



**MDNR - Belle Isle Park**  
99 Pleasure Drive, Detroit, MI 48207  
Phone: (313) 821-9851 | Fax: (313) 821-9848  
Email: [DNR-BelleIsleParkEvents@michigan.gov](mailto:DNR-BelleIsleParkEvents@michigan.gov)

## **Belle Isle Park Anna Scripps Whitcomb Conservatory Rental Agreement (2021)**

Wedding Date: \_\_\_\_\_ Anticipated Number of Guests: \_\_\_\_\_

Wedding Location: \_\_\_\_\_ Conservatory Main Showroom \_\_\_\_\_ Conservatory Garden

Time of Rental (Check one): \_\_\_\_\_ 11:00 am – 1:00 pm ~ \$200.00

\_\_\_\_\_ 2:00 pm – 4:00 pm ~ \$200.00

\_\_\_\_\_ 5:00 pm – 7:00 pm ~ \$300.00

What time will the wedding ceremony begin? \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

*(Rehearsals can be scheduled Wednesday – Friday between 10:00 am & 5:00 pm)*

Will you be renting chairs for the ceremony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the Approved Vendor that you are using: \_\_\_\_\_

\_\_\_\_\_

Client: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Exp.: \_\_\_\_\_

### FOR OFFICE USE ONLY

Total Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## **GENERAL INFORMATION**

The Anna Scripps Whitcomb Conservatory is available Wednesday through Sunday for wedding ceremonies. There is an option of having the ceremony inside the Conservatory Main Showroom with up to 35 guests or outside in the Formal Garden with up to 150 guests.

- In the event of inclement weather, weddings scheduled in the Formal Garden may move to the Conservatory Main Showroom with the understanding that the space can only accommodate up to 35 guests.
- Wedding ceremonies are scheduled in the following two-hour time blocks:
  - 11:00 am – 1:00 pm (\$200.00)
  - 2:00 pm – 4:00 pm (\$200.00)
  - 5:00 pm – 7:00 pm (\$300.00)All fees must be paid in full at the time of the reservation. In addition to cash and check payments, we accept MasterCard, Visa, and Discover.
- During your two-hour rental period, all activities must take place, including set-up, cleanup and photos. It is imperative that you plan enough time for your activities so that you do not conflict with other scheduled weddings or events.
- The Anna Scripps Whitcomb Conservatory is accessible to the public until 5:00 pm. Rental of the facility does not give wedding parties exclusive use of the property unless the 5:00 pm to 7:00 pm time block is reserved.
- There are no restrooms or changing rooms at the conservatory. The closest restrooms are at Shelter 7 near the parking area.
- Clients, members of the wedding party and all the guests must adhere to the Conservatory and Belle Isle Park rules and regulations.
- Belle Isle Park will not be responsible for chairs, cameras, or other items left on the premises by your party.
- Other than service dogs, pets are not allowed inside of the Conservatory.
- The following items and activities are prohibited:
  - Tents and/or canopies of any kind or size
  - Throwing of rice, birdseeds, flower petals or other materials
  - Moving any plants or benches in the Conservatory or Garden Area
  - Bridal runners on the grass area
  - Streamers or decorations to block off any area from the public
  - Consumption of food and beverage

## **REHEARSALS**

A one-hour rehearsal is granted with each reservation. This is an opportunity for the wedding party to work out the logistics for the event. Scheduled rehearsals are not staffed. Rehearsals are scheduled, based on availability, Wednesday through Friday 10:00 am to 5:00 pm.

**I HAVE READ AND UNDERSTAND THE INFORMATION LISTED ABOVE**

**CLIENT'S INITIALS** \_\_\_\_\_

**AMPLIFIED SOUND**

A small amplified system for sound is allowed, however, **we do not provide electricity**. You can bring the system with you or you can rent one from one of our approved vendors. Generators and loudspeaker systems are prohibited at the Conservatory.

**VENDORS**

Chairs, floral and balloon arches are permitted. Chairs must be rented from an Approved Vendor. A list of Approved Vendors can be obtained from the Administrative Office. Vendors must set-up during the reserved two-hour time period. All rented items must be removed from the premises by the end of the rental time.

**PHOTOGRAPHY**

Wedding photos may be taken at the conservatory during your reservation time, however, photography permits are required to take photos at other locations in the park. Please contact the Event Office for additional details.

**RECREATION PASSPORT POLICY**

All visitors are required to adhere to the State of Michigan Recreation Passport Policy. State Recreation passports are needed on all vehicles to enter the park. The passport is \$12.00 (annually) for Michigan registered vehicles and \$9.00 (daily) or \$34.00 (annually) for non-Michigan vehicles. Commercial vehicles are \$17.00 (daily).

If not already purchased through the Secretary of State, Recreation Passports may be obtained at the park office during regular business hours or at the booth upon entering the park. Please visit our website for more details: [www.michigan.gov/recreationpassport](http://www.michigan.gov/recreationpassport).

**FORCE MAJEURE**

The Parties shall not be liable for any failure of or delay in the performance of this agreement, when the failure or delay:

- 1) is beyond the reasonable control of the Parties,
- 2) materially affects the performance of the event,
- 3) could not reasonably have been foreseen or prevented,

but will not be excused for failure or delay resulting from actions or inactions of the client.

**CANCELLATION POLICY**

No refunds will be issued for cancellations. Once the payment has been made, funds are not transferrable to another date or facility.

**I understand, acknowledge, and agree to adhere to the terms, rules and guidelines set forth in this contract issued by Michigan Department of Natural Resources – PRD / Belle Isle Park.**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Staff Signature

\_\_\_\_\_  
Date