



# Alaska Botanical Garden

## WEDDING / RECEPTION APPLICATION

WEDDING DATE: \_\_\_\_\_

WEDDING TIME: From: \_\_\_\_\_ To: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

BRIDE'S NAME: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_

NO. ATTENDING: \_\_\_\_\_ DESIRED WEDDING SITE: \_\_\_\_\_

CANOPY RENTAL REQUEST: \_\_\_\_\_

RECEPTION IN THE GARDEN? NO  YES, DESIRED SITE: \_\_\_\_\_

CATERER: \_\_\_\_\_

WHERE DID YOU HEAR ABOUT ABG WEDDINGS / RECEPTIONS? \_\_\_\_\_

I have read ABG' *sGuidelines for Weddings & Receptions* (initial and date): \_\_\_\_\_

A non-refundable deposit equal to the Wedding Fee listed below (\$100, \$250, or \$300 depending on number of people and day of week) must be received by ABG to confirm a reservation. Any balance due (including reception Cleaning/Damage Deposit) must be received at least 14 days prior to the event.

The Cleaning/Damage Deposit for receptions will be refunded within 30 days of the event, if there is no cleanup required, damage incurred, or equipment relocated.

Wedding Fee (15 people or less):	\$100	
Wedding Fee (16 to 150 people):	\$250 (weekdays)	\$300 (weekends)
Reception Fee:	\$250 (weekdays)	\$400 (weekends)
Cleaning/Damage Deposit for Reception:	\$300 (refundable)	
10'x10' Canopy Rental	\$125 (includes set up/take down)	

Credit Card # (Master Card or Visa only): \_\_\_\_\_

Expiration: \_\_\_\_\_ Name Appearing on Card: \_\_\_\_\_

**Office Use:**

Added to ABG Calendar: \_\_\_\_\_ Confirmation letter sent (date): \_\_\_\_\_

Deposit received (date): \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_

Balance received (date): \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_

**Cleaning/Damage Deposit Refund (date):** \_\_\_\_\_ **Amount:** \_\_\_\_\_