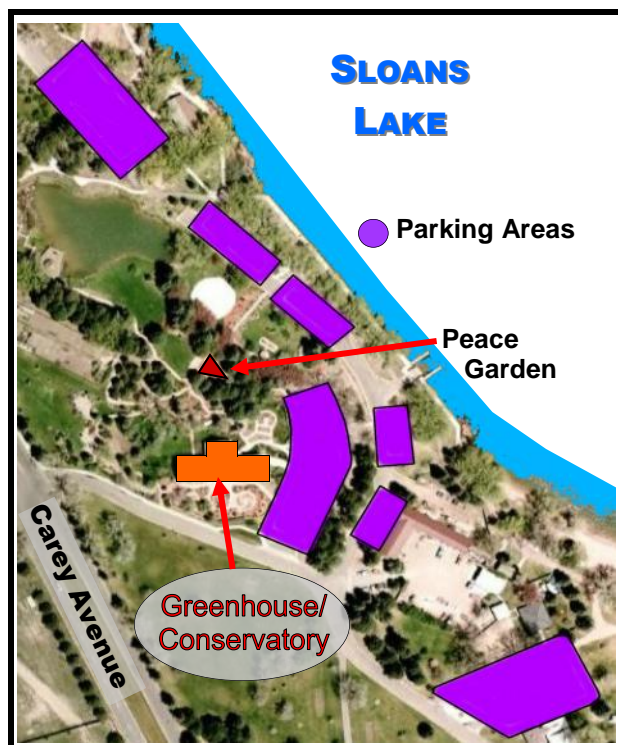
Accommodations

1. Restrooms are available in the Greenhouse/Conservatory Mon-Fri 8am - 4:30 pm, and Sat. 11am - 3:30 pm. The Greenhouse/Conservatory is closed most Sundays. There are other restrooms open daily in the park.
2. You must supply chairs, props, sound systems and other items required.
3. Please leave the area cleaned up including flower petals.
4. Tents and driving of stakes are prohibited on our grounds due to possible irrigation and turf damage.
5. You must hand carry (or use a dolly) to transport all chairs, etc. Do not drive your car on park grounds even for temporary unloading.
6. Please **do not** throw birdseed. *Rice is OK.*
7. Electric outlets are located behind the Peace Garden fountain, on a pole located by Discovery Pond and on the east side of the Glade in the trees. See staff on weekdays for exact location.
8. Have someone show up early to "stake out" your area.
9. No other event will be scheduled at the same location and time as your event.
10. Wedding pictures may be taken anywhere on the grounds for free as long as you do not interfere with the public or another wedding or event.

Parking

Our parking lot is very small (40 spaces). More nearby parking is available in South Lions Park (see below). Please carpool when possible.

Parking during Frontier Days is always difficult.



Need additional information?

Contact staff at 307-637-6458 (weekdays) or at info.botanic.org Website: www.botanic.org
Botanic Garden Hours: Monday –Friday: 8:00 am - 4:30 pm, Saturday: 11:00 am - 3:30 pm
Park and Grounds Hours: Everyday 5:00 am - 12:00 pm

If an **emergency** arises on the day of your wedding, call 307-631-3883 or 307-631-6564 or 307-631-4143



The Friends of the Cheyenne Botanic Gardens
 710 S. Lions Park Drive, Cheyenne, WY 82001
 www.botanic.org

Some dates are reserved for Botanic Garden events. Please call first about your wedding date.

Saturday and Sunday Wedding Times

Set up	Ceremony	Finished By
11:00 am	12:00 pm	1:30 pm
2:00 pm	3:00 pm	4:30 pm
5:00 pm	6:00 pm	7:30 pm

Saturday Rehearsal Times for Sunday Weddings

9:00 am to 9:30 am
 9:30 am to 10:00 am
 10:00 am to 10:30 am
 8:00 pm to 8:30 pm or any ½ hour later

Friday Rehearsal Times for Saturday Weddings

2:30 pm to 3:00 pm or any ½ hour earlier
 3:00 pm to 3:30 pm
 7:00 pm to 7:30 pm
 7:30 pm to 8:00 pm or any ½ hour later

Friday Wedding Times

Set up	Ceremony	Finished By
4:00 pm	5:00 pm	6:30 pm

Thursday Rehearsal Times for Friday Weddings are any half hour period in the afternoon or evening.

Wedding Reservation Form



Welcome and enjoy your wedding at the Gardens!

Please pay at submission or include fee with this form to secure your time slot!

Name of Bride and Groom: _____

Address: _____

City, State, Zip: _____

Email contact: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Proposed Date: _____ Cell Phone:(_____) _____

Ceremony Location: _____ Estimated Number of people: _____

Arrival Time: _____ Ceremony Time: _____ Conclusion Time: _____

Proposed Rehearsal Date & Time: _____

Office Use Only

Payment Information: Amt: _____
 Check# _____ Cash _____
 Credit Card type: _____
 Date: _____ Staff: _____