WEDDING CEREMONIES AT PLANTING FIELDS

- 2-3 hours of rental time, depending on location
- Location of choice, based on availability
- Fundraising Events Manager on-site during event to assist with facility logistics
- Photography permit fee
- Wood folding chairs with padded seats or white garden chairs

SPACES

Coe Hall - $4,500 - capacity 50
Ceremonies at Coe Hall take place inside the beautiful Great Hall, shown left, or outside, under the West Portico. Formally a drawing room, the Great Hall features magnificent stained-glass windows and a fireplace.

Cloister Garden - $4,500 – capacity 50
Nestled beneath a large oak tree, the Cloister Garden offers a beautiful and intimate outdoor location for a ceremony alongside the magnificence of Coe Hall.

Italian Garden or the Rose Arbor - $3,000 - capacity 50
One of the most exquisite gardens at Planting Fields, the Italian Garden features a blue pool and fountains, colorful blooms, and a backdrop of the charming Teahouse. In the vicinity, the stunning Rose Arbor is available and in peak bloom mid- to late June.

Sensory Garden - $3,000 - capacity 50
The Sensory Garden is a unique and vibrant space filled with pergolas, trellises, a fountain, butterfly-friendly flowers, and aromatic herbs.

Elopement Ceremonies in Coe Hall - $3,000
Limited to 10 people total attendance.
*Elopement ceremony option is available for the other outdoor locations listed above.
GUIDELINES FOR WEDDING AND ELOPEMENT 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 photography 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.