

Welcome and Congratulations on Your Engagement!

Thank you for considering Aldridge Gardens for your special day. Our experienced staff is committed to providing the highest quality service throughout the planning and execution of your event. At Aldridge Gardens, we want to help make your day unique and unforgettable! This facility rental packet will provide you with some of the information you will need to start planning your wedding.

Aldridge Gardens Contact Information

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2018 WEDDING PACKAGES

Hydrangea Garden Package

The Hydrangea Garden Package is for weddings booked between **March 16 and October 31**. Package includes choice of ceremony site, reception site, use of the bridal room and your rental time.

MONDAY-THURSDAY (8 HOURS OF RENTAL TIME) *please contact director of sales for pricing*
FRIDAY-SUNDAY (8 HOURS OF RENTAL TIME)

Pricing Also Includes:

- Includes the use of a total of 400 white folding chairs (200 white resin with pad and 200 white folding acrylic), security for the first 150 guests, an Aldridge Gardens' staff representative for the duration of your event, and tables for reception.
- One hour rehearsal the day before your event scheduled during regular garden business hours (8:00 AM-5:00 PM). If ceremony space is unavailable due to another booking, an alternative rehearsal space will be provided.
- Use of the bridal room located inside the Aldridge House pre-ceremony and storage of personal items post ceremony.
- Rental time includes all wedding setup and breakdown time (decorating setup and breakdown, getting dressed, photography time, removal of personal property and property of service providers; excludes caterers and certain professional vendors approved by the Director of Sales).

*Inquiries to rent the garden grounds and close to the general public from noon to midnight are welcome. Pricing for privatization is available upon request and includes 8 hours of rental time, security, and an Aldridge Gardens staff representative.

Camellia Garden Package

The Camellia Garden Package is for weddings booked between **November 1 and March 15**. Package includes use of the house, tented patio with heater in winter months, use of our propane tower heaters, pavilion, and garden or lake site for the ceremony.

MONDAY-THURSDAY (8 HOURS OF RENTAL TIME) *please contact director of sales for pricing*
FRIDAY -SUNDAY (8 HOURS OF RENTAL TIME)

Pricing Includes:

- Includes the use of a total of 400 white folding chairs (200 white resin with pad and 200 white folding acrylic), a security officer for the first 150 guests, an Aldridge Gardens' staff representative for the duration of your event, tables for reception, and propane tower heaters.

- One hour rehearsal the day before your event scheduled during regular garden business hours (8:00 AM-4:30 PM). If ceremony space is unavailable due to another booking, an alternative rehearsal space will be provided.
- Use of the bridal room located inside the Aldridge House pre-ceremony and storage of personal items post ceremony.
- Rental time includes all wedding set-up and break-down time (decorating setup and breakdown, getting dressed, photography time, removal of personal property and property of service providers; excludes caterers and certain vendors approved by Director of Sales).

Additional Options and Fees: Garden Wedding Ceremonies Only

MONDAY – THURSDAY (2 hours of rental time - during regular public hours - 8am-4pm)
Hours of operations subject to change seasonally

FRIDAY-SUNDAY (2 hours of rental time-Scheduled 8:00 AM to 12:00 PM noon only) ***Please note due to other events, this option is limited availability only***

Pricing Includes:

- Garden ceremony site option, 2 hours of rental time to utilize for your ceremony and photography.

Pricing Excludes:

- Access to the Pavilion and House. *(usage of House or Pavilion permitted if available for weather contingency plans)*
- White folding chairs for ceremony.

