

# Four Star Gardens

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## 2020 Guidelines & Pricing

### GENERAL INFORMATION

- Four Star Gardens is open seasonally June 15 – September 30, from 8 a.m. – 8 p.m. We can accommodate events as early as June 1; however, “renters are advised that the gardens may not be fully planted prior to the official opening date of June 15”.
- Four Star Gardens may be rented for any type of event, if alcohol is not present and guest attendance is 250 or less.
- Available dates are subject to current bookings and company events. Dates are held on a first-come, first-serve basis, and are considered final once the date reservation fee is paid in full and a signed copy of the Events contract has been received.

### SERVICES

- To best accommodate your event, the gardens are available for booking in 2-hour, 3-hour, 4-hour, and 6-hour increments. All exclusive garden rentals include staffed, private gardens for the duration of your rental. All general use rentals will be for non-staffed, non-private gardens.
- If your event requires the rental of tables and chairs, an exclusive rental is required.
- All exclusive rentals include dedicated event staff to handle setup and tear down of rental equipment, assist with guest directives (parking, restrooms, etc.) and oversee your event from start to finish.
- All wedding bookings include a 1-hour rehearsal typically scheduled Wednesday or Thursday the week of your wedding, and pending any other events already scheduled in the gardens.
- Rental of tables, chairs and audio equipment is provided solely through Four Star Greenhouse.
- Four Star has 25-6’ round tables, 10-6’ rectangle tables and 250 white plastic folding chairs.
- Audio equipment includes: 1-mixing board, 2-sets of speakers, 1-microphone stand, 1-head set microphone, 1-wireless handheld microphone, and 1-corded hand-held microphone. (Audio equipment can only be set up under the pavilion. Four Star Staff will set-up equipment and play “clients” provided music).
- Music must be “downloaded” to your device, WI FI does not work in garden that includes Pandora or U-Tube
- Internet is not available in the gardens. Client must download music to their device, Pandora or similar apps may not work appropriately and Four Star is not responsible for music errors.

## FACILITIES

- While on-site we ask that all your guests please be respectful of the gardens. This includes no smoking or alcohol in the gardens. Marijuana is not permitted on the grounds. We also ask that the plants, containers, flower beds, water features and all garden structures not be tampered with.
- A restroom trailer complete with air conditioning, sinks and private stalls is conveniently located within walking distance of the garden and can easily accommodate 150 guests. Restroom facility is available daily from 8 a.m. – 4:30 p.m. and will be open for extended hours as needed with any exclusive access rental.
- Parking adjacent to the gardens is limited to approximately 70 cars. Additional parking is available within walking distance for larger events, however advanced notice is required.
- A private, air-conditioned prep room is available with all exclusive rentals. This space may be used as a dressing room or for approved caterer food preparation and includes a basic kitchen set-up. Grills, turkey fryers, roasters, crock pots, and extension cords are not permitted.
- All wedding bookings are welcome to celebrate the ceremony with bubbles or real Rose petals. The use of any other variety of real flowers, confetti, rice, birdseed, silk flowers, or other items is not allowed in the gardens.
- Wedding parties may arrive by party bus, limo or horse drawn carriage however no alcohol will be permitted off any mode of transportation.
- Horse drawn carriages are permitted; horse and carriage must stay on black top streets and parking areas only. Horse and carriage must not drive on any side walk area; transportation venue or wedding party will be responsible to clean up after horse.

## VENDORS

- All chair, table and audio system rentals are available exclusively through Four Star Greenhouse. Outside vendors for these items are not permitted.
- Outside vendors including caterers, florists, photographers, videographers, wedding planners, must be approved by Four Star Greenhouse in advance.
- Once approved, all outside vendors will need to supply copies of liability certificates or sign a Hold Harmless Agreement.

## INCLEMENT WEATHER

- Four Star Gardens is a completely outdoor venue and is weather dependent. In the case of inclement weather, you will be responsible for providing a different venue for your event.
- During a storm, if there is lightening, all guests will be asked to move to their cars until it is deemed safe to return to the gardens.

**Renter MUST have a back-up-plan in the event of inclement weather. Four Star does not have an alternate location to move your guests.**

- Should you choose to relocate your event due to weather, please notify us at least 24-hours in advance
- If notified before Four Star staff arrive to facility and set-up chairs/equipment, all refundable fees paid to date will be refunded should you relocate your event. The \$100 date reservation fee will not be refunded.

## EVENT TIMELINE

### **Due at time of booking:**

Complete, signed event contract with set event dates is due

\$100 non-refundable date reservation fee is due (***Fee is not applied towards any rental costs***)

### **Due 12 weeks before your event:**

50% of garden rental payment due

### **Due 6 weeks before your event:**

A copy of your homeowner's liability insurance is due

All chair, table and audio rental needs must be ordered and paid in full

All vendors must be submitted for approval

\$250 Refundable damage deposit is due in full

All vendor liability certificates or a signed Hold Harmless Agreement are due

Event day arrival times and details due

Final balance due

## PRICING

Payments can be made via cash, check or money order. We are not able to accept credit cards.

