



Jacksonville Arboretum & Botanical Gardens
 1445 Millcoe Road
 Jacksonville, Florida 32225
 (904) 318-4342
 Info@jacksonvillearboretum.org

Site Rental Application and Reservation Form

Application Date: _____

Name/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary phone: _____ Alternate phone: _____ Email: _____

Event Date: _____ Site Usage Time Frame: From: _____ To: _____

(Time Frame includes setup, event, breakdown, and departure from site and must be within the hours of 8 a.m. - 5 p.m. unless otherwise approved by JA&BG).

Type/Purpose of Event:

_____ Wedding Ceremony Only _____ Reception Only _____ Wedding Ceremony & Reception

_____ Family Event (Describe): _____

_____ Business Function (Describe): _____

_____ Other (Describe): _____

Approx. # of Guests: _____ (maximum is 100) Approx. # of Vehicles _____

Alcohol: ___ Yes ___ No (Alcohol at event will require security and appropriate licensed vendor)

Site Location (may select up to two locations):

- | | |
|------------------------------|--|
| _____ Palm Grove | All event activities - up to 30 (small tent only) |
| _____ Live Oak Canopy | All event activities - up to 100 (no tents in picnic area) |
| _____ The Meadow | All event activities - up to 100 |
| _____ East Garden & Pavilion | All event activities - up to 100. |
| _____ Lake Overlook | Ceremony only - up to 30 (no tents) |
| _____ Loblolly Boardwalk | Ceremony only - up to 20 (no tents) |

Tents may be weighted only; **no stakes may be used to secure decor or furniture.**

www.jacksonvillearboretum.org
 1445 Millcoe Road, Jacksonville, Florida 32225
 Effective Date: November 24, 2015

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Comments: _____

For information on site rental fees, event locations, guidelines, and reservation request forms, go to www.jacksonvillearboretum.org. To arrange a tour to view event locations, email the Rental Coordinator at info@jacksonvillearboretum.org. Tours are by appointment only. All reservation requests must be made in writing and submitted via mail (address below) or email at info@jacksonvillearboretum.org. A minimum of 90 days advance notice for site rentals is required; however, JA&BG may, at its sole discretion, make exceptions if the request can be accommodated within the timeframe. Please allow 3-5 business days for a response, which will include a copy of our Rental Agreement and Site Rental Rates. A provisional booking date may be held for 10 days. Event date is not guaranteed until a signed Rental Agreement and a 50% non-refundable deposit is received. Event may be cancelled if remaining amount due is not received by the due date.

FOR USE BY JACKSONVILLE ARBORETUM & GARDENS ONLY:

Approved:

By: _____

Date: _____

_____ Added to JA&BG calendar (10-day provisional booking pending signed agreement & deposit)