Additional Rental options:

- White folding chairs for your ceremony (\$2 per chair)
- Use of the bridal room inside the Aldridge House (\$100 per hour)

Rehearsal Dinners / Receptions Only (i.e., Private Event Rental Pricing)

FRIDAY-SUNDAY 4 HOURS OF RENTAL TIME

Aldridge House – *please contact director of sales for pricing*

Pavilion – *please contact director of sales for pricing*

Pricing Includes:

- Includes security for the first 150 guests, an Aldridge Gardens’ staff representative, and tables and chairs for reception. (a total of 400 white folding chairs available(200 white resin with pad and 200 white folding acrylic)
- **Rental time includes all setup and breakdown time (decorating and florist setup and breakdown, removal of personal property and property of service providers; excludes caterers approved by Director of Sales).**
- Tented Patio with heater during winter months and the use of our propane tower heaters

Additional Fees:

- Additional Client Set-up/Break-down Time - \$150 per hour.
- Police Officer fee for service of alcohol -\$40 per hour with 4 hour minimum
- Additional Chairs – priced upon request.
- Golf Cart with Driver - \$30 per hour with a 4 hour minimum.
- Bridal Room (if ceremony only) - \$100 per hour

RECEPTION SITE OPTIONS

Aldridge House – Art and Historical Museum

The Kay and Eddie Aldridge Art and Historical Museum opens to a large brick patio and offers a spectacular view of a 6-acre lake. The art gallery features artworks of noted local and national artists and is the home of a large collection of Frank Fleming sculptures. The sun room features brick floors, scenic view of the lake and opens to the patio. The Aldridge Museum features hardwood floors, antique fireplace and the bride's room. All rooms are multi-functional and set up is flexible.

Capacity

- Reception With Patio – accommodates up to 150 guests.
- Reception Without Patio – accommodates up to 100 guests.
- Art Gallery – accommodates up to 60 for reception
- Sun Room – accommodates up to 25 for reception/12-18 for seated dinner
- Museum – accommodates up to 20 for reception/12-18 for seated dinner

Standard Reception Furnishings:

- 9-60” round tables
- 12 – 48” round tables
- 12 – 6’ rectangle table
- 9 – high boy/cocktail tables
- 60 black padded chairs (corporate chair) or 200 white folding chairs with pads
- Special arrangements may be made for other furnishings with Director of Sales Approval

Pavilion

The Pavilion is a covered open-air facility with lighting and fans. A small amphitheater with café lighting provides additional seating and the shade garden lawn area may be used as well. A catering kitchen and public restrooms are located nearby. Entrance to the pavilion passes by Frank Fleming's “Tortoise and Hare” sculpture or through an arbor.

Capacity

- Reception – accommodates up to 200 or up to 150 for seated dinner.

Standard Reception Furnishings:

- 9 – 60” round tables
- 9- high boy/cocktail tables
- 12 – 48” round tables
- 12 – 6’ rectangle tables
- 200 – white folding chairs with pads
- Special arrangements may be made for other furnishings with Director of Sales Approval



CEREMONY SITE OPTIONS

Ceremonies may be held at a garden site or in the pavilion. Sites will accommodate up to 200 guests. The arbor, shade garden lawn and pavilion are located at the front of Aldridge House and provide a beautiful backdrop of hydrangeas, azaleas, and seasonal plants and shrubs for weddings. Lakeside, woodland stream and patio wedding sites offer the sights and sounds of water, hydrangeas, and seasonal plants and shrubs and are located at the back of Aldridge House.

Arbor (located between pavilion and house)
Accommodates up to 200*

Ginkgo Tree (located in front of the house)
Accommodates up to 200

Shade Garden Lawn (located near pavilion)
Accommodates up to 85*

Pavilion
Accommodates up to 200 standing or 150 seated

Lakeside (located at back of house)
Accommodates up to 200*

Lakeside in the Woods (located on the opposite side of the boathouse)
Accommodates up to 150-180

Woodland Stream (located at back of house near the woodland stream)
Accommodates up to 120*

Patio (located at back of house)
Accommodates up to 70

Camellia Garden with Pergola (located near entrance plaza)
Accommodates up to 150 standing or 100 seated

*Seating limitations may apply in the grassy areas.

**WEDDING & SPECIALITY EVENTS
APