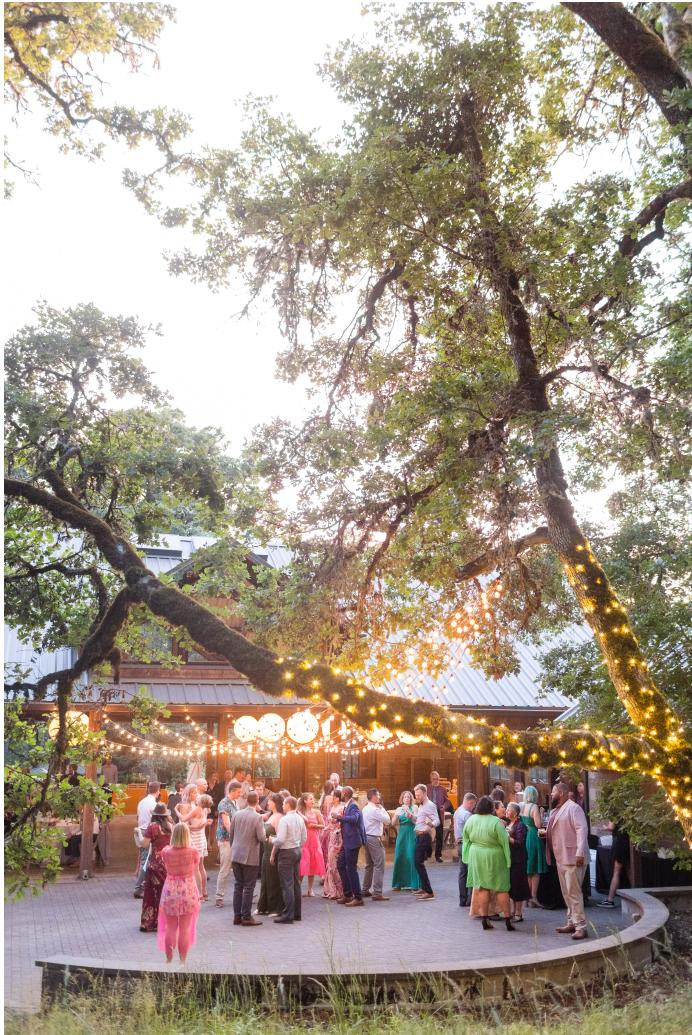


Weddings ~ Mount Pisgah Arboretum



Photos by Kate Holt Photography

- ❖ *Stunning and serene ceremony site*
- ❖ *3,000 sq ft. White Oak Pavilion*
- ❖ *1,200 sq ft. courtyard*
- ❖ *Wedding furniture for 200 guests includes tables, chairs, banquet tables and lighting*
- ❖ *Support a non-profit!*

For more information contact our Venue Manager,
Tawnia Ross at events@mountpisgaharboretum.org



Weddings at Mount Pisgah Arboretum

Greetings from Mount Pisgah Arboretum! We are honored that you have decided to hold your event at the Arboretum and we look forward to working with you. Please read the following information carefully and share it with those planning the event.

• **What is Mount Pisgah Arboretum?** •

Mount Pisgah Arboretum is a 209-acre park within the larger Howard Buford Park Recreation Area. The Arboretum is a private non-profit organization and leases the land from Lane County Parks. The entire park is open 365 days a year and is open from dawn to dusk. For weddings, you and your guests may stay past dark.

• **Wedding Details** •

Our Venue Manager would love to schedule a tour with you and your loved ones to review all the details of what we offer and experience the beauty of our site.

VENUE MANAGER CONTACT

Tawnia Ross, Venue Manager
Mount Pisgah Arboretum
Events@MountPisgahArboretum.org
541.747.1504

- Office/ Phone hours vary according to seasonal needs. The best way to communicate with our Venue Manager is via email, as they are on-site at the White Oak Pavilion much of the time. Events@MountPisgahArboretum.org

Our office at the Arboretum is located at 34901 Frank Parrish Rd., Eugene, OR, 97405 and is open Monday-Friday from 9am-3pm. Our Venue Manager is on-site Wednesday- Sunday during wedding season, but hours vary in the winter season. Private Wedding tours are available. Please schedule your tour with the Venue Manager.

BOOKING SEASON

The White Oak Pavilion is available for weddings on Fridays, Saturdays and Sundays from the last weekend in May through the second weekend of October.

