



## *WEDDING & RECEPTION INFORMATION*

1. All events, including wedding related events, have a 50% facility rental deposit. This amount is due two weeks after the contracts are received in the mail. The remaining facility rental balance is due 30 days before the event. All evening outdoor weddings will have a rain back up plan. If your wedding has to be moved inside due to bad weather, refunds will not be given.
2. If you hold your wedding ceremony in the Efroymsen Wedding Garden, you have three options for your reception – the Hulman Riverhouse, the Party Pavilion or the Dolphin Adventure Gallery. If your ceremony takes place in the Hilbert Conservatory, your reception must be in the Hulman Riverhouse.
3. If you hold your ceremony in the outdoor Wedding Garden, I would highly recommend ordering a sound system. We order all of our audio/visual equipment though Markey's Rental & Staging. Their package sound system consists of two speakers and an amplifier. If you would like to order microphones and/or a CD player, there is an extra fee. Markey's Rental & Staging will deliver, set up and tear down the sound system. There are also options for utilizing a sound system that may be provided by your DJ, for example. Please speak with your sales representative to determine your particular needs and options.
4. Someone from the Sales Team will be there on the day of your event. I may be there, or it may be one of my co-workers. Our duties are to make sure everyone is satisfied and has everything they need. Usually, we are able to be with you up to the moment that the bride walks down the aisle, but there may be times when we have to be pulled away (that usually doesn't happen, but it's possible).



5. You are allowed to come in two hours before your event to set up, decorate, etc., and someone will greet you and the wedding party upon arrival. We will make sure you have everything you need upon arrival and we will give you our weekend cell phone number (523-4617). You may call this number anytime only on the day of the event. The caterer will also be there to make sure your event is seamless. We will all be in contact periodically throughout the day of the event, so if you have any questions please feel free to ask us for help. If you bring in any extra items (decorative lights, tulle, greenery, etc.), someone from your group is responsible for setting those items up and tearing them down by the end of the event.



6. The changing rooms are the size of a typical basic classroom. We will supply a tall standing mirror and a coat rack with hangers. We share the changing room area with the Education Center, so the rooms are climate controlled and close to restrooms, but that means I am not able to guarantee the changing room space until 30 days before the event. When I am able to guarantee changing room(s), you may have access to these rooms two hours before your ceremony. If everyone in your wedding party (including the bride and groom) would like to arrive dressed and ready to go, you may come in earlier (around 2pm or later). If you choose to come in that early, you will not receive changing rooms, but it may give you more time to take photos and relax.
7. Centerplate Catering is our exclusive caterer. In addition to the catering minimum, they charge a 20% service fee, 9% sales tax and a one-time-only \$150 set up fee that includes the set up of ALL tables and chairs. This includes wedding chairs, reception tables and chairs, guestbook table, unity table, gift table, buffet, cake table etc. They will also supply all standard linens (black, white, and ivory), silverware, and three votive candles on each reception table. Please contact Centerplate at 488-5555 for any further food, beverage or room set up questions.

### ADDITIONAL WEDDING INFORMATION

- A two-hour set-up and two-hour dismantle time is allowed with each facility, depending on availability.
- A 50% non-refundable deposit is due to hold a facility, with full payment due 30 days before the event.
- *For the safety of our animals, **the following items are prohibited**:*
  - *Balloons*
  - **Open flamed candles with the exception of a unity candle for the ceremony – Your unity candle does not have to be contained in glass, but each candle in your reception hall must be contained.**
  - **For your reception you may use votive, hurricane, luminaries, or floating candles.**
  - *Glitter or confetti*
  - *Rice and Birdseed*
  - *Animals, with the exception of service dogs. This prohibition covers all animals including fish in centerpieces, butterflies or doves used in releases.*
  - *Sparklers*
- A flower girl is welcome to throw a minimal amount of flower petals on the Wedding Garden lawn, **and you are more than welcome to use bubbles.**
- Audio/Visual is not included. However, Markey's Audio/Visual is highly recommended by the Indianapolis Zoo and White River Gardens. Please contact your wedding manager to assist you.
- Any food/beverage/setup questions please contact Centerplate Catering at (317) 488-5555.
- Rehearsals may be scheduled for up to one hour and must occur during regular operating hours of White River Gardens. The time of the rehearsal will be determined 30 days before your event.
- Your wedding party and guests will not be responsible for a parking fee on the day of the wedding or for your rehearsal. Please Note: All wedding guests and anyone in the wedding party that arrive during regular operating hours must identify themselves to the parking attendant to avoid paying the parking fee.

I take individual tours Monday-Friday 9am-4pm. Please call (317) 630-2008 to set up an appointment.

Thank you!

**\* Please Note – All prices and dates are subject to change without notice.\***