



1

## **2024 EMERALD PACKAGE DETAILS**

We hope this packet will provide you with the information you need to plan a successful event. Please read all the enclosed documents carefully to gain a clear understanding of your rights and obligations as an Emerald Package client.

The Emerald Package is ideal for any special event. The benefit of the half-acre site is not only the beauty of nature in every direction, it also houses a private lounge and allows the flexibility to customize and style your event. Everything from a formal sit-down affair to buffet.

The Emerald Package provides for your ceremony, reception and rehearsal; includes furniture for up to 98 guests and covers all your guests' Park entry fees. The Emerald Package reservation fee also includes exclusive use of the half-acre Irish Garden. You may also walk about the surrounding gardens, (English, Scottish and Oriental Gardens before or after your ceremony for pictures, these specific gardens remain open to the public while your reservation is in place.

If weather is an issue, the ceremony is moved inside, and/or we can discuss the possibility of the rental of our 20' x 30' tent set up in the Oriental Garden if available (closest gorgeous garden to the Irish Garden parking lot (our tent can shelter up to 80 guests). Of course, if you choose to move the ceremony to the Oriental Garden with or without the tent-we will waive the garden ceremony fee of \$600 and only if you choose to have us set up the tent, an additional \$400 is due the week of the wedding. That decision is made by you communicated with our Facilities Director by 12pm the Thursday of your wedding week.

The Emerald Room is a handsome stone-sided hexagon shaped building with a breathtaking wood cathedral-style ceiling. The room is heated as well as air-conditioning and houses the dining, dancing, bar and private lounge.

The Emerald ceremony space is complete with shamrock brick inlays in the walkway, water fountain and built in benches and is surrounded by a 6' high stone wall and wrought iron fencing with a set of gorgeous wood doors. Once the ceremony is over; the wood doors open wide to welcome your guests to cocktail hour set up in the Irish Garden, while you and your bridal party walk away for photos in all the surrounding gardens. The Emerald ceremony gazebo has power for your ceremony music; as well as a center hook for the occasional chandelier (it was stunning at night envisioned by Tami Myers of Event Connoisseur in Glastonbury) for lights, floral arrangements, tulle, etc. (we have some photos to share-our couples have been quite creative).

### **EMERALD PACKAGE AMENITIES**

The Emerald Package includes:

- A one-hour Emerald Garden rehearsal for weddings. The rehearsal must be arranged in advance and is based on the availability of the facility. The rehearsal may be scheduled no earlier than the date that is one (1) month prior to the event date.
- Entrance fee for all vehicles. Your guests do not need their invitation or a parking pass for park entry, they simply need to state the group name at the front entrance of the park, and they will be directed to the proper location.
- Seating accommodations for 96 guests using six feet (6') in diameter round tables which seat twelve (12) per table plus your sweetheart table of two (2) for a total of 98.



2

- Additional tables are available for cake, desserts, place cards, gifts, etc. provided there is adequate space after your guest tables are placed.
- Please note linens, glassware, flatware, and dishware are not included.
- Multiple pieces of equipment for your caterer and bartending vendor(s). Please note if mechanical problems arise preventing the use of this equipment on the day of your event, Wickham Park will make reasonable efforts to correct the problem(s), but ultimately, the Park is not responsible for providing such services and equipment.
- Several bathroom facilities for your guests, separate lavatory for your vendors, as well as a private lavatory in the lounge.
- Use of the following areas/facilities on the day of the event, starting at your contracted time:
  - Emerald Garden for your ceremony and cocktail hour. In the event of inclement weather, the Emerald Room will be used for both the ceremony and cocktail hour.
  - Emerald Room for dining, DJ or band, dancing, bar, cake, and gift tables.
  - Private lounge accessible only at start time of eight-hour time frame, (e.g., 3pm-11pm translates to your arrival to the private lounge at 3pm).
  - Caterer's area, inside and outside.
  - Exclusive use of the Emerald Garden (from wood doors to Emerald Room).
  - The full half-acre Irish Garden after park closes at sunset.

## **RENTAL STIPULATIONS**

The following rules and regulations are non-negotiable and, if violated, will result in retention of your security deposit and/or the imposition of fines. Wickham Park reserves the right to exercise discretion in assessing fees for violations of these Emerald Package rules and regulations.

### **Caterers, Bartenders and Outside Vendors:**

- Catering, bar, linens, tables settings and any other additional supplies and/or vendors must be supplied by you. It is recommended to rent supplies from your caterer if possible. All vendors must arrange acceptable arrival times and pick up of equipment times with the Park. No items may be left overnight. Preparations must also be in place for full food service, including set-up and clean up.
- Catering and Bartending Vendors are to be chosen only from our Exclusive Collection of Vendors. No proof of insurance or additional paperwork is required, as all necessary documents are already on file with the Park. Catering and bartending vendor(s) choice(s) must be made within three (3) months after our receipt of your contract. Wickham Park reserves the right to make exception at our sole discretion. If approved additional fees may apply and all necessary documents (certificate of insurance and food service permit) must be submitted and approved before the vendor can be approved.
- Your caterer and bartenders are responsible for taking any boxes and recyclables when departing. Wickham Park provides for disposal of remaining trash at an on-site dumpster. You and/or your catering staff are responsible for bringing the trash to this dumpster.
- There is to be no rinsing or washing of dishes within the Emerald Room facility. Additionally, it is your sole responsibility to ensure the facility is returned to its original condition.
- Due to local noise ordinances, all dancing and DJ and/or live music must take place inside the Emerald Room. Ceremony and garden music are welcome in the Emerald Garden at a reasonable volume. Whether or not the volume of such music is "reasonable" shall be determined by Wickham Park in its sole discretion. Garden and ceremony areas have access to 20 amp service. Additional power is available upon request and with reasonable advance notice. Sound systems are not provided by the Park.



### **Emerald Package Specifications/Furniture/Decorations:**

- Wickham Park provides tables and seating for up to 96 people with 12 chairs per table plus two (2) seats situated at the sweetheart table.
- Additional tables are available for cake, desserts, place cards, gifts, etc. provided there is adequate space after your guest tables are placed.
- Table decorations and free-standing decorations throughout the facility are welcome.
- Pig roasts are allowed if prepared in a self-contained unit or prepared completely off site.
- Ice luges are not permitted under any circumstances.
- Wickham Park does not allow any type of confetti, rice, string in a can or flower petals (real or artificial), this is due to difficulty of clean up before the following event. However, bubbles or individualized stemmed flowers can be substituted, these are much easier to clean up.
- Smoke or fog machines are also prohibited. **Use of these materials will result in a fine.**
- Wickham Park does not allow any open flames or fireworks of any kind, including candles and tiki torches. If you wish to use candles as favors or centerpieces, the candle must be in a closed container with the flame contained (e.g., hurricane lamps or votives).
- Sky lanterns and sparklers are considered fireworks and, therefore, are not permitted.
- The Emerald Room at Wickham Park is a **non-smoking facility**. Smoking and vaping will be permitted in outside areas only. Any tobacco products must be properly disposed of in smoker's receptacles that are provided by Wickham Park.

### **MISCELLANEOUS**

- Wickham Park will provide a staff member to monitor and assist with the overall functioning of the facility and to ensure Wickham Park rules and regulations are adhered to at all times during your rental and use of the property. Such staff member will assist in coordinating with vendors and address any issues that may arise. However, it is not the responsibility of Wickham Park personnel to help with clearing and cleaning of dishes and barware. Additionally, it is not the responsibility of Wickham Park personnel to set up any favors, centerpieces, or decorations.
- Wickham Park will not be held responsible for theft of any item(s) during your rental of the property and Wickham Park shall not be held responsible for any item(s) left in the facility or on the property after the rental period. All items must be removed from the facility **BEFORE** the end of the rental period. This includes anything outside vendors may have brought in. Please make the appropriate arrangements, as late pickups are subject to additional fees, the amount of which shall be at the sole discretion of Wickham Park.
- The Park is closed from November through March. Visitation is limited during these months and, if permitted, must be scheduled in advance with Wickham Park's Event Coordinator.
- Improvements at Wickham Park are ongoing. The Park reserves the right for future expansions and alterations to the surrounding grounds and facilities.
- Vendors may only access the facility during the scheduled hours of your event (as specified on page 1) unless otherwise arranged in advance and approved by the Park Director and Event Coordinator. If you need additional set up or cleanup time you can add additional hours to your contract for a maximum of 10 total hours. Your access to the grounds and facility before the time of your rental may be granted by the Park Director and Event Coordinator at his/her sole discretion provided there are no reservations in the Emerald Garden prior to your event. Additional fees will apply.
- Guests should be invited to arrive at the facility no earlier than two (2) hours after the contracted start time of your rental to allow for vendor set-up.



- Any and all music and bar service must cease no later than one hour prior to the end of your rental period. For example, if your rental continues until 11:00pm, all music and bar service must cease no later than 10:00pm.
- The site must be completely vacated by the contracted end time of your event (as specified on page 1). Failure to vacate the facility by the contracted end time will result in the loss of the security deposit in full.

**REPRESENTATIONS AND WARRANTIES; RIGHT TO REMOVE; INSPECTION OF PROPERTY;  
INDEMNIFICATION**

- You hereby represent and warrant that you shall abide by all local ordinances and laws, any and all instructions of Wickham Park personnel and any and all rules and regulations established by Wickham Park. You further represent and warrant that at all times during your rental: (1) you shall cause all of your guests to abide by all local ordinances and laws, any and all instructions of Wickham Park personnel and any and all rules and regulations set forth by Wickham Park; and (2) you shall assume full responsibility for the actions of your guests. Wickham Park reserves the right to modify its rules and regulations at any time.
- Wickham Park reserves the right to remove you and/or your group from the facility if you fail to comply with the terms of this agreement and/or the rules and regulations of Wickham Park. In the event you are told to vacate the property, you agree that you and your guests shall immediately do so and further acknowledge and agree that you will forfeit any and all payments made to Wickham Park in connection with your rental as well as your security deposit.
- You hereby acknowledge and agree that you have conducted an inspection of the property and you have determined that the property is in a condition which is appropriate for your intended use. You hereby accept the property in its AS-IS condition, without any warranties of fitness for a use.
- You hereby agree to indemnify and hold Wickham Park and its officers, agents, representatives, and employees harmless from and against any and all claims, actions, costs, expenses (including, without limitation, attorneys' fees and court costs), losses, liabilities, damages, penalties and demands whatsoever arising out of, concerning or affecting this agreement and/or your use of the property, including, but not limited to: (1) death, damage or injury to persons or property of you, your guests or your invitees occurring on or about the property; and (2) breaches of any representation, warranty and/or covenant made by you hereunder.