- 2025 Event Season: May 30th through October 12th
- 2026 Event Season: May 29th through October 11th

RATES

Our 2025 Wedding Packages are as follows:

- **Friday and Sunday- \$3500** (Deposit due at booking is \$1750.00)
- **Saturday- \$4000** (Deposit due at booking is \$2000.00)

Booking your special date requires confirmation from our Venue Manager that the date is available, a signed rental agreement, and payment of the deposit. The remaining balance for your rental is due 120 days before your wedding date.

WHAT IS INCLUDED IN THE WEDDING PACKAGE?

- ❖ Private use of the White Oak Pavilion, Front Terrace & Lawn, and Courtyard
- ❖ Venue Manager to help with site-related aspects of your event
- ❖ Private dressing room
- ❖ Wedding furniture that includes large round tables, taupe chairs for 200 guests, 16 banquet tables, 4 picnic tables
- ❖ Furniture setup for ceremony and reception areas
- ❖ One hour Parking Attendant
- ❖ One hour wedding rehearsal
- ❖ Four private restrooms
- ❖ Lighting package that includes bistro-style courtyard canopy lighting, large interior globe lanterns, and walkway lanterns.

• *Ceremony, Rehearsals, Site Reviews* •

CAN I HAVE A WEDDING REHEARSAL?

Your rental includes a scheduled **one-hour wedding rehearsal**. We offer rehearsals Thursdays after 3pm. Please schedule your wedding rehearsal with the Venue Manager.

TELL ME ABOUT THE SITE REVIEW FOR MY WEDDING

The Venue Manager will schedule a time for a Site Review 12-16 weeks prior to your wedding date. This is the time to meet with our Venue Manager and go through all the details of your wedding day. We ask that you do not invite any caterers, DJs, or vendors to this Site Review, as it is just for you and anyone else who is helping you with planning. Please come to this meeting prepared with your estimated guest count, and the name and contact information of caterers, musicians, and other service providers. Please provide contact information for the overall event organizer and a contact for the person in charge at the end of the night. (This is a required meeting.)

WILL EVENT STAFF BE THERE FOR MY EVENT?

Our event staff will be on site at the Arboretum for the duration of your event. Our event staff will meet you at the Pavilion at **11:00 am**. They will be available through the duration of your wedding. They will remain on site to lock up the facilities after you leave.

HOW CAN THE COUPLE ARRIVE AT THEIR CEREMONY?

Here at Mount Pisgah Arboretum, we encourage creativity. You may arrive at your ceremony via bike, carriage, limo, or another unique way that is meaningful to you. We ask that you please keep in mind that Mount Pisgah is a natural site for everyone to enjoy.

IS OUR FAMILY PET ALLOWED AT THE WEDDING?

Some pets are truly a part of the family and are present at every celebration. Yes, you can have your dog attend your wedding, or be in your wedding! They must be on a leash at all times. We ask that you limit the canine count to 3.

• *Set-up and Take-down* •

WHAT ARE THE RENTAL TIMES?

Our Venue Manager will meet you at the White Oak Pavilion at **11am** on the day of your wedding. You may have your reception until **10pm**. There is some allotted time after 10 pm that you will have for clean up, taking down decorations, and saying your goodbyes. We ask that you finish cleaning and packing up no later than **11 pm**.

HOW DOES THE SET-UP WORK?

Our Venue Manager will meet your setup crew at the venue at **11 am** when the venue opens. We understand everyone is excited, but **please, no early arrivals** as it hinders us being able to get the pavilion clean and ready for your special day. If you have provided a reception area layout ahead of time, then the tables and chairs will be set up for your ceremony and reception ready for you to begin decorating. Any additional furniture will be stored in the furniture room should you need anything additional during the duration of your rental.

HOW DOES CLEANUP WORK?

Our evening Event Staff will connect with your person in charge of cleanup at the end of the evening to ensure the facilities are left in the condition they were prior to the event. **Beforehand, please designate a clean up crew for the evening.** After your event is over, **BRING ALL FURNITURE INSIDE THE PAVILION.**

Please make sure that all garbage, and recycling from all the rooms at the Pavilion are placed in the proper bins provided. The Arboretum provides multiple 30-gallon trash and recycling bins. We will take care of everything in those bins. Please pick up all trash and garbage on the grounds and in the facilities and dispose of it in the proper receptacles. Please DO NOT LITTER. This includes confetti, rice, birdseed, petals, and plant material from bouquets and centerpieces. ***There is an additional charge if our staff finds any of these on the grounds.** The Arboretum owns the overhead bistro wedding lights and wrapped tree lights in the courtyard, the large paper globe lanterns inside the Pavilion, and the outdoor runway lights to the bridge. Please do not remove any of our lighting. Our staff will lock up the Pavilion and turn off all the lights **no later than 11 pm**.

