



Event Reservation Policies

Edith J. Carrier Arboretum

780 University Blvd, Harrisonburg, VA 22807

540.568.3194 | ejcarboretum@jmu.edu

www.jmu.edu/ecjarboretum

RESERVATION & USE POLICY

- A non-refundable reservation deposit of 20% of venue cost is required to secure your event date. A refundable security deposit of \$500 is required at final payment. **Payment in full is required for walk-on weddings, Pavilion reservations, or JMU departments/organizations, but may be waived at discretion of Arboretum staff.**
- Final payment and final guest count is due 7 calendar days before event.
- Event parking is not reserved. Event guests may park in the JMU R-5 lot, the Pond parking lot, or the Plecker Center lot as available. Based on group size, Arboretum staff can make arrangements for additional parking in other JMU lots. Other JMU lots are not available unless arranged in advance. The Arboretum is not responsible for other JMU events such as football games that may impact parking availability.
- The Arboretum grounds including parking lots and walking paths remain open to the public during events.
- No physical alteration, amendment, or adjustment to property is allowed (i.e., no marking of trees, cutting botanicals, set-up of personal tents, no nailing/tacking signs, leaving tied ribbons on trees, etc.).
- No fires of any sort are allowed, including smoking, candles, grills, campfires, etc.
- In the event of property damage, the Client agrees to pay the Arboretum any amount (exceeding the \$200 security deposit) necessary to repair or replace damaged property arising from the use of the premises. Damage assessment and cost of repair is at the discretion of Arboretum staff.
- Clients must remove event decorations and debris, and place trash in receptacles provided within the event reservation time. Violators forfeit security deposit at the discretion of Arboretum staff.
- Glitter and unnatural confetti of any kind is prohibited. Biodegradable confetti is allowed, but must be cleaned up by conclusion of the event reservation time.
- Visitors must remain on sidewalks, trails, or lawn. Please do not stand in the flower beds or block the service road.
- Sporting activities such as football, soccer, or frisbee are prohibited at the Arboretum.
- Dogs and cats are allowed but must be on leash, kept on trails, out of garden beds and waterways. Please pick up after pets.
- Client and guests must vacate premises and parking areas by dusk.

FOOD & BEVERAGE POLICY

- No alcohol or intoxicant may be carried onto premises unless served by JMU Special Events Catering
- **No outside agency catering:** all food and beverage catering and bartending service is required to be provided by JMU Special Events Catering (540-568-6637). JMU Catering requires a minimum of \$150 per order to be delivered to locations on JMU campus.
- Homecooked meals, pot-luck style meals, brown bag lunches, snacks, picnic carry-on foods and nonalcoholic drinks exclusively are permitted.
 - No hot or cold made to order meals exceeding \$149 in value

SIGNATURE REQUIRED ON BACK





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CANCELLATION POLICY

- For events on the Arboretum Lawn and Ernst Tree Terrace, clients must secure a backup location in case of inclement weather. The Arboretum cannot host any outdoor events in inclement weather (heavy rain or severe weather). Events on the Lawn are also dependent on its status following heavy rains or flooding events due to its stormwater detention function. The Arboretum is not responsible for damage to personal property or event preparedness, expenses, or loss due to inclement weather.
- Cancellations are accepted up to 48 hours from event time. A refund not including the reservation deposit will be processed. Process time may take up to 6 weeks (depending on payment method).
 - Only the client may cancel by email, phone or in person and must complete all applicable tax forms to process refund.
 - Arboretum staff reserve the right to cancel any events within 48 hours of the event at the issuance of a weather advisory (high wind, flood watch, etc.) by the National Weather Service. In this case, the client will receive a refund not including the reservation deposit.

ASSUMPTION OF RISK

In consideration of James Madison University permitting my participation in the activity on the premises of the Frances Plecker Education Building and the Edith J. Carrier Arboretum and Botanical Gardens, I agree to assume the risks known to be inherent in the activity, as well as any unforeseeable risks. I also agree to assume the responsibility for my invitees and guests who participate in the activity, and to hold harmless the university, its officers, agents and employees for any damages or injuries to myself, my invitees and guests.

I realize that some of the activities may subject me to certain hazards not all of which can be foreseen. I desire and consent by signing this form, to take part in all such activities. I assume all the ordinary risks normally incident to the nature of the activities and agree that the University or any of its officers, agents and employees will not be responsible for any damages or injuries resulting to me or my invitees and guests. I hereby release the university, its officers, agents and employees from any and all liability, in exchange for allowing me to use the university premises for this activity.

I also agree that I am responsible for any and all damages to any university property, real or personal, and agree to pay to the university upon demand any amounts necessary to repair or replace any damaged property arising from the use of the premises for the activity. Furthermore, I also agree that I have appropriate insurance coverage for this activity and will provide proof of such insurance upon request.

By signing, I agree I have read the Event Reservation Policies and agree to all terms and conditions.

Signature: _____ **Date:** _____

This form will not be accepted without applicable security deposit.

Mail with check (payable to JMU, "Arboretum" in the memo) to:

EJC Arboretum, MSC 3705, 780 University Boulevard, Harrisonburg, VA 22807

Call (540) 568-3194 to pay with credit card. Email form to: ejcarboretum@jmu.edu