

Congrats!



Congratulations on your engagement and upcoming wedding!

We are honored that you are considering a Prairie Garden Wedding and hope you love the grounds and facilities as much as we do!

Please carefully read the information in this packet following your visit. When you are ready to reserve your date, please email Janelle at arboretum@hesston.edu and she will send you a digital rental agreement and invoice for the damage deposit. Damage deposit is due to reserve the date. Rental package fees are due two weeks prior to the event.

A few things to keep in mind as you are planning an outdoor Kansas wedding:

- **Always have a Plan B!** Make a back up plan in case of rain, high winds, or excessive heat. With lots of windows in both of our buildings, an indoor ceremony can be just as gorgeous as being outside. Book the buildings you will need if there is inclement weather.
- **Appoint a venue liaison.** Whether it is your parent, sibling, maid of honor or wedding planner, please appoint a venue liaison who will be in charge of the keys, clean-up and general communication with the venue on the big day. This person should meet with the arboretum office manager a few days before the wedding to go over some important details.
- **Be sure to have fun!** Time and time again, we are delighted to see couples making their wedding day unique to who they are. Check out our Pinterest boards and Facebook page for inspiration on how to utilize our facilities to create the perfect day for YOU!
- **We are always just a phone call or email away.** Please ask questions if you have them! From decorating limitations to figuring out how to set up the reception tables to schedule for the day, please ask us anything and we will get you an answer!



Rental Policies

The Dyck Arboretum of the Plains, owned by Hesston College, is a prairie garden dedicated to educate people about the benefits of appreciating, preserving and utilizing native and adaptable plants. Providing rental space for events provides a community service to enable groups to utilize the facilities and the unique landscape at the arboretum. We appreciate your cooperation in following these policies, which will help protect and preserve the Visitor and Education Center and Arboretum grounds.

GENERAL POLICIES AND GUIDELINES

HOURS: The Visitor Center will be open to public use during normal operating hours. Summer hours are 9:00 a.m. to 4:00 p.m., Monday through Friday, and Saturday 9:00 a.m. - 2:00 p.m., (May – October). Winter hours are 9:00 a.m. to 4:00 p.m., Monday through Friday, (November – April). The grounds are open to the public seven days a week, dawn to dusk. Rental will not guarantee exclusive use of grounds or public facilities in the Visitor Center during operating hours. If the facility is rented after operating hours, a key must be picked up at the Center during operating hours. This can be done a day or two before the event.

PARKING: 60 spaces. Bus parking is available. Overflow parking on Hickory Street is permitted by the City of Hesston. Please do not park on any grassy areas in the Arboretum or in the parking lot of the Hickory Homes Retirement Community.

OUR RENTAL FACILITIES

THE VISITOR CENTER: Please consider the size limitations of the facilities when considering an event at the Visitor and Education Center. The Arboretum will provide exclusive use of a meeting room with 1300 square feet of usable space adjacent to a large outdoor patio. The Education Hall is 36'x 36' and the patio is 25'x 25'. Access to the kitchen for catering support, and access to the public restrooms in the Visitor Center will be provided. Maximum capacity for the room is approximately 125 people seated in chairs or 75 seated at tables.

PRAIRIE PAVILION: The Prairie Pavilion has a larger capacity than the Visitor and Education Center, with dimensions of 48' x 42.5', providing 2040 square feet in the main room. This venue also includes public restrooms, a small bridal preparation room, and an entry hallway for gift tables, guest sign-in, etc. Maximum capacity for the room is approximately 250 seated in chairs or 175 seated at tables.

FULL DAY PACKAGES:

Includes Prairie Pavilion, Visitor Center and Grounds Access/Use

- \$2,000 for Saturdays or holidays (5 pm night before to 11 pm)
- \$1,500 for Fridays, Memorial or Labor Day (5 pm night before to 11 pm)
- \$1,250 for Sundays, Memorial Day or Labor Day (8 am to 11 pm)
- \$1,000 for Mondays through Thursdays (access 8 am to 11 pm)

*Peak season is April through October. Weddings between November and March receive 20% off the above-listed package prices.

