

Weddings at Mount Pisgah Arboretum

Greetings from Mount Pisgah Arboretum! We are honored that you are considering holding 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 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 9 am-3 pm. Our Venue Manager is on-site Wednesday-Saturday during the wedding season, but hours vary in the winter. 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 end of May through mid-October.

- 2027 Event Season: May 28th through October 10th
- 2028 Event Season: June 2nd through October 15th

RATES

Our 2027/2028 Wedding Packages are as follows:

Friday and Sunday- \$3900 (Fee due at booking is \$1950)

Saturday- \$4900 (Fee due at booking is \$2450)

Booking your special date requires confirmation from our Venue Manager that the date is available, a signed rental agreement, and payment of the fee. 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, and 16 banquet tables
-  Furniture setup for the ceremony and reception areas
-  One-hour Parking Attendant
-  One-hour wedding rehearsal
-  Four private restrooms
-  Lighting package 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 on Thursdays after 3 pm. Please schedule your wedding rehearsal with the Venue Manager.

TELL ME ABOUT THE SITE REVIEW FOR MY WEDDING

The Venue Manager will schedule a Site Review 16-22 weeks before 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 for you and anyone else 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.

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 throughout 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 peaceful and natural site for everyone to enjoy.

IS OUR FAMILY PET ALLOWED AT THE WEDDING?

Some pets are indeed 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 lease at all times.** We ask that you limit the number of canines to 3.

Set-up and Take-down

WHAT ARE THE RENTAL TIMES?

Our Venue Manager will meet you at the White Oak Pavilion at **11 am** on the day of your wedding. You may have your reception until **10 pm**. There is some allotted time after 10 pm that you will have for cleaning up, taking down decorations, and saying your goodbyes. We ask that you finish cleaning and packing up before **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 from being able to get the pavilion clean and set up for your special day. If you have provided a reception area layout in advance, 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 if you need anything during 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 and ensure the facilities are left in the condition they were before the event. **In advance, please designate a cleanup crew for the evening.** After your event is over, **BRING ALL FURNITURE INSIDE THE PAVILION**. Please ensure that all garbage and recycling from all rooms at the Pavilion are placed in the designated bins. The Arboretum offers 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**.

Furniture

WHAT TYPE OF WEDDING FURNITURE IS INCLUDED?

We have wedding furniture that includes: 200 elegant, taupe wedding chairs, 25 round tables (60 inches), and 16 banquet tables; eight 8-foot banquet tables and eight 6-foot banquet 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 tables, we do require that you have linens on the tables. Thankyou!)

Decorations and More

WHAT DECORATIONS DOES THE ARBORETUM PROVIDE?

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

CAN WE BRING IN OUR DECORATIONS?

Yes, you can bring in your decorations. You may hang twinkle lights, strings of lights, and other decorations. **Do not staple/screw/nail anything into the wood of the Pavilion.** 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 please 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 pose a hazard to wildlife and alter our site's native ecology. Any petals dropped for the ceremony must be picked up and properly disposed of. 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 avoid last-minute changes.

HOW CAN WE DECORATE THE PAVILION AND THE GROUNDS?

You may decorate the grounds in many ways, using 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 only inside the pavilion and must be securely fastened to prevent them from traveling into the trees.

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

We ask that you please refrain from releasing anything that could negatively impact our site or 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, a kazoo, paper airplanes with personal notes, ribbon wands, or get creative with your very own ideas! Any noisemakers must be used before 10 p.m.

HOW CAN WE HEAT THE PAVILION AND COURTYARD?

Our Pavilion does not include central heating or air conditioning. Rental companies can provide patio-style propane heaters for use outside the pavilion. "Parties to Go" in Eugene rents large blower heaters for heating inside the pavilion.

IS WIFI AND CELL COVERAGE AVAILABLE AT THE ARBORETUM?

We do have cell phone coverage at our facilities; additionally, Wi-Fi is unavailable.

WHAT TYPES OF FOOD AND DRINK CAN WE HAVE?

You can bring your own food, host a potluck, have food catered by any caterer, bring in food trucks, grill, or combine these. You may bring propane or gas grills (no charcoal or wood), and they must be used on the GRAVEL surrounding the Pavilion, not on the cement, bricks, or grass. Please do not use grills in the courtyard. You may purchase your alcohol or arrange for a caterer to provide it. You may offer any type of alcohol with an OLCC-licensed bartender and insured server(s) who will handle all pouring. Alcohol may not be served before the OLCC-licensed bartenders arrive and may not be served after **10 pm**. The number of OLCC servers required for your event will depend on your guest count and the type of alcohol 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), an 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. **Please do not play music during your setup time.** All music must be turned off at **10 pm**.

DO YOU HAVE A LIST OF RECOMMENDED VENDORS?

Yes, please contact the venue manager.

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

Rental companies will arrive at 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 setup 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 RENTAL COMPANIES MAY LEAVE ITEMS OVERNIGHT.**

TELL ME ABOUT THE DANCE FLOOR.

Our White Oak Pavilion also offers a lovely outdoor courtyard lit with bistro lights, 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 restrooms and dressing rooms.

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 (cornhole is acceptable). Any sport requiring a net is **not** permitted 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 offers bins for Garbage and recycling: plastic bottles, aluminum cans, glass only, cardboard, and paper. The Arboretum will handle the 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 currently unavailable.

Parking and Transportation

ARE THE ARBORETUM FACILITIES AND GROUNDS ACCESSIBLE?

Yes, all of our facilities, wedding grounds, and parking are wheelchair-accessible, and so are your guests who may have special needs or difficulty walking. Cars may drive right to the White Oak Pavilion if needed. Please drop off individuals, then return the vehicles to the parking lot. We have two disabled parking spaces at the Pavilion if required. **If you need to drive into the Arboretum, please drive very slowly below 5 miles per hour. If you need to take your car to the Pavilion during setup, please observe our 15-minute parking limit and park in the parking lot.**

HOW DO WE PROVIDE BUS SERVICE FOR OUR GUESTS?

Many couples are now providing shuttle service for their guests. There are 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 entering the Arboretum must 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 parking:

- **Option 1:** Pre-order 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 before your date. We ask for 30 days to process the order and prepare it for you. You can order by emailing the Venue Manager at events@mountpishgaharboretum.org with your wedding date and the number of passes you would like to purchase.
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 use. After the wedding, the Venue Manager will refund any unused parking passes.

TELL ME ABOUT THE PARKING ATTENDANT

Mount Pisgah Arboretum provides a Parking Attendant for your event, whether or not you purchase passes. Our attendant will set up at the bottom tier of the parking lot with a large sign that reads, "Wedding Guests Stop Here for Parking." They will set up 45 minutes before your ceremony and stay for 15 minutes after it is scheduled to begin.

The Parking Attendant will greet your guests as they arrive and direct them to where they can drop off and 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 for their parking pass with a credit card.

Please inform all of your setup crew, family, and wedding party who are arriving early that EVERY car in the Lane County Parks Parking Lot must display a parking pass on the dashboard. To ensure this goes smoothly, please have someone in charge of distributing passes during the day before the parking attendant, or have everyone connect with the Venue Manager immediately upon arrival to obtain one.

Money and Insurance

WHAT TYPE OF INSURANCE IS REQUIRED?

Thirty days before your wedding, please provide a "Certificate of Liability" showing at least one million dollars (\$1,000,000) in liability insurance. The Certificate of Liability is a standard insurance form that provides evidence that the renters have liability insurance coverage and names Mount Pisgah Arboretum as an additional insured under the policy for the date of your wedding. Please ensure that the wording on the "Certificate of Liability" includes "Mount Pisgah Arboretum" as an **Additional Insured, and our address is 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 before your wedding.

REFUNDABLE SECURITY DEPOSIT AND PUTTING A CREDIT CARD ON FILE

Mount Pisgah Arboretum requires a refundable security and cleaning deposit of \$500, due 30 days before your wedding date. This deposit acts as a safeguard, ensuring that any potential damage, excessive cleaning needs, or unforeseen incidents that may occur during the event can be addressed. Once the event concludes and a thorough inspection of the rented spaces and rented items is completed, the security deposit will be returned in full, provided everything is in its original condition.

Additionally, please be prepared to provide a credit card on file with us 30 days before your wedding date as security for any damages that might exceed the \$500 security and cleaning deposit.

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 over 3,500 schoolchildren to the Arboretum for 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 PAYMENTS AND BALANCE?

You can pay via Square online, by mailing or delivering a check to our office, or by cash or money order. Our office is open Monday through Friday, 9:00 am - 3:00 pm.

WHAT IS YOUR CANCELLATION POLICY?

If a renter chooses to cancel or change a reservation, or fails to make full payment of the rental fee and balance as required, the Arboretum will retain the full fee and make a good-faith effort to rebook the original date for a new renter. The Arboretum cannot guarantee that the date will be re-booked. If a date is not re-booked, the Arboretum will retain the full fee. If a canceled rental date is successfully re-booked, the Arboretum will refund the balance of the rental minus a \$250 processing fee. Full refunds are not available after the final payment. If a date is moved within the same calendar year, the fee 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 the rental fee 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 monies paid to date, less a \$250 processing fee.

THANK YOU, THANK YOU!

Weddings

Mount Pisgah Arboretum

The Wedding Package includes:

***3,000 sq ft White Oak Pavilion
Beautiful Ceremony Site
Indoor and outdoor facilities
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

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