

2018 PRIVATE EVENTS AT INNISFREE

Contact: Kate Kerin

office@innisfreegarden.org

EVENT LOCATIONS

There are a range of sites at Innisfree that can accommodate events of almost any scale, each with spectacular views of the garden. The Overlook and Lakeside sites also enjoy sunset views across the water.

- Overlook: A grassy perch above the lake ideally suited for a ceremony, cocktails, and/or reception. The scale is flexible, and works for an intimate event or a party for 350 guests for a seated meal with dancing. This is our principal event site, with easy access for both guests and vendors. The adjacent Picnic Area is a perfect location for either a ceremony or cocktails and use of that ancillary space is included in the basic site fee.
- Lakeside: A lawn tucked between a rolling wildflower meadow and the 40-acre lake suitable for a ceremony, cocktails, and/or a reception for up to 250 guests at a seated dinner with dancing. This links to the Overlook via a grassy, tree-lined path so you might choose to use both for your event.
- Woodland Meadow: A wildflower meadow adjacent to the Lakeside site used only for events with more than 350 guests.
- Other locations like the Meadow, the Point, the Island, the Shoreline, and the Terrace may be available for a ceremony, cocktails, and/or an after-party for an additional fee.

EVENT TIMES

For the garden's benefit, only a handful of events are allowed on site each year. For your benefit, one private event may be scheduled per week. On an extremely limited basis and for an additional charge, it is possible to close the garden to all but your own guests during the day or throughout the weekend. The basic site fee allows for events to begin at 5.00pm (when the garden closes to the public) and continue until 11.30pm on the specified day. It is an easy matter to arrange for a custom event that begins earlier or ends later, but additional charges will apply. Innisfree is a 185-acre site set within hundreds if not thousands of acres of open space. As a result, custom event end times are not constrained by neighborly politesse, only by the garden reopening to the public at 11.00am on weekend mornings.

SITE FEE

The site fees vary based upon the size of the event. The vast majority of this charge is used to support Innisfree's mission as a nonprofit — to preserve, protect, and interpret

Innisfree Garden

one of the world's most remarkable gardens. As such, the vast majority of the site fee is a contribution to our 501(c)3, and tax deductible as allowed by law.

The basic site fee includes:

- Use of the Overlook, Lakeside and/or Woodland Meadow event locations (the latter only for very large events)
- Permission to use one (1) tent with a floor on one (1) of the above locations
- Permission to host an event between 5.00pm and 11.30pm
- Access to the site during open hours the day before for a ceremony rehearsal
- Location for photography on the day of the event
- Vendor set up starting at 7.00am the day of the event and clean up finishing at 11.00am the following day
- One private Curator's tour of Innisfree
- One annual Innisfree membership for each guest which includes free garden admission

The basic site fee:

Less than 50 guests	\$7,000	\$6,500 will be acknowledged as a contribution
50 – 99 guests	\$8,000	\$7,250 will be acknowledged as a contribution
100 – 149 guests	\$9,000	\$8,000 will be acknowledged as a contribution
150-199 guests	\$10,000	\$8,750 will be acknowledged as a contribution
200-249 guests	\$11,000	\$9,500 will be acknowledged as a contribution
250-299 guests	\$12,000	\$10,250 will be acknowledged as a contribution
300-349 guests	\$13,000	\$11,000 will be acknowledged as a contribution
350-399 guests	\$15,000	\$11,750 will be acknowledged as a contribution

400 or more guests by special arrangement only

Please Note: The site fee only affords permission to use the site as specified in the signed event contract. *It does not include any other goods and services desired by the contracting party or required by Innisfree.*

ADDITIONAL INFORMATION & REQUIREMENTS

To protect the Innisfree landscape and to ensure the safety and well-being of your guests, Innisfree has certain requirements and suggestions:

- The contracting party must purchase a special event insurance policy naming Innisfree Foundation as an additional insured, indicating general liability, liquor liability, and property damage of at least **\$1 million per occurrence, \$2 million aggregate.**

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- All vendors, including caterers and equipment rental companies, must be pre-approved by Innisfree. All vendors must supply Innisfree with a certificate of liability insurance. Please contact Innisfree for a list of currently approved vendors.
- A security deposit of \$1,000 is required for events with less than 150 guests, \$1,500 for 150 – 299 guests, and \$2,000 for larger events. Pending an inspection for the site by Innisfree staff, this will be returned within thirty (30) days of the event.
- On-site guest transportation (golf carts or similar) may be required, depending upon event times and location(s).
- An event planner as well as valet parking and/or shuttles to guest accommodations are strongly suggested.

PAYMENT INFORMATION

Receipt of both the signed contract and 50% of the site fee secures your event date. The remainder of the site fee and security deposit are due not less than four (4) months before the event. Payment is accepted by check or cash.

CANCELLATION

If, through force majeure (tornado, terrorism, etc.), the event cannot take place on the scheduled date, 100% of any fees paid to Innisfree will be returned. If, for whatever reason, the contracting party cancels an event more than twelve (12) months in advance, 100% of all payments made to Innisfree will be returned. If an event is cancelled between six (6) and twelve (12) months beforehand, 50% of any site fee paid to Innisfree will be returned. If an event is cancelled less than six (6) months in advance, none of the site fee paid to Innisfree will be refunded. Any fees forfeit due to cancellation may be applied toward another reservation within twelve (12) months of the cancellation date. In all cases of cancellation except if vendors have already begun setup, any security deposit paid to Innisfree will be fully refunded.