

Department Policy

WEDDING: JOHN A. FINCH ARBORETUM

Originating Division: *Operations*
Effective Date:



INTRODUCTION:

The John A. Finch Arboretum is a public facility. The taxpayers of Spokane pay for the maintenance and operation of this area. This means the general visiting public is our number one priority. We schedule and allow weddings at the Finch Arboretum providing the wedding participants follow the standards outlined in this policy statement.

RESTRICTIONS AND RULES

- If reserving **Corey Glen area**, there can be no more than **30 people** (including guests and wedding party).
- In other areas of the Arboretum, there can be no more than **125 people** (including guests and wedding party).
- Stand-up weddings ONLY. No chairs will be allowed except for elderly guests. We will allow up to 16 lawn or folding type chairs (supplied by you). A small card table will be allowed for your guest book. Only two (2) reservations per day will be allowed at the Arboretum.
- Floral arrangements must be in free-standing containers. **DO NOT ATTACH ANYTHING TO TREES, FENCES OR SIGNS.**
- Please, do not throw rice or wild birdseed inside the park or in parking areas.
- No amplified sound systems.
- Do not drive or park any vehicles on the grounds and/or turf.

RESERVATIONS

Requests for use of the Finch Arboretum must be made to the Park Operations Office, (509)363-5455. Reservations will be confirmed only after a reservation card has been completed by a member of the wedding party. This must be done at the Park Operations Office, 2304 E Mallon (Hours: Monday through Friday, 7:30 am to 3:30 pm).

Weddings will be scheduled on a first come, first served basis. Two weddings a day will be allowed in all areas except Corey Glen, which is limited to one wedding per day to protect plants. Normally two hours is an appropriate time for the ceremony. Weddings must be finished at dusk.

FEES:

There is a \$250.00 fee for use of the Finch Arboretum grounds. Payment is due upon reservation date. Please make payment with exact change, check, or money order. Credit card payment should be available in 2010. A receipt permit will be issued and must be present the day of the wedding. Prices are subject to change yearly.



CANCELLATIONS/REFUNDS:

Cancellations are non-refundable.

Other Important Information

- *The Arboretum grounds are open to the public at the time of your ceremony. Please be aware there may be circumstances beyond our control that could cause some inconvenience to your wedding party.*
- *The Park Department is not responsible for stolen or damaged property.*
- *The wedding party is responsible to protect plant material and leave area litter free.*
- *There is no electric supply available at the Arboretum. No extension cords are allowed to come out of buildings. No amplified sound or a generator permitted on the grounds.*
- *No vehicles are permitted on the grounds/turf.*
- *The service gate leading to the Corey Glen area is open Monday through Friday, April 1st through October 31st, from 8 am to 3:00 pm. For weekend weddings, a key to the gate is available at the Park Operations Office. A \$100.00 deposit is required at the time the key is picked up and will be returned when key is brought back to the Park Operations Office.*
- ***NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE ARBORETUM GROUNDS. ALCOHOLIC BEVERAGES MUST BE KEPT INSIDE THE WOODLAND CENTER.***
- *Woodland Center rates are available: Call 363 - 5455.*

While every attempt will be made by Park Maintenance staff to assure the area you reserve at the Arboretum is clean, dry and as attractive as possible, please be aware that there may be circumstances beyond our control that could cause some inconvenience to your wedding party.

Other Charges:

A minimum charge of \$250.00 will be levied for violations of this policy, or damage to turf/grounds, trees, shrubs, and buildings. Park personnel check after each wedding to ensure compliance by the party.