

SPRINGS PRESERVE: RULES AND REGULATIONS

Reservation Policy

- All reservations are tentative until a signed agreement and a 25% deposit has been received by the facility.

Overtime

- The Springs Preserve will charge \$200.00 per hour for each additional hour of use after the allotted four hours within the reception packages.

Catering

- All food and beverage service must be provided by and served only through Wolfgang Puck Catering.
- Outside food or catering is not permitted. The only exception to this rule is a wedding cake or wedding cupcakes.

Damage to Facilities

- Clients agree to be responsible for any damage during the time the premises is under their control, including but not limited to, damage or excessive clean up made necessary by florists, decorators or outside agencies during setup or tear down of the event.
- All guests must stay on the pathways and out of planting beds.

Flowers and Decor

- Flowers and decor may be arranged through the florist of your choice.
- Table decorations and freestanding decorative elements are permitted. Outdoor décor must be sturdy enough to withstand wind. Tape or other fasteners may not be used to place anything on the walls, doors, windows or other fixtures.
- Decorations or lights may not be placed on the plants or in their containers without written consent of the Springs Preserve.
- Balloons, balloon releases, dove releases, birdseed, rice, glitter, confetti or any product that is dangerous to the environment or difficult to clean is prohibited.

Music and Entertainment

- You may hire the musician(s) of your choice or use one of our preferred vendors. Please keep sound at an acceptable level. Springs Preserve reserves the right to require the volume to be turned down during the event.

Before the Event

- It is your responsibility to inform your vendors of Springs Preserve rules and regulations.

After the Event

- No property may be left overnight.
- All decorations, equipment and personal items must be removed following the event.

Open Flame Policy

- No sparklers, fireworks, fire or barbeques of any kind are allowed.
- Candles and other flame elements are not permitted. LED tea lights are an acceptable alternative.
- Springs Preserve is a non-smoking environment. Please advise guests of this policy.

Additional Terms and Conditions

- This document is not inclusive of all terms and conditions that accompany the formal contract. All rules and regulations are subject to change without prior notice.

Environmental Protection

- Think globally—act locally. The Springs Preserve is a living exhibit for sustainability practices that minimize the impact on the environment. Efforts to meet this challenge include producing environmentally aware events.