WHAT TYPE OF WEDDING FURNITURE IS INCLUDED?

We have wedding furniture that includes: 200 elegant, taupe wedding chairs, 25 round tables (60 inch) and 16 banquet tables; eight 8-foot banquet tables and eight 6-foot banquet tables and 4 large, wooden, moveable picnic tables.

LINENS MEASUREMENTS THAT FIT OUR WEDDING FURNITURE.

Round Tables- 60 inch rounds: 120 inch linens (floor length)

Banquet Table - 6 foot: To the floor linens= 90"x132"/ Over top of table only= 54"x108"

8 foot: To the floor linens= 90"x156"/ Over top of table only= 54"x108"

• **(Please note that linens are not provided by the Arboretum.** For the longevity of the round tables we do require that you have linens on the tables. Thank you!)

WHAT DECORATIONS DOES THE ARBORETUM PROVIDE?

Included in your package is professional wedding bistro canopy lighting in the courtyard, large paper globe lanterns for the Pavilion, as well as accent lanterns to light the path to the wooden bridge.

CAN WE BRING IN OUR OWN DECORATIONS?

Yes, you may bring in your own decorations. You may hang twinkle lights or strings of lights and other decorations. Do not staple/screw/nail anything into the wood of the Pavilion, there are existing hooks in places that you may use. Please do not use tape on our floors. Our Venue Manager will work with you to find the best way to install your decorations. Any damage to the building will result in a charge. You may use plant material to decorate, but do not dump any on the grounds other than in trash bins. Please do not use any confetti, rice, birdseed, or glitter as they can become a hazard for wildlife and can alter our sites natural native ecology. **Any petals dropped for the ceremony must be picked up and disposed of properly. Failure to do so will result in an automatic \$200 cleaning charge.**

CAN WE USE CANDLES?

Yes, candles are allowed **inside the pavilion only** and must have glass holders that extend 3 inches above the flame. **Candles are subject to Lane County Parks High Fire Danger Restrictions**, so depending on the time of year of your special day, flameless candles may be a better choice to ensure there are no last-minute changes.

HOW CAN WE DECORATE THE PAVILION AND THE GROUNDS?

You may decorate the grounds in many ways, with the use of shepherd's hooks, signs, barrels, lanterns, flowers, hanging ribbons, draping fabric, twinkle lights, and chandeliers. **We do not allow fires, fireworks or flame balloons.** Helium balloons are allowed inside the pavilion only and must be well-fastened to prevent traveling into the trees.

WHAT CAN WE USE FOR FUN "SEND-OFF" IDEAS?

We ask that you please not release anything that may have a negative impact on our site and the environment. Also, please make sure that any of the "sendoffs" are picked up and not left on the site. Here are some fun, creative, and environmentally friendly ideas: bubbles, bells, waving flags, kazoo, paper airplanes with personal notes in them, ribbon wands, or get creative with your very own ideas! Any noise makers must be used prior to 10 p.m.

HOW CAN WE HEAT THE PAVILION AND COURTYARD?

Our Pavilion does not come with any central heat or air conditioning. Rental companies can provide patio-style propane heaters which can be used both inside the pavilion and outdoors..

IS WIFI AND CELL COVERAGE AVAILABLE AT THE ARBORETUM?

We do have cell phone coverage at our facilities; but Wi-Fi is not available.

• Caterers, Music, Rental Companies •

WHAT TYPES OF FOOD AND DRINK CAN WE HAVE?

You can bring your own food, have a potluck, cater food from any caterer, bring in food trucks, grill, or have a combination of these. You may bring propane or gas grills (no charcoal or wood) and these must be used on the GRAVEL surrounding the Pavilion, and not on the cement, bricks or grass. Please do not use grills in the courtyard. You may purchase your own alcohol or arrange for a caterer to provide it. You may provide any type of alcohol with OLCC licensed and insured server(s) to do all pouring. Alcohol may not be served prior to the OLCC licensed bartenders' arrival and may not be served at all after 10 pm. The number of OLCC servers required for your event will be based on your guest count and type of alcohol being served. Please speak with our Venue Manager about your plans to learn what will be needed for your party.

WHAT KIND OF MUSIC CAN WE HAVE?

Amplified or live music is allowed at a moderate volume. You may have an acoustic live band (please no drum corps or brass bands as the volume is difficult to control), iPod with speakers, or a DJ from our approved DJ list. If you would like to hire a DJ not on our list, we will require that they sign an agreement with us not to exceed our maximum volume of 80 decibels.

Please remember this is a place where people come to enjoy nature, and our neighbors across the river also enjoy the peace and quiet of this area as well. **Please do not play music during your set-up time.** All music must be turned off at **10 pm**.

