



University of Tennessee

Forest Resources AgResearch and Education Center

Arboretum

Arboretum Wedding Rental Guidelines

Available Times - Regular Event Rentals

Monday-Saturday from 8:00 a.m. to 9:00 p.m. except for University of Tennessee holidays, administrative closings, and internal scheduled field days or arboretum programming.

Auditorium Facilities

- A 1600 square foot floor plan can accommodate a wedding and guest party of up to 100
- Indoor wood burning fireplace - wood provided
- Outdoor wood burning fireplace on large adjacent terrace - wood provided
- Catering kitchen with refrigerator, dishwasher and microwave
- Lighted parking for 75 cars
- ADA accessible
- Wi-Fi
- Sound system with lavalier and handheld microphones available
- Projection cart includes projector, laptop and speakers

Program Shelter Facilities

The Sharp Program Shelter features a 40-foot radius hexagonal open shelter in a light, airy area among tall trees that can accommodate a wedding and guest party of up to 100. Facilities include:

- Lighted parking for 75 cars
- ADA accessible restrooms
- Outdoor power

Wedding Packages

1. Arboretum Auditorium (wedding only) 4 hour package - \$1,500
2. Program Shelter (wedding only) 4 hour package - \$1,000
3. Arboretum Auditorium (wedding and reception) 7 hour package - \$1750
4. Program Shelter (wedding)/ Auditorium (reception) 7 hour package - \$1250
5. Arboretum Auditorium (reception only, no rehearsal) 4 hour package - \$500
6. No Facilities Outdoor Wedding 1 hour package - \$250 (maximum of 15 people)

Access to the Site

Auditorium rental includes driving access privileges for attendees to and from the meeting site. (Vehicular access to the arboretum's roads, beyond the Office parking lot, is generally restricted.) The driving access route will be posted with event signs and directional arrows.

Table, Chair, and Tent Rentals

The UT Arboretum does not provide tables, chairs and/or tents for weddings or receptions. Wedding furniture should be rented from a licensed/bonded vendor. The Arboretum's educational program schedule may affect certain delivery times. If tents are rented they must be secured with concrete blocks or weights (i.e., no stakes). Any event setup items left at the UT Arboretum for seven (7) days after the event, such as, tables, linens, carpet runners, dollies, etc. will become the property of the UT Arboretum.



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Special Considerations

The UT Arboretum is first and foremost a research and education facility and nature sanctuary. We request that you keep your event as low impact as possible and that attendees show respect for all plants and wildlife in the arboretum. The UT Arboretum management does not guarantee any anticipated flower blooms or foliage display as part of scheduled events.

Stipulations

- The time slot includes set up, ceremony time, and breakdown time. Weddings that exceed the allotted time will be billed an additional fee of \$150 per hour.
- Wedding parties are expected to leave the arboretum property in its original state, remove decorations, and bag trash.
- All decorations and incidentals that are supplied for the wedding, and rental equipment supplied by your rental company must be removed within a 48-hour time period after the event is over.
- No decorations may be hung, tacked, taped, or attached to any part of the UT Arboretum Auditorium walls or glass windows. All candles must be flameless. Hooks are provided for hanging decorations in the Sharp Program Shelter.
- Birdseed, confetti, balloons, artificial flower petals, candles, sparklers, grills, and inflatable play areas are strictly prohibited on the premises. Items permitted are wedding bubbles and natural flower petals. Other wedding ceremony items may be considered on a case-by-case basis.
- Any musical accompaniment to the ceremony should be in keeping with the tranquil mood of the surrounding Arboretum setting.
- The person responsible for the wedding party arrangements, or a designee, must be present throughout the entire duration of wedding ceremony/reception activities.

Cancellation Policy

- More than 30 days in advance - 50% deposit/fees returned
- Less than 30 days in advance - no refund

Inclement Weather Policy

Refunds will not be made for weddings cancelled due to poor/normal weather conditions. However, if a catastrophic weather event occurs prior to the scheduled wedding event, impacting public safety and/or use of the facility, a full refund of the rental charges will be returned to the responsible party. The catastrophic weather event determination is at the discretion of the director of the arboretum.

UT Forest Resources AgResearch & Education Center
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