

Our Couple – _____,
(ceremony/reception), date _____

CONTACT INFORMATION		
Betrothed's Name:		Phone:
Mailing Address:		Email:
Betrothed's Name:		Phone:
Mailing Address:		Email:
Alternate Contact Person:		Phone:
Alternate Person's Mailing Address:		Email:
EVENT INFORMATION		
Day, Date of Event:		
TYPE OF EVENT:	<input type="checkbox"/> Ceremony only (indoor <input type="checkbox"/> outdoor <input type="checkbox"/> <input type="checkbox"/> Reception only (indoor <input type="checkbox"/> outdoor <input type="checkbox"/> <input type="checkbox"/> Both Ceremony and Reception	
LOCATION OF CEREMONY or Reception or both (specify):	<input type="checkbox"/> All American Display Garden I or II <input type="checkbox"/> Clsrm/Great Hall (max capacity 250) <input type="checkbox"/> Cottage Garden <input type="checkbox"/> Great Lawn	<input type="checkbox"/> President's Garden <input type="checkbox"/> Rock Garden <input type="checkbox"/> Terrace Garden <input type="checkbox"/> Waterfall Garden <input type="checkbox"/> Woodland Garden <input type="checkbox"/> Arboretum <input type="checkbox"/> Other
Ceremony Rehearsal Date:		Time (start & end)
Rehearsal Dinner (additional rental charge):	Where	When (start & end)
Ceremony:	Where	When (start & end)
Renting the Straw Bale House?		
Social Hour:	Where	When
Reception / Dinner:	Where	When (start & end)
Dance (if applicable):	Where	When
Number of Guests:	Ceremony:	Reception (max 250 including head table):
Wedding Party Size (for head table):		Colors:

CATERING INFORMATION			
Catering Services:	<input type="checkbox"/> Plated Meal <input type="checkbox"/> Buffet style <input type="checkbox"/> Refreshments only <input type="checkbox"/> Cocktail/Social Hour <input type="checkbox"/> Late Night Snacks <input type="checkbox"/> Cash Bar <input type="checkbox"/> Sales Alcohol Permit Completed <input type="checkbox"/> Hosted Bar <input type="checkbox"/> Non-Sale Alcohol Permit Completed <input type="checkbox"/> No Bar <small>If alcohol (beer/wine) is served, permit(s) must be completed. Notify Venue Sales and Services Coordinator at least 60 days prior to event.</small>		
Note: All food, beverage, silverware, dishes and linen needs are provided by SDSU Catering. NO outside food or beverages are allowed. To contact call (605) 697-2571 or email sdsu.catering@sdstate.edu.			
OTHER EVENT INFORMATION			
McCrary AV Equipment:	<input type="checkbox"/> Projectors/Screens <input type="checkbox"/> Microphone(s) <input type="checkbox"/> CD/DVD Player <input type="checkbox"/> Music Hook Up		
McCrary Golf Cart Transportation:	<input type="checkbox"/> Yes <input type="checkbox"/> No (Fee is \$35 per hour)	Time of Service:	
Chair Vendor-who will set up/take down (outdoor ceremony):		Time of Arrival:	
		Time of Pick Up:	
Officiate:		Time of Arrival:	
Centerpieces (No glitter or confetti):		Time of Arrival:	
Florist:		Time of Arrival:	
Photographer:		Time of Arrival:	
Cake Vendor:		Time of Arrival:	
Musicians/DJ:		Time of Arrival:	
Dance Floor Vendor:		Time of Arrival:	
PAYMENT INFORMATION:			
Half of subtotal is due at the time of reservation to secure date (no holds). Remaining rental payment is due 90 days before event. Damage deposit due 90 days before event. Golf cart rental will be deducted from damage deposit (\$35/hr). NOTE: \$150.00 will be deducted from the damage deposit if guests and items (including musicians, DJ, equipment) are still in the Education and Visitor Center and/or Gardens after 12:30 a.m.			
Peak Season Total Rental Costs (all fees included):	<input type="checkbox"/> Ceremony only - \$648.00 <input type="checkbox"/> Reception only - \$1,728.00 <input type="checkbox"/> Both - \$2,376.00		
Downpayment (due upon reservation):	<input type="checkbox"/> Ceremony only - \$324.00 <input type="checkbox"/> Reception only - \$864.00 <input type="checkbox"/> Both - \$1,188.00		
Method of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Receipt issued: <input type="checkbox"/> Date:	
Remaining due (90 days prior to date):	<input type="checkbox"/> Ceremony only - \$324.00 <input type="checkbox"/> Reception only - \$864.00 <input type="checkbox"/> Both - \$1,188.00		
Damage Deposit (due 90 days prior):	<input type="checkbox"/> Ceremony only - \$100.00 <input type="checkbox"/> Reception only - \$350.00 <input type="checkbox"/> Both - \$450.00		