DO YOU HAVE A LIST OF RECOMMENDED VENDORS?

Yes, our Venue Manager will provide you with an updated list of recommended vendors as well as our approved DJ list.

HOW DO RENTAL COMPANIES DROP OFF AND PICK UP RENTED ITEMS?

Rental companies will come into the Arboretum early the morning of your event and drop off your rented items inside the Pavilion (usually in the northwest corner). **Arboretum staff is not responsible for any moving or set up of any rented items.** After your event is over, compile all rented items together and leave them inside the Pavilion with the doors shut. The rental company will come in the morning after your event to pick up the items. **Please make sure to let the rental company know that everything must be picked up between 8 am- 9 am the morning after your event. Only event vendors may leave items overnight.**

TELL ME ABOUT THE DANCE FLOOR.

Our White Oak Pavilion also offers a lovely outdoor courtyard that is lit with bistro lights and a popular space for dancing, under the stars and surrounded by serene beauty.

DO WE HAVE ACCESS TO ELECTRICITY AND WATER?

Yes, there are numerous electrical outlets inside and outside of the Pavilion and in the Courtyard. The Venue Manager will be happy to point out the nearest outlet for your needs.

All the water on site is potable, and there are four pump spouts, one outdoor utility sink, one indoor sink with counters, and a sink in each of the four rest rooms and dressing room.

ARE GROUP ACTIVITIES ALLOWED?

Group activities are to be confined to the areas reserved. Lawn games are welcome, but we cannot allow sports that require lengthy throwing such as football or Frisbee (corn hole is acceptable). Any sport requiring a net is not allowed on the lawns. Children must be supervised and are not allowed to climb any trees. The stream bed is also off limits for safety reasons. Group members and guests are welcome to walk the trails and enjoy the Arboretum. Bounce houses are not allowed at the Arboretum.

Garbage, Recycling, and Compost

DO YOU PROVIDE GARBAGE, RECYCLING AND COMPOSTING BINS?

Garbage and recycling cans are provided for your convenience. The Arboretum provides bins for: Garbage, Recycling - plastic bottles, aluminum cans, glass only, cardboard and paper. The Arboretum will take care of waste left in those bins. You are required to pick up any garbage from the Pavilion and dispose of it in the proper receptacles. Unfortunately, composting services are not available at this time.

• **Parking and Transportation** •

ARE THE ARBORETUM FACILITIES AND GROUNDS ACCESSIBLE?

Yes, all of our facilities, wedding grounds and parking are accessible for wheelchairs and your guests who may have special needs or difficulty walking. Cars may drive right to the White Oak Pavilion if needed. Please drop individuals off and then return cars to the parking lot. We have two disabled parking spaces at the Pavilion if needed. **If you need to drive in to the Arboretum, please drive very slowly.** If you need to take your car to the Pavilion during set up, please do so for loading/unloading only and return to the lot.

HOW DO WE PROVIDE BUS SERVICE FOR OUR GUESTS?

Many couples are now providing shuttle service for their guests. There are several companies in our area. Please consult our "Recommended Vendors" list for suggestions.

TELL ME ABOUT PARKING AT THE ARBORETUM.

The Arboretum is located in Lane County's Howard Buford Recreation Area and all parking lots belong to Lane County Parks, not the Arboretum. The Arboretum is a non-profit organization that leases land from Lane County. **Every car that enters the Arboretum needs to have a Lane County Parks parking pass. The Arboretum does not charge the parking fee or receive any income from these fees.**

There are 2 ways that you can arrange for parking:

- **Option 1:** Preorder parking passes for your guests. It is preferable that we receive orders 30 days before your rental date, and our Venue Manager will email you a reminder. You will receive a full refund for any unused/unmarked passes that are returned to the office within one week of your event.
- **Option 2:** Have guests pay Lane County's regular daily fee, either as they arrive or in advance. These can be purchased with cash from our parking attendant, via the fee station in the parking area with a credit card, or in advance online or through an app - please ask our Venue Manager for those links if you choose this.

How do I place an order?

1. The Venue Manager will send you a prompt to order passes about 6 weeks prior to your date. We ask for 30 days to process the order and prepare it for you. You can order by emailing the Venue Manager your wedding date and the number of passes you would like to purchase at events@mountpisgaharboretum.org.
2. After emailing your order, you will receive an invoice via Square for the parking passes.
3. Once the Square invoice has been paid, we will prepare an envelope with your passes. The venue manager will distribute your passes to your setup crew and guests on the day of your event.

