



The Rental Fees/Policy:

- \$1,500 for a ceremony only. Two hour time slot including: 11am-1pm, 12pm-2pm, or 1pm-3pm. No later. Up to 300 people
- \$2,500 for a three hour reception or event. 5pm-8pm, 6pm-9pm, or 7-pm-10pm. Up to 300 people
- \$3,500 for a four hour ceremony/ reception or event. 5-9pm or 6-10pm Up to 300 people
- \$4,500 for a five hour ceremony/reception or event. 5pm-10pm
- \$700 refundable damage deposit. This is returned unless there are significant damage or rules violations.
- \$200 non-refundable site fee to include Sheriff's deputies (must be present for security purposes)
- Events may be scheduled though Airlie Gardens Administrative Office no more than 18 months, nor less than two weeks in advance.
- We do not provide seating or tents. In case of inclement weather it is your choice to have a tent on reserve, in which case tents can only be erected on the Bradley Creek Lawn (due to flood potential).

Bridal and Engagement Portraits

- All photography is regulated at Airlie Gardens. As ongoing fundraising is an essential part of the financial future of the Airlie Gardens Foundation (a 501c3 nonprofit organization), and as the site itself provides a unique backdrop for events, weddings and photography. A photography fee applies to photographers and videographers who are selling images for profit or publication. This fee and policy **also** applies to any bridal or engagement photos, family portraits, etc. taken by professional or amateur photographers and videographers alike.
- Those brides who have booked a ceremony and or reception at Airlie Gardens are allowed a 2 hour bridal portrait opportunity free of charge. Bridal portraits are taken and developed by your own photographer. Airlie allows you to schedule a time as part of your price package. An additional fee will be charged if a staff member and golf cart assistance is requested
- For those brides who have not booked Airlie as a Ceremony or Reception venue and desire Bridal or Engagement Portraits only a site fee of \$200 is required with an additional \$500 for those requesting a staff member and golf cart assistance.
- We require a pre -scheduled appointment for all portraits. Appointments can be scheduled by contacting Rebecca Hunt, Wedding Director (rhunt@nhcgov.com / 910-798-7709).

Rules of the garden:

- Your site is available to you only during the time period of your permit(s). Dressing facilities are not available.
- Arbors, tents, or other props are not permitted without prior approval
- Please refrain from horn-honking in the vicinity of the Gardens or when exiting.
- The wedding party/planner must remove everything brought into the Garden no later than one hour following the ceremony or reception end time, and is responsible for clean-up which will leave the venue in pre-event condition.
- Smoking is strictly prohibited on the entire site.
- No pets or other animals are allowed.
- Nothing may be placed on any tree, planting bed, plant, or structure in the Garden.
- No plants can be removed or added to our planting/landscape beds. No large musical instruments such as a piano may be brought into the Garden. CD or tape players, a keyboard, or small ensembles such as a string quartet may be used to provide music at the ceremony. A microphone also may be used. You will be expected to keep the volume down in consideration of other Garden visitors.

Frequently Asked Questions:

Q. Are there any indoor options available in case of rain?

A. No. Airlie Gardens is a RAIN or SHINE outdoor venue. Restrooms are the only indoor facilities available. You may choose to have a tent on reserve in case of rain on your wedding day. The Bradley Creek Lawn is reserved as a rain tent location. No tents may be erected at the Pergola Garden.

Q. How many guests can I have?

A. The maximum number of guests is 300.

Q. Do you close the gardens during a wedding?

A. No. The gardens remain open to the public during regular business hours; however, we are committed to maintaining the integrity of all scheduled events.

Q. Does Airlie Gardens have chairs or tables available? What about vendors?

A. Airlie does not have any equipment available, nor do we have a Preferred Vendor List. You are free to choose your own vendors providing they agree to adhere to the provisions of the Vendor and Rental Contract. It is imperative that vendors be self-sufficient and understand that Airlie is pedestrian facility. As such, the gardens are inaccessible to vehicular traffic, and transportation of equipment by our staff to event sites is not available.

Liability for any damage caused by vendors rests with you as the licensee. The best way to ensure that your damage deposit is refunded to you is to provide a copy of the Vendor Rules and Restrictions to each of your vendors so they fully understand their obligation to you as their client.

Q. Does Airlie have a place for the bride and attendants to change?

A. No. Our restrooms are the only indoor facilities on the premises, and they are open to the public.

Q. Is there storage space available for flowers, clothing, gifts, etc?

A. Airlie Gardens has no storage facilities on the premises. The Garden Services Center is open to the public, and liability issues prohibit storage of any items there including, but not limited to, flowers, gifts, portraits, clothing, musical instruments, vendor equipment, etc.

Q. Who cleans up after an event?

A. The party renting the garden is responsible for cleanup. The rule of thumb is "What comes in must come out," including flowers, trash, water, and programs, See *Clean Up and Removal* section of Vendor Rules and Restrictions for specifics. Violations will result in a loss of deposit. It is the lessee's responsibility to have everything removed one hour prior to the event.

Q. What is a site manager?

A. Our site manager is the Airlie representative who has the responsibility of protecting the gardens from possible damage which could result in the loss of your deposit. As a courtesy, he or she will assist the bridal party *ONLY* by providing golf cart transportation to the wedding site.

Q. Do you allow smoking in the garden?

A. No. Airlie Gardens maintains a non-smoking environment, and our No Smoking policy is strictly enforced. Guests who must smoke must do so in a closed vehicle. Cigarette butts left on the lawn or in the parking lot will result in a loss of deposit.

Q. Do you allow alcohol to be served at a reception?

A. Beer (no kegs) and wine are allowed to be served providing our wedding office has a copy of a North Carolina ABC "Limited Special Occasion Permit" on file for your reception. No liquor may be served with the exception of *one* pre-mixed specialty drink such as margaritas, daiquiris, or punch.

Q. Do you provide security?

A. We require the presence of the New Hanover Sheriff's Department at all receptions. The cost is included in the site fee and coordination will be handled by Airlie Gardens.

Q. How do I know what will be in bloom at the time of my wedding?

A. As a show garden, our blooms change constantly. We cannot project what may be blooming at any particular time or what colors may be featured. Depending on the season, there can be any array of flowers blooming including azaleas, tulips, roses, snap dragons, pansies, camellias, and many more! You can rest assure that no matter when your wedding, there will be beautiful flowers in bloom.

Q. Can my dog come into the garden?

A. Pets of any kind are prohibited.

Q. Why are your rules necessary?

A. *Airlie Gardens is a non-profit, historic garden owned and operated by New Hanover County, and we are obligated to be good stewards of this historic treasure for this and future generations of visitors.*