**ELOPEMENT PACKAGE INCLUDES:**

- One hour of usage of space including set up and breakdown
- Location of choice based upon availability
- PFF Director of Special Events on site during event to assist with facility logistics
- Photography Permit Fee
- Wood folding chairs with padded seats or white garden chairs
- Complimentary six-month Family Level Membership to Planting Fields Foundation

**Fee:** $700  
**Capacity:** 10

**SPACES**

**Coe Hall**  
Ceremonies inside Coe Hall, a historic Gilded Age mansion, take place in the beautiful Great Hall in Summer 2020. This space features magnificent stained-glass windows and a fireplace.

**Cloister Garden**  
Nestled beneath a large oak tree, the Cloister Garden offers a beautiful and intimate location for a ceremony amidst the historical magnificence of Coe Hall.

**Italian Garden**  
One of the most exquisite gardens at Planting Fields, the Italian Garden features a blue pool and fountains, colorful blooms, and a stunning backdrop of the charming Teahouse.

**Sensory Garden**  
The Sensory Garden is a unique and vibrant space filled with trellises, butterfly-friendly flowers, and aromatic herbs.

**Rose Arbor**  
The stunning rose arbor is in bloom mid-to-late June.
GUIDELINES FOR WEDDING CEREMONIES

• In accordance with New York State regulations, all guests must adhere to social distancing guidelines. Capacity restrictions are subject to change based on New York State mandates.

• Contractor is permitted one hour usage of ceremony space including setup and breakdown.

• Planting Fields Arboretum is a public garden and cannot close for wedding ceremonies. We kindly request ceremonies take place 4:30 pm or later.

• Planting Fields Arboretum has no resident or affiliated clergyman. Each couple married must select a clergyman or public official to perform ceremony.

• Planting Fields does not provide a bridal attendant.

• Contractor shall be responsible for the conduct of their guests on the Foundation’s Premises. The Foundation may remove any guests deemed by the Foundation to exhibit improper conduct.

• Photography fees are included in ceremony booking; however, all rules pertaining to outdoor wedding photography apply and permit form must be completed.

• No balloons, confetti, flower petals, rice, birds or other animals may be brought on the grounds or into the buildings at any time. No decorations or signs may be affixed to trees, signs, buildings, etc. without permission from staff.

• At the end of the ceremony and term of this Agreement, Contractor shall remove from the Premises all of its decorative items and any other materials placed thereon by Contractor.

• Contractor agrees that no food or beverages are permitted inside Coe Hall. No alcohol is allowed outside.

• Smoking is also not permitted in Coe Hall or on the property.

• No persons walking, sitting, etc. in flower beds or trees is allowed.

• No limos or private vehicles will be allowed access to the parking lot at Coe Hall without prior arrangements.

• No horn honking is permitted.

• No open flames are allowed on the premises.

• A dressing facility is offered for ceremonies in Coe Hall and Cloister Garden. A dressing facility is not available for other ceremony locations.

• In the event of inclement weather, an outdoor ceremony may be moved to Coe Hall based upon availability. A decision on whether to use the indoor space will be made no later than 4:00 PM the day prior.

• Guest is required to obtain a General liability insurance policy in the amount of $1,000,000 for any assembly inside Coe Hall.

• Restrooms for outdoor ceremonies are available and are located next to the Main Greenhouse (close to parking lot).

• Music must be kept at 65 decibels or less at all times.

• The use of drones is strictly prohibited.

• A reservation is considered confirmed after date, time, guest count, and location are agreed upon and the Special Events department has received the following:
  • Signed rental agreement
  • 50% deposit of total usage fee
  • Refundable security deposit

• Ceremony fee is nonrefundable.