Total Final Payment (includes damage deposit, due 90 days prior):	<input type="checkbox"/> Ceremony only - \$424.00 <input type="checkbox"/> Reception only - \$1,214.00 <input type="checkbox"/> Both - \$1,638.00		
Method of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Receipt issued: <input type="checkbox"/> Date:	
Total Return (minus damage/misc charges and/or golf cart rental):		Check requested on (date) _____ <input type="checkbox"/>	
Refund of Deposit to:		Address:	

Winter Season Rates January-March (20% Discount)

Total Rental Costs (all fees included):	<input type="checkbox"/> Ceremony only - \$518.40 <input type="checkbox"/> Reception only - \$1,382.40 <input type="checkbox"/> Both - \$1,900.80		
Downpayment (due upon reservation):	<input type="checkbox"/> Ceremony only - \$259.20 <input type="checkbox"/> Reception only - \$691.20 <input type="checkbox"/> Both - \$950.40		
Method of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Receipt issued: <input type="checkbox"/> Date:	
Remaining due (90 days prior to date):	<input type="checkbox"/> Ceremony only - \$259.20 <input type="checkbox"/> Reception only - \$691.20 <input type="checkbox"/> Both - \$950.40		
Damage Deposit (due 90 days prior):	<input type="checkbox"/> Ceremony only - \$100.00 <input type="checkbox"/> Reception only - \$350.00 <input type="checkbox"/> Both - \$450.00		
Total Final Payment (includes damage deposit, due 90 days prior):	<input type="checkbox"/> Ceremony only - \$359.20 <input type="checkbox"/> Reception only - \$1,041.20 <input type="checkbox"/> Both - \$1,400.40		
Method of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Receipt issued: <input type="checkbox"/> Date:	
Total Return (minus damage/misc charges and/or golf cart rental):		Check requested on (date) _____ <input type="checkbox"/>	
Refund of Deposit to:		Address:	

Changes & Cancellations

With any cancellation, the down payment is not refundable. The damage deposit and final payment of rental fees are refundable for events cancelled at least 90 days prior to the ceremony. If the reservation is cancelled less than 90 days prior to ceremony, the final payment is forfeited. McCrory Gardens reserves the right to cancel any event due to violation of the Facilities Use Agreement.

1. The **maximum capacity** of the Great Hall for fire code and comfort of guests is 250 people.
2. Any rental or additional furniture/decorations brought in by guest is to be set up and taken down by guest.
3. Guests can reserve the Great Hall the day prior to their event based on availability, 4-hour required minimum, for an additional hourly fee.
4. To guarantee a reservation, a down payment is required (no holds).
5. Garden admission for your event guests is included with the rental space.
6. The Straw Bale House can be rented as a dressing room when a garden-only ceremony is arranged/booked.
7. The Classroom can be rented as a dressing room.
8. SDSU Catering is our exclusive caterer for all food, beverage, bar, and linen service. Call (605) 697-2571 for information and pricing. No outside food or alcohol is permitted in the Event Center nor is alcohol allowed in the Event Center parking lot. Any coolers brought in are subject to search. Any food related issues, special needs or questions must be directed to SDSU Catering.
9. McCrory Gardens is part of the SDSU tobacco-free campus. No tobacco product use (in any form) allowed on McCrory Gardens' property.

By signing this agreement, you agree with the rental fee charges, cancellation policy, and you understand and agree to the terms and conditions as stated in this document (please sign only after McCrory Gardens has inserted payment information above).

Client Signature:		Date:
McCrory Gardens Signature:		Date:

ADDITIONAL NOTES:

Revised 7/29/19