HALF DAY PACKAGES (ceremony only OR reception only)

Includes 5 hour access to grounds and choice of Visitor Center OR Pavilion for restrooms and bad weather backup for ceremony. *Does not include extra rehearsal or decorating time.*

- \$1,000 for select Saturdays or holidays
- \$750 for Fridays or Sundays
- \$500 for Mondays through Thursdays

OPTIONAL ADD-ONS:

- White plastic chairs for outdoor use: \$1.00 each
- Use of projector in Prairie Pavilion: \$75 per day
- Set-up and take-down of INDOOR tables and chairs may be done by arboretum staff with following fees: \$100 for groups up to 100; \$150 for groups up to 200; \$200 for groups over 200*

***We do not set up on Sundays. We do not set up outdoor chairs.**

DEPOSIT:

A damage deposit of \$250.00 is required with your signed rental agreement to reserve your rental date firmly. This amount will be returned to you via check within two weeks following your event, less any amount needed to fix damages that are a direct result of your rental. Reasons you might not receive your full deposit return could include:

- Damages to walls from using pins, tape, hooks that pull the paint away
- Damage to tables and/or chairs
- Damage to the grounds, including turf and flower beds
- Violation of our no alcohol/no smoking or tobacco policy

AMENITIES INCLUDED with Visitor Center:

- 100 green padded chairs
- 15 rectangular banquet tables (8 feet by 30 inches)
- Access to Public Announcement sound system for speeches, presentations and/or background music
- Dressing Room
- Restrooms / Storm Shelters
- If rented during business hours (including Saturdays April-October), the public will also have access to the restrooms in the Visitor Center.
- The kitchen may be used for cooking and contains a refrigerator, stove and oven, dishwasher, and microwave. We will supply pitchers, coffee makers, coffee servers and trash bags. You may inquire about the rental of our china.
- The Arboretum DOES NOT supply ice, tablecloths, dishes, cooking or serving utensils, platters, paper goods or silverware.

AMENITIES INCLUDED with Pavilion:

- 150 gray padded chairs
- 20 rectangular banquet tables (8 feet by 30 inches)
- Dressing Room
- Restrooms
- Covered Patio with option to open sliding glass doors (not available if outside temperature is above 85 degrees)

AMENITIES INCLUDED with Prairie Discovery lab:

- 120 MityLite black mesh-backed chairs with silver frame
- 10 sixty-inch round tables
- Additional rectangular tables may be transported from other facilities

OPTIONAL ADD-ONS:

- White plastic chairs for outdoor use: \$1.00 each
- Use of projector and sound system in Prairie Pavilion: \$75 per day
- White china for 100 place settings: \$100 (you wash)

Cancellation Policy

CANCELLATION POLICY:

Regular rentals canceled 4 weeks before will receive 100% of the deposit fee; 3 to 4 weeks before will receive 50% of the deposit fee; there will be no return of deposit after that date. If rental fee has been made at time of cancellation, it will be returned.

Weddings canceled 12 months before will receive 100% of the deposit fee; 6 to 11 months before will receive 50% of the deposit fee; there will be no return of deposit after that date. No return of deposit for weddings booked in May, June and September. If the rental fee has been paid at time of cancellation, it will be returned.

Rental Etiquette

RESTRICTIONS:

- Do not staple, tack, or tape anything on the walls. Tacky gum may be used to attach decorations to walls.
- Please avoid glitter and confetti in your decorating.
- Smoking and the use of alcoholic beverages are strictly prohibited in the building and on the Arboretum grounds.
- No OPEN flames are allowed in the building or on the grounds. Please protect all flames in glass jars, hurricane jars, etc.
- NO RED LIQUIDS in Visitor Center or Prairie Pavilion please!

CLEAN-UP:

Both the renter and the caterer must leave all facilities in the same condition as prior to the function. Clean up is to be done immediately following the event by the renter.

- Counters must be wiped down and spills must be wiped up as they happen to avoid any injury.
- The grounds must be free of trash.
- The janitorial supply cabinet and drawers are located in the kitchen and/or in the restroom closets in the Prairie Pavilion.
- Remove trash (secured in bags) to the outside trash can between the air conditioners behind the fence.
- There is a Renter Checklist located in the Kitchen or in the Pavilion storage room. This checklist must be reviewed and completed before leaving the arboretum.

CATERERS:

- Bluestem Catering (The Water's Edge)
- Hesston Bakery and Café
- Lincoln Perk
- Catering by Kaye
- The Meridian Center

FLORISTS/DECORATORS:

- Limestone Floral
- Lavender Lane

EQUIPMENT RENTAL:

- Hesston TruValue
- The Table Guys

PHOTOGRAPHERS:

- Amy Sharp Photography
- Katharine Bach Photography
- SJ Nuzum Photography
- Strikker Images
- Photography by Steph

MUSICIANS:

- Celloboe (husband and wife duo—cello/oboe/keyboard/guitar/vocals)
- Book of Jebb (bluegrass band)
- Dave Anderson (hammered dulcimer)
- Rojean Loucks (harp)