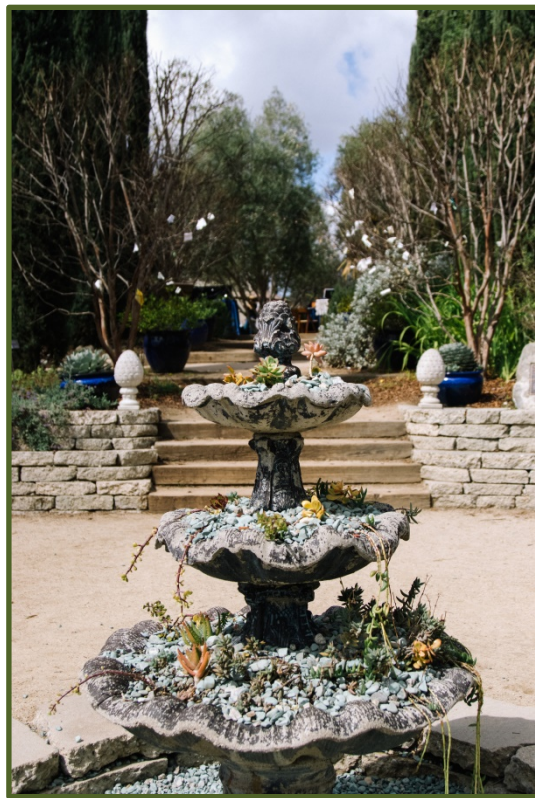


ARLINGTON GARDEN IN PASADENA



A beautiful outdoor garden
inspired by the Mediterranean.
Supported by the community &
for the community.

ARLINGTON GARDEN IN PASADENA

Our garden and the management team strive to be helpful in making it easy for you to plan your event. This location is great for someone who has a DIY attitude when it comes to designing their event and sees the inspiration in the garden for how it can play a part in it. Whether you are getting married, hosting a fundraiser or wanting to host a birthday party in the beautiful outdoors, we would love to assist you in your vision becoming a reality by providing our beautiful garden as the backdrop for you to begin.

We feature unique offerings including:

- ✿ Natural beauty that makes for an effortless & minimalistic approach to décor.
- ✿ The ability to include animals in your wedding. We welcome all trained animals from licensed facilities as well as your city licensed, four legged best friend!
- ✿ We do not have a food and beverage minimum, allow you to provide your own alcohol and we do not charge corkage fees!
- ✿ A variety of predesigned floor design layouts to take the guess work out of your planning.
- ✿ A Photo Permit for your engagement photos (up to 2 hours) and an all access permit on your wedding day.
- ✿ A preferred vendor list to guide you to making decisions with great teams that know & love our garden as much as we do!
- ✿ By hosting your wedding at Arlington Garden, you are supporting our nonprofit organization. **\$100** for Elopement packages and partial day events & **\$250** of all of the other events pricing is considered a tax free donation supporting planting of our garden.

ARLINGTON GARDEN IN PASADENA

General Information

DEPOSITS & FINAL PAYMENT: A \$250-500 non-refundable deposit, which is applied to your event total, is required to reserve your date. A payment schedule will be determined in your contract. 100% of the final estimated balance is due 30 days prior to the event date. An additional security deposit is also required and will be returned assuming no additional charges are incurred.

EVENT MINIMUMS & ADDITIONAL CHARGES: There are no Food & Beverage minimums required to host your event here at Arlington Garden giving you flexibility to work within your budget. Site fees are all inclusive based upon your stated contract. Any additional charges due to add-ons or upgrades requested by you, the clients, will be added onto your contract and are stated in the Private Event Confirmation Agreement. The Security Deposit will cover any additional charges incurred on the day of the event and your balance will be returned within 21 business days. In the event you owe more than your deposit, a final bill will be presented and payment requested immediately upon receipt.

EVENT DETAILS: Event layouts and all event details are due 30 days prior to your function. Once we have received your timeline and set-up selections we will present you with a final copy of your Private Event Confirmation Agreement confirming the specific requirements of your event.

EVENT HOURS:

Hours vary based on the standard event package you choose. If additional event hours are required, a minimum of \$250 per hour charge will apply plus additional staffing fees. If your wedding ceremony exceeds 5 hours, you will be required to pay for a full day event. All events must end no later than 10:00pm (guests out) and have 1 additional hour for clean up (vendors & designated representatives only).

STORAGE: Please notify vendors that Arlington Garden does not have storage facilities for any event items. All items must be removed at the end of your event. Any items left will become the property of Arlington Garden and a minimum \$500 late night removal fee will be charged. Arlington Garden is not responsible for articles lost, stolen, or left unattended or after the conclusion of an event.

INSURANCE: Event insurance is required for all events and we require you & each vendor to name both Arlington Garden in Pasadena & the City of Pasadena as additional insured.

What is Included in the Site Rental Fee?

- *Photography Permits*
- *Wishing Tree Tags*
- *Single Stall Portable Restroom*
- *Predesigned Floor Plans*
- *Site Representative*
- *All on site patio furniture*

*By booking your event here, you are helping us with upkeep & maintenance to help the garden flourish. ³
Thank you for considering Arlington Garden in Pasadena!*

ARLINGTON GARDEN IN PASADENA

Pricing

Elopement Package \$500

This is for couples wanting to have a more intimate wedding with 40 guests or less. It includes the ability to have a wedding officiant & photographer onsite and have a ceremony that lasts up to 1 hour plus 1 additional hour for taking pictures. No furniture or equipment may be brought on site & we ask that none of our existing furniture is moved with the exception of chairs for anyone needing an accommodation. Amplified sound, food & beverage are not permitted during these ceremonies.

Wedding Ceremony Only \$1950

This package is for couples wanting to have their full wedding ceremony prior to moving onto the reception at an alternate location. It includes the ability to have a full vendor team onsite, 1 hour rehearsal and 4 hours for your event including set up and clean up on your wedding day. Additional furniture & equipment may be brought on site, but we ask that none of our existing furniture is moved. Amplified sound is permitted. If you want to add limited food & beverage there is an additional \$350 charge which includes 1 additional hour added to your time and all wedding ceremonies must conclude by sunset.

Partial Day Event \$500

This package is designed for those of you interested in hosting a shower or smaller, more intimate daytime event in the garden. You would have use of our garden for a 2 hour period providing access starting at 9am and ending at 5pm (6pm during the summer). If you want to add limited food & beverage and/or an additional hour for set up and clean up, there is an additional \$350 charge. Your event must be completely cleaned up at the end of your timeframe.

Any event that goes longer than scheduled will be subject to additional charges.

The olive grove section of the garden has a capacity of up to 250 guests; however, we believe it is ideally maxed out at 175 for a wedding ceremony.

Arlington Garden in Pasadena's prices are for the use of our venue only and with the exception of the elopement package and partial day event, include a 1 hour rehearsal subject to availability the week of your wedding between 9am – 5pm. We work exclusively with several preferred companies who are all amazing at what they do! Our coordinators will work with you to plan and execute the event of your dreams as well as handle managing the vendors and the timeline on the day of your event. The caterers will work with you to create a menu that is perfect for your event. In addition to their exquisite cuisine, they also provide an wonderful service staff to execute the set-up, serve your food and handle the post event clean up for you. Some will also provide all your table top rentals from the glassware and flatware to the chinaware and linens as well as additional rental items, wedding cake and other décor items. The photographers have all had a chance to work in the garden and have favorite locations and ideas for great pictures to capture the beauty of you on your special day and help you remember it all. All the vendors work hard to make your event seamless!

Our set up allows our client's more control, options and flexibility over their budget! We allow you to bring in all your own alcohol, which is not only a huge savings, but allows you to have the freedom to select your favorites! We also work with wonderful beverage providers who can provide all or part of your alcohol at very reasonable pricing.

All vendors fees and rentals including but not limited to, portable luxury restrooms, tables, chairs, dance floor, lighting, etc. are additional costs. Please contact us for more information on hourly rates.

ARLINGTON GARDEN IN PASADENA

Preferred Vendors

We pride ourselves on the beauty of our garden. We proudly provide a list of vendors who feel the same way. If you choose to use vendors that are not listed, they must be approved by the garden and are subject to the one time \$350 buyout fee.

Event Coordinator

Ebeling Events
(310) 463-3089
www.EbelingEvents.com

Catering

Heirloom LA
(855) 456-6652
www.HeirloomLA.com

Huntington Catering

(626) 795-4200
www.hcmenu.com
justin@hcmenu.com

Stonefire Grill

(888) 649-5783
www.Stonefiregrill.com/catering

Urban Green LA

(310) 306-5554
www.Urbangreenla.com
rickey@urbangreenla.com

Lighting

In the Mix Events
(805) 659-4235
www.inthemixevents.com

Valet

AE Events / APC Valet
(818) 929-6426
AE.EventStaff@gmail.com

Restroom Rentals

Luxury Flush
(844) 813-5874
www.luxuryflush.com

Photographers

Altar Image Photography
(626) 429-6555
www.AltarImagePhoto.com

Erin Shimazu Photography

(310) 795-8812
www.erinshimazuphotography.com

J Evans Visuals

(310) 497-0593
www.jevansvisuals.com

DJs

VOX DJs, Inc.
(310) 372-2222
Robert@voxdjs.com
www.voxdjs.com

DJ Kamayo Entertainment

(818) 625-1535
djkamayo@yahoo.com
www.djkamayo.com

Rentals

Town & Country
(323) 863-3347
www.townandcountryeventrentals.com

La Piñata Party Rentals

(310) 306-3348
www.lapinataparty.com

AKT Rentals & Custom Furniture

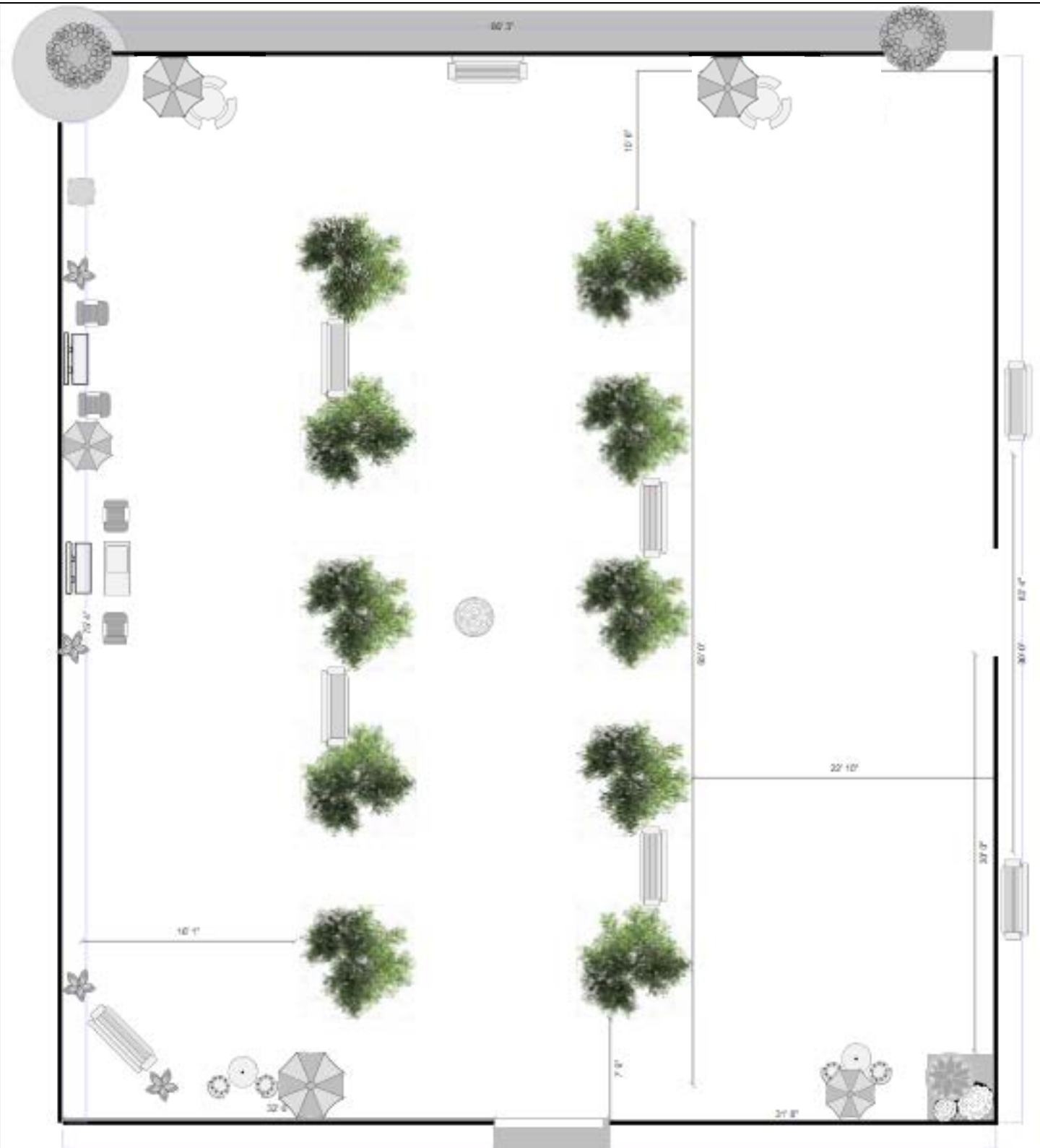
(949) 690-1795
www.aktmade.com

AltaPasa Green

Dish Rentals & Dishwashing Service
(818) 317-0501
altapasagreencircle@gmail.com

ARLINGTON GARDEN IN PASADENA

THE OLIVE GROVE BLANK SLATE



ARLINGTON GARDEN IN PASADENA

Event Booking FAQs

Will our application fee be processed if the date we requested is not available?

No, the nonrefundable \$250-\$500 application fee / event deposit will not be accepted if on of the requested dates already booked or not available for any reason. Please feel free to contact our Event Manager prior to submitting your request to confirm our current available dates.

Is the Security Deposit different than the Event deposit?

Yes, the nonrefundable event deposit holds your event date and is applied to the balance of your event charge. The Security deposit will cover any incidentals or fees incurred from your event. The deposit is 100% refundable less any additional charges or fees incurred during your event and will be returned within 21 days of your event. The Security Deposit is \$250-1000 and will be confirmed upon your contract signing.

When is the final headcount, payment and security deposit due?

The final headcount & final payments are required no later than 30 days prior to your scheduled event date. The refundable deposit is also due at this time.

What forms of payment do you accept?

We accept cash, checks and all major credit cards.

What time does our event have to conclude?

Wedding Ceremony only events must conclude by 8pm. All other events must be completed and guests out by 10pm. You have 1 additional hour to clean up. If the facility is not cleared by 11pm, there will be an overtime fee of \$200 per hour or partial hour.

Can we hire our own vendors?

We prefer that you hire from our preferred vendors list as these teams are familiar with our space and our rules. This will make it easiest on you; however, with the exception of restrooms & lighting, you can bring in your own vendors once they have been approved by our Events Manager and are subject to the \$350 buyout fee.

Can we decorate for our event?

You may bring in and decorate for your event, but we ask that you be considerate of our garden. Please do not damage any existing foliage. If you have questions or to confirm your décor is approved, please contact our Event Manager.

Do you provide tables, chairs & linens?

While we do not provide tables, chairs and linens beyond what you see in the garden, all the furniture you do see is included in your event booking fee; however, it cannot be moved. Any additional tables, chairs and linens will need to be rented from a rental company. We have several great options on the preferred vendor list for you.

Do you offer heaters or umbrellas?

We do not have heaters available, but they may be rented through most rental companies. We have 4 umbrellas available for use that can be moved in addition to the umbrellas in the tables. Additional umbrellas can also be rented through most rental companies.

ARLINGTON GARDEN IN PASADENA

Event Booking FAQs

Are we responsible for the clean up?

Yes, you are responsible for removing all personal items and cleaning up all trash. There will be an excessive cleaning fee charged for trash not removed the day / night of your event.

Can we pick up our personal items the following day?

No, all personal and rental items must be removed the day / night of the event. We do not have any space to lock up personal items and you must have a representative stay with all rental items until they are removed. Any items left will become the property of Arlington Garden and a minimum \$500 late night removal fee will be charged. Please check with the Event Manager for additional information.

When we book a wedding is a rehearsal time included?

Yes, a 1-hour rehearsal time will be arranged for you, your wedding party, officiant and your wedding coordinator to conduct a rehearsal typically on the Thursday or Friday prior to your wedding between 9am – 5pm. Please work with the Event Manager to schedule your rehearsal.

Are animals allowed in the garden?

Yes, leashed, friendly animals that are licensed are welcome. That means that you can include your pet or hire an animal from a licensed & insured vendor to incorporate into your wedding or private event.

Can we use candles?

We ask that no open flame including candles and sparklers be used for your special event; however, flameless candles and other lighting may be used.

Can we use confetti or glitter?

We ask that no confetti or glitter is used, thrown or brought into the garden.

Can we bring in games or other entertainment?

Yes, you can provide activities such as photo booths, dance instructors, musicians, face painters and henna tattoo artists and games such as corn hole or ladder ball,. All other games must be approved prior to your event by the Event Manager to ensure they do not cause a safety risk.

Do you have another question that is not answered already?

Please contact our Event Manager and (s)he will be happy to answer any additional questions or assist you in getting starting booking your event here at Arlington Garden.

ARLINGTON GARDEN IN PASADENA

Event Booking Agreement Form

Name _____

Address _____

Phone Number _____

Email Address _____

Event Type _____

Event Date _____ Event Time _____

Backup Event Date _____ Event Time _____

Guest Count _____

For weddings only:

Bride/Groom's Name _____ Bride / Groom's Name _____

We the above mentioned, have read and clearly understand and accept the rules and regulations set forth by Arlington Garden in Pasadena. We will communicate these guidelines to our coordinator, florist, photographer, videographer, caterer and any other vendors hired to assist us with our event.

Signature Date

*Applications will only be accepted and date held once the nonrefundable deposit has been paid.
\$250 for elopement packages and partial day events and \$500 for all other events.
The application fee / security deposit will not be accepted if one of the requested dates is not available.*