



Frequently Asked Questions

How will my guests know where to go?

When sending your invitations, please indicate this is a Garden Event. You may want to include a map of Brookside Gardens. Brookside Gardens provides directional signage from the Visitors Center parking lot to the site of your Garden wedding.

Is there seating in the Garden?

Brookside can provide rental chairs for outdoor events or they may be rented from a private vendor. *An additional rental hour is required for set-up and take down.* All furniture and decorations must be removed by the end of the rental period. Please fill out and submit the Vendor Form for all vendors who will be arriving on site no later than 30 days before your event.

Will restrooms be open during my event?

Yes, restrooms will remain open for your guests for the duration of your rental period. Water fountains are located inside the Visitors Center and Conservatory.

Does my photographer need a permit?

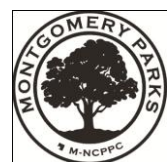
No photography permit is required for your photographer for the duration of your event. For photography outside your rental period, please make an appointment with our rental staff so as not to conflict with other scheduled events.

May I have a rehearsal?

A one hour rehearsal may be scheduled in advance with our Event Office so there are no conflicts with any scheduled events. Please contact the Event Staff to schedule your rehearsal date and time. Brookside does not staff the rehearsal and the Garden will remain open to the public.

Are decorations allowed?

You may place freestanding decorations within your rental site so long as they do not harm the garden or structures in any way. Balloons, tape, tacks and nails are not permitted. Runners are permitted; you should bring stones to anchor them from blowing away.



May my guests throw rice, etc?

No. Throwing/releasing rice, birdseed, butterflies, doves, etc., is not permitted. Only real flower petals are permitted and bubbles are allowed but must be cleaned up by the completion of the rental period.

Does Brookside have a dressing area?

Brookside does not have a designated changing room or private dressing area. Classrooms, if available, may be rented for this purpose at the time of your initial reservation. You may use the public restrooms.

Will people be able to walk through my wedding?

No, your rental site will be closed off to the general public during your rental period with appropriate signage. Staff will monitor your site as well.

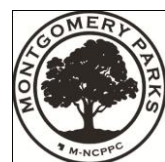
What do my vendors need to know about deliveries?

Service roads at Brookside Gardens are to be used by authorized staff and emergency vehicles only. For the safety of everyone, the service roads must remain clear at all times. If your event requires equipment to be delivered to garden sites, permission must be obtained by the Event Manager beforehand. All deliveries must be submitted on the vendor form no later than 30 days prior to the event. No vehicles larger than 14' in height or length will be permitted to use the service roads. Vehicles must follow the instructions given by Garden Staff. If permitted to use the service roads, vehicles must leave immediately after unloading. If the driver is requested to move the vehicle, it must be done so immediately. Under no circumstances are vehicles allowed to drive or park on any lawn area. Strict compliance is enforced.

Each vendor must be self contained. Brookside does not supply ladders, electrical cords, dollies, carts or other incidentals. Brookside staff does not haul, carry, set-up, tear down, or transport vendor's equipment. Please come prepared.

When may my caterer and vendors deliver?

Vendors may enter the site at the beginning of your rental period. If more time is needed to complete the set up and breakdown, it must be requested at least 30 days prior to the event. If the hours are available, an amendment will be issued for your contract. Additional hours are \$400/480 each. The event must end at the time stated in your contract. Breakdown and cleanup of the facility is the responsibility of the client and must be completed by the end of the rental period. All vendor equipment must be removed by the end of the rental period. Failure to adhere to these guidelines will result in the forfeiture of a portion of the client's security deposit.



Is there electricity in the Garden?

Yes, each garden has electrical outlets. You will need extension cords; please come prepared.

Are candles allowed?

Candles are allowed in the rental venue only. All flames must be enclosed in a hurricane glass. Votive candles in glass holders are also permitted if the flame is below the rim of the glass. No open flames are permitted.

When should I reserve?

It is recommended that reservations be made six months to one year in advance. A one week non-obligatory hold may be placed on a date while you finalize your decision. When renting the facility for a seven hour reception, a complimentary hour in one of the gardens is included for your ceremony. The ceremony must take place within the seven hour period. If you plan on having a seated ceremony, you will need to purchase an additional hour for set-up and removal.

How much is the deposit?

Forty percent of the rental fee is due with the signed contract. The remainder of the rental fee and the security damage deposit will be due no later than one month prior to the event.

What if I need to rent more time?

Additional time may be purchased, as available, at the rate of \$400/480 per hour for Garden sites and the reception hall. If you are expecting vendor deliveries, set-up or take-down outside of your rental period, you must purchase additional time.

Who sets up?

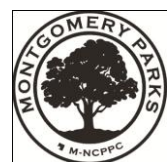
Set-up and cleanup are the responsibility of the client. Brookside staff does not assist with the set-up or breakdown of rental functions.

Do I need to rent tables and chairs?

Brookside provides tables and chairs for rentals in the reception hall and the classrooms. Additional furniture and all linens must be provided and set up by the client. Brookside can provide chairs to rent for outdoor ceremonies but does not provide furniture for tented receptions.

Who does the catering?

All food must come from a catering company that meets Brookside Gardens' catering requirements. Caterer's must provide a current copy of their Food Handler's License and Liability and Damage Insurance for one million dollars with Brookside Gardens named as an additional certificate holder for the duration of the Event. Caterers must provide all catering supplies and equipment necessary for the Event. A small warming kitchen is available with the



rental of the reception hall. Other sites in the Garden may require a catering tent. All food and drink is restricted to the designated Event rental area and within the Event time period.

May I serve alcohol?

White wine, beer and champagne are permitted for indoor functions. Red wine may be served for outdoor receptions. All alcohol must be served by a licensed bartender.

Where do my guests park?

The Visitors Center parking lot has 120 spaces available on a first-come, first-served basis; there is overflow parking available by the conservatory.

May I set up a tent?

Yes, tents on the lawn are allowed in the Gude Garden. The client is responsible for renting the tent, furniture and all other incidentals. Set-up and breakdown of the tent must be scheduled to avoid conflict with any other events.

Is music allowed?

Indoor music is allowed. If there is to be dancing, the client must rent a dance floor. Outdoor music must comply with the Montgomery County noise ordinance and is permitted only after 4:00pm. Electrical outlets are available throughout the Gardens.

What if it rains?

Brookside is primarily an outdoor garden, so indoor space is limited. If there is inclement weather, we will make every effort to move your ceremony indoors.

For a reception on the Gude Lawn, do you allow sports?

We do not allow athletic and/or recreational equipment anywhere on the grounds.