### **Payment Description**

### **Cost**

Garden General Use

Garden Clubs, tour bus trips, photographers

All must register with event coordinator

Date reservation fee

**\$100 non-refundable (*Fee is not applied towards any rental costs*)**

Garden Rental – 2- hour, exclusive access \*

\$600 (Includes: 1- hour rehearsal)

Garden Rental – 3- hour, exclusive access \*

\$800 (Includes: 1- hour rehearsal)

Garden Rental – 4- hour, exclusive access \*

\$1,000 (Includes 1- hour-rehearsal)

Garden Rental – 6- hour, exclusive access \*

\$1,200 (Includes 1- hour-rehearsal)

**\*Garden Fee 150 guests to 250**

**\$100**

Extra hour rental

\$200

Damage Deposit

\$250 – Fully refundable

**\*Above prices are based on a maximum of 150 guests, 150 guests or more will be assessed an additional \$100 fee.**

### **Additional Rental Options**

### **Cost**

Chair Rental

\$1 each

6' Rectangle Table Rental

\$10 each (Tables seat 8 – total of 10 available)

6' Round Table Rental

\$10 each (Tables seat 8 – total of 25 available)

Audio System Rental for ceremony only

\$200 (See inclusions listed above, 2-hour timeframe)

Audio System Rental for reception

\$100 for each additional hour after 2-hour ceremony rental

## CANCELLATION NOTICE

3- month notice prior to event date	Fees refunded minus \$100 date reservation fee
2- month notice prior to event date	50% Refunded minus \$100 date reservation fee

## CONTACT INFORMATION

To make an appointment please contact:

Debbie Pearson, Marketing & Events Coordinator

Phone: 734.654.7480

Fax: 734.654.2795

Email: [dpearson@pwfourstar.com](mailto:dpearson@pwfourstar.com)

## FOUR STAR OFFICE INFORMATION

Four Star Greenhouse – 1015 Indian Trail Road · Carleton · Michigan · 48117

Office hours: Monday – Friday, 8 a.m. – 4:30 p.m.

Phone: 734-654-6420

[www.PWfourstar.com](http://www.PWfourstar.com)

[www.FourStarGardens.com](http://www.FourStarGardens.com)

***Hours and rates are subject to change. Four Star Gardens may not be rented for any event that Four Star Greenhouse deems inconsistent with its character and/or its mission.***

## EVENT CONTRACT

I understand that I, the renter, am responsible for any damage that may occur to the facilities and Four Star Greenhouse property during my event rental. I have read the guidelines and pricing above and agree to abide by them. I understand that any damage to the gardens and Four Star Greenhouse property during my event may result in the loss of my damage deposit plus any additional costs for repairs. I understand that my damage deposit will be returned once my event is complete and the gardens have been inspected for any damages.

## GARDEN GUIDELINES FOR ALL GUESTS

**We ask that all guests be respectful of the gardens:**

- Alcohol is not permitted on the premises. This includes the gardens, parking lots and all buildings. If alcohol is found anywhere on the premise, renter will forfeit damage deposit. (Alcohol must remain on all party busses).
- Smoking is not permitted in the gardens or buildings. Guests may smoke cigarettes in the parking lots and must dispose of cigarettes in the provided Butt Cans. Tobacco products spread viruses to our plants, and we ask for your help in keeping our gardens clean and healthy.
- Marijuana is not permitted on the grounds
- For safety reasons please ensure that children are supervised at all times.
- Please do not throw anything into the streams or ponds.
- No bare feet anywhere on the premise including water features and ponds.
- Climbing on rocks, stream beds, garden structures or in the ponds is strictly prohibited.
- Guests are permitted on the large bridge but must not go any further than signs designate.
- No cutting or picking of flowers; moving or removing of any containers, plants or shrubs is strictly prohibited.
- No tossing of silk flowers, confetti, birdseed, rice, or any variety of real flowers other than Rose petals.

- Real bouquets and boutonnières are permitted, flower girls are permitted to toss Rose petals or use bubbles.
- No release of Doves or any type of bird; butterflies are acceptable
- No illegal substances, animals (assistance dogs are permitted), grills, turkey fryers, roasters, crock pots, weapons, hay bales, fireworks, drones, or sparklers permitted.
- Any decorations or vendors planned for an event must be discussed with event coordinator. Including vocalists, pianist, band, unity candles, archways, caterers, etc.
- No changes to signed contract unless discussed with event coordinator.
- **Renter must have a back-up plan for inclement weather.** \_\_\_\_\_

*“Read & Acknowledged – Client Initials”*

I have read and agree to the terms listed above in the agreement. I indemnify and hold harmless Four Star Greenhouse and their staff members from any liability, court costs, and legal fees arising from the use of the above facilities.

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Event Type: \_\_\_\_\_ Event Date: \_\_\_\_\_