

FAQ

Weddings at Tulsa Botanic Garden

1. How much does it cost to have a ceremony and reception at Tulsa Botanic Garden?

The fee for an inclusive ceremony and reception is \$4750.

2. What do I get for the \$4750 fee?

- *12 hours of access to the Mabee Grange (either noon – midnight, or 11:00 a.m. – 11:00 p.m.)*
- *Use of available outdoor areas for your ceremony*
- *Use of TBG furniture, including (100) white poly-resin folding chairs, (10) 60" round tables, (6) 6' rectangle tables*
- *Set up and tear-down of TBG furniture*
- *One hour of rehearsal time the evening before your wedding*
- *A 2-hour photography session that can be scheduled within 6 months of your event (before or after)*
- *Use of 5-person golf cart during your event, (to be operated by a TBG representative)*

3. What is the maximum capacity of the Mabee Grange?

The building capacity is approximately 200. This is with guests seated at 60" round tables, with space for food service tables, a bar, a DJ and a small dance area. The main room is 40 ft. x 60 ft., and can be set up in a variety of ways. The patio and south lawn provide ample space for spill-over. When utilizing the outdoor spaces, and with the possibility of erecting a tent, there is adequate space for up to 250 guests.

4. Are there any additional fees?

We do require valet service for evening events. The charge is \$450 for parties up to 100 guests and \$550 for 100 – 200 guests. This fee is payable to TBG.

We require a \$500 damage deposit, to be refunded within one week of your event barring no damage to the property.

There is a \$1000 tent fee, payable to TBG, if you choose to rent a tent and have it erected for your event. Client is responsible for renting the tent, and all details regarding set-up and take-down of tent must be approved by a TBG representative one month in advance.

5. Are there any other options for hosting a ceremony and / or reception at Tulsa Botanic Garden?

We do offer a mini-ceremony for \$500. The mini-ceremony allows for one hour of private access to the Garden for up to 20 people, and chairs may be rented and set-up for an additional fee. If you are interested in hosting only a ceremony or only a reception, please contact the Garden to discuss the possibilities.

6. Which areas of the Garden are available for our ceremony?

We have two areas that are the most popular outdoor ceremony sites. They are the Square atop the Floral Terraces, and the Lakeside Plaza at the bottom of the Floral Terraces. Please refer to the photos on our website to view both areas or schedule a tour to see which location best suits your needs and vision.

7. Does TBG provide linens and any other decorations?

We require that the 60" round tables and the 6' rectangle tables included with your rental be dressed with linens. Client is responsible for supplying, setting, and tearing down all table coverings, centerpieces, and decorations.

8. Does TBG staff provide day-of coordination?

No. TBG staff will not run your schedule the day of your event, and we strongly recommend that you hire a coordinator to fulfill that role. We want this to be one of the best days of your life, and coordinators are so helpful! We can provide the names of the ones we love upon request.

9. Can we and / or our vendors deliver items to the Garden the day before our event?

All deliveries must take place the day of your event.

10. Can we and / or our vendors leave items at the Garden after our event, and come back for them the next day?

Pick-up of rented items MAY take place the morning after your event, depending on availability and other logistics. All details for delivery and pick-up must be approved by a TBG representative one month before your event.

All personal items must be removed from the premises at the end of your rental period. TBG will make a reasonable attempt to return any personal items, but will not be held responsible for them.

11. Do you require certain caterers?

We require that you use a licensed and insured caterer and bar service. Some of the catering companies we know and love are: PartyServe, Catering by Orr, Palace Café, Vitter's Catering, Tuck Curren, and Post Oak Lodge. All of these caterers are familiar with our facilities, and we would love for them to cater your event. We have had success with some food truck catering as well; MASA, Rub, and Andolini's are all great. We are

also open to you using other caterers. If they are not on this list, they must be approved by a TBG representative at least one month prior to your event.

12. Are there other vendors you can recommend?

We do have a list of florists, DJs, coordinators / planners, photographers and lighting companies that we love working with. Please contact TBG for a full list.

13. What happens if it rains or the weather is bad?

We strongly recommend that every couple have a "Plan B" in case of bad weather, and ask that a final call on the locations and set up for your ceremony and reception be made no later than noon the day of your event. TBG staff will assist with any adjustments that need to be made should a "Plan B" become necessary.

14. If I decide on Tulsa Botanic Garden as a venue, how do I go about booking it?

We require a signed rental agreement and a 50% deposit of the rental fee to reserve your date. The balance of the rental fee, along with any other applicable fees (i.e. valet, damage deposit, etc.) are due one month prior to your event. If necessary, we can come up with an alternate payment schedule to better fit your needs, as long as your balance is paid in full one month prior to your event.

15. Are there any other rules I need to know about?

Yes! For example, we do not allow sparklers or fireworks, or anything to be thrown at the couple. One important rule is that your ceremony start time cannot be before 6:00 p.m. (This is because we are open to the public until 5:00 p.m.) The most basic rule is that the grounds and the building be left in the same condition they were found by the end of the night.

Before booking you will be given an agreement to go over with a fine-tooth comb; that document will include all of the details regarding your event, what is included, what is and is not permissible, your payment schedule, etc.

16. Is there a discount for Garden members?

Yes. We offer a 5% discount on the rental fee for member up to the "Donor" Level, and a 10% discount for member of the "Founder's Circle" Level and above.

Please call the Garden at (918) 289 0330 or email events@tulsabotanic.org with any questions or to schedule a tour.