You will only pay for the parking passes you actually use. After the wedding, the Venue Manager will return any parking passes that you did not use to the bookkeeper for a refund.

TELL ME ABOUT THE PARKING ATTENDANT.

Mount Pisgah Arboretum provides your event with a **Parking Attendant** whether you decide to purchase passes or not. Our attendant will set up on the road leading into the park with a large sign that says, "Wedding Guests Stop Here For Parking". They will set up one hour before your ceremony and stay 15 minutes after your ceremony is scheduled to begin.

The Parking Attendant will greet your guests as they arrive, give them directions to where they can drop folks off and where to park. The parking attendant will either distribute your pre-ordered passes to your guests, sell passes for cash, or direct them to the fee station where they can pay with a credit card for their parking pass.

Please inform all of your setup crew, family, and wedding party that are arriving early that **EVERY car in the Lane County Parks Parking Lot must have a parking pass displayed on the dash of their car.** In order to make sure this goes smoothly, you may pre-distribute passes to those arriving early, put someone in charge of distributing passes during the day prior to the parking attendant set up, or have everyone connect with the Venue Manager immediately to obtain one when they arrive.

• Money and Insurance •

WHAT TYPE OF INSURANCE IS REQUIRED?

Thirty days prior to your wedding, please provide a "Certificate of Liability" showing at least one million dollars (\$1,000,000) liability insurance. The Certificate of Liability is a standard insurance form, which gives evidence of the renters having liability insurance coverage and names Mount Pisgah Arboretum as being additionally insured by the policy for the date of your wedding. Please make sure that the wording on the "Certificate of Liability" includes "Mount Pisgah Arboretum" as an **Additionally Insured and our address 34901 Frank Parrish Rd, Eugene, OR 97405**. Insurance can be obtained through an online event insurance company.

Please make sure that we receive the "Certificate of Liability" 30 days prior to your wedding.

WHERE DOES MY WEDDING FEE MONEY GO?

Mount Pisgah Arboretum is a small non-profit organization and one of our main missions is Nature Education. Each year, we bring out over 3,500 school children to the Arboretum and they go through a guided outdoor program. All of your rental fee directly supports this program, allowing us to continue providing for the community. Thank you!

HOW CAN I PAY MY DEPOSIT, PAYMENTS AND BALANCE?

You can pay via Square online, with a check mailed or delivered to our office, a credit card over the phone or in person, or cash or money order. You can call our office Monday through Friday from 9am-3pm and any of our staff can take your payments.

WHAT IS YOUR CANCELLATION POLICY?

If a renter chooses to cancel or change a reservation, or fails to make full payment of deposit and balance as required, the Arboretum will retain the full deposit and make a good faith effort to re-book the original date to a new renter. The Arboretum cannot guarantee that a date will be re-booked. If a date is not re-booked, the Arboretum will retain the full deposit. If a cancelled rental date is successfully re-booked, the Arboretum will refund the balance of the deposit minus a \$250 processing fee. Full refunds are not available after final payment. If a date is moved within the same calendar year, the deposit will be transferred to the new date. If a date needs to be moved to the next year, it will be treated as a cancellation and the above policy will stand. Refunds may take up to 30 days to process after a date is re-booked. Failure to comply with deposit and final payment requirements will be considered a cancellation of the reservation.

Force Majeure: The Parties recognize that there is uncertainty about what, if any government restrictions may be in place at the time of this event. The Arboretum is not responsible for any failure to provide facilities or services under this agreement, if it is prevented or delayed in doing so by circumstances beyond its control, including, but not limited to a natural disaster, an epidemic, or new government restrictions. In such an instance, the Arboretum will issue a refund of all moneys paid to date less a \$250 processing fee.

THANK YOU, THANK YOU!

Weddings ~ Mount Pisgah Arboretum

Wedding Package includes:

3,000 sq foot White Oak Pavilion

Beautiful Ceremony Site

Indoor and outdoor facilities

Venue Manager

Site Review & Rehearsal

Parking Attendant

Private courtyard

Wedding furniture for 200

16 banquet tables

Furniture setup for Reception & Ceremony

Courtyard dance floor

Courtyard canopy lighting

Elegant Pavilion lighting

Driveway lighting

Dressing room

Off-trail photography access

Accessible facilities, grounds, and parking

Garbage and recycling services

RENTAL DATES:

Friday, Saturday, and Sunday typically from the last weekend
in May through the second weekend in October.

For more information:

Tawnia Ross

Venue Manager

Mount Pisgah Arboretum

34901 Frank Parrish Road

Eugene, OR 97405

(541) 747-1504

Events@MountPisgahArboretum.org

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