



Richmond Rose Garden

GAZEBO WEDDINGS POLICY AND PROCEDURES

1. A \$100.00 donation is required to reserve the Gazebo for two (2) hours.
2. If the reservation is canceled, a \$5.00 processing fee will be retained. If the wedding is not held due to inclement weather, a full refund will be made upon request.
3. Checks should be made payable to the Wayne County Foundation / Rose Garden Fund. Payment must be made at least two (2) weeks in advance of wedding date, and the reservation is not confirmed until payment is received.
4. Decorations are permitted as long as no nails or staples are used, and decorations are properly and promptly removed. No decorations or flower petals are allowed in the fountain.
5. Confetti, rice, artificial flower petals and bird seed are not permitted in the garden. Picking of any flowers in the garden is prohibited.
6. No cars, trucks or other vehicles are permitted to drive into the garden.
7. The Rose Garden is a public garden and cannot be closed during the reservation period. It is hoped the public will be respectful of any ceremony.
8. The user is responsible for providing any chairs, etc. The area around the Gazebo will comfortably hold approximately 50 chairs.
9. Keep it clean! The user is responsible for clean up of the garden and general area. Trash from weddings should be placed in the dumpster in the Charles House parking lot. Clean up is to take place the same day as rental.
10. Reservations for the use of Charles House must be made through the Richmond Parks Department (765-983-7275). There is an additional charge by the Parks Department for the use of Charles House, including the Rose Garden.
11. Parking around the Charles House is for Charles House reservation holders. Please check with the Parks Department to learn if the Charles House will be in use the day you are using the Gazebo.
12. Parking for use of the Rose Garden is in the public parking area below the band shell.
13. There is an electrical outlet in the Gazebo that may be used.