

GARDEN WEDDING SEASON: Garden weddings may be scheduled on Saturdays year-round. Some things to consider:

- ✚ Peak flower bloom is June through September.
- ✚ The average first heavy frost is usually mid-October, but can vary.
- ✚ If you are planning a late fall/winter wedding, your ceremony should conclude before dark as there is no lighting in the garden.

CEREMONY LOCATIONS:

Waterfall/Pond



Gazebo



If you would like a location other than what is shown, please contact Headquarters.



RESERVATIONS: The earliest a reservation may be made is one year in advance of the event date. Check availability and make your reservation online at:

www.ccfpd.org

RESERVATIONS INCLUDE:

- ✚ 2-Hr. Time Block
- ✚ 100 white chairs (includes setup and take down)

* If you enter less than 100 for the event attendance that is how many chairs will be set up.

** Additional chairs may be rented in increments of 25 (150 max.). All chairs for a garden wedding must be rented through the CCFPD Headquarters office.

ADDITIONAL AMENITIES (upon request):

- ✚ Guest Book/Unity Table (24x48)
- ✚ Extension Cords (25' &/or 50')
- ✚ Podium

REHEARSAL:

You are on your own to hold a rehearsal. Once you have the date and time, please notify Headquarters.

Staff will **NOT** be on site for your rehearsal.

STAFF ON SITE:

A staff member will be in the garden and available 15-30 minutes prior to your time slot.

CHAIR SET UP:

A standard setup has been established for each location. Chairs will be set up/taken down by staff.



ELECTRICITY: There is one standard electrical outlet at the site; GFI-protected for your safety.

DIRECTIONS TO THE SITE: Location maps are available upon request or you may download a copy from our website:

https://ccfpd.org/Portals/0/Assets/PDF/LOTW_map21.pdf

CEREMONY PARKING: There are several parking lots near the garden entrance. Additional parking along the roadside is also allowed. * If you or your guests park in the museum parking lot you will have a fairly long walk.

ADA ACCESSIBILITY: If someone in your party has a special need, please plan for that ahead of time and talk with staff when you arrive. Drop off is available at the south entrance to the garden, but driving into the garden is prohibited.

DECORATIONS: You may decorate the garden as long as the decorations are removed promptly after the ceremony. Attachment of decorations is to be made with tape or floral wire; **NO** staples, tacks or nails. In general, we ask that you leave the garden as you found it.

VISITOR INTERFERENCE: The garden is open when the preserve is open. However, on the day of your event staff will monitor your reserved location. 2 signs will be placed near your reserved location letting garden visitors know of the upcoming event. Staff will also ask those not associated with your event to leave the immediate area prior to the start of your ceremony.

TELEPHONE: In the event of an emergency call 911. For non-emergency assistance call 217-369-7118.

MUSIC: You may certainly have music; we have had various types. The District reserves the right to limit volume of amplified music.

PHOTOGRAPHS:

There are several excellent locations throughout the garden for pictures.

If you are using a professional photographer please make sure they have a District Photography Permit on file at our Headquarters office.

LIMOUSINE OR HORSE-DRAWN CARRIAGE:

Limousines and horse-drawn carriages are welcome.

Horse drawn carriage owners must complete and submit (at least 10 days prior to event date) special use and carriage permits. They must also provide a Certificate of Insurance naming CCFPD as an additional insured.

RAIN BACK UP / RECEPTION LOCATION:

Rent an enclosed pavilion (if available) as a rain backup and/or reception location at a discounted rate.

Lake of the Woods Pavilion



Elks Lake Pavilion



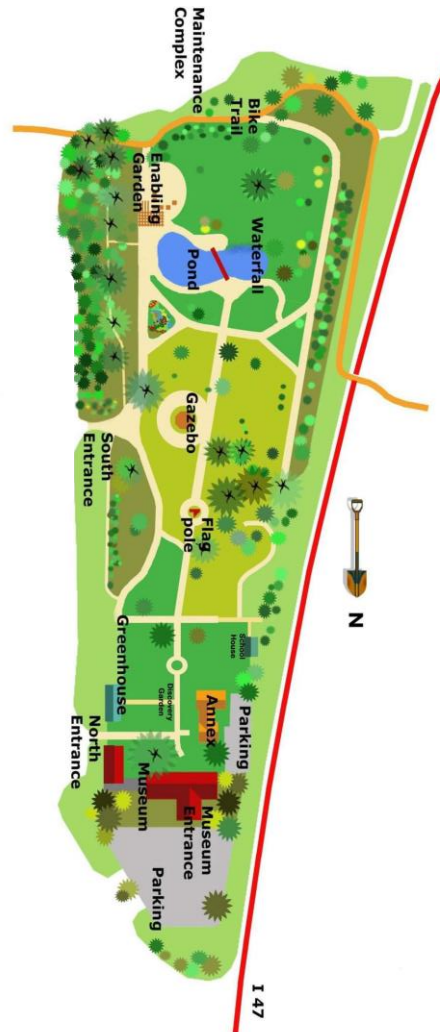
PAYMENT: The full rental fee and any additional fee (additional chairs, rain back, reception location) is due at the time of the reservation.

- 📍 Online you may use any credit card.
- 📍 In the office you may pay via cash (exact amount), check, money order or credit card.

CANCELLATION POLICY: When notice is given more than 30 days before to the event date, ½ of the rental fee will be refunded.

When notice is given less than 30 days no refund will be available, but you may reschedule to a later date. The event must be rescheduled in the same calendar year, but may take place the following year within 365 days.

QUESTIONS OR CONCERNS: Call or visit Headquarters. Office hours are Monday-Friday, 8am-4:30pm.



Revised 01/2024

Mabery Gelvin Botanical Garden



Wedding Ceremony Information

Lake of the Woods
Forest Preserve
Mahomet, IL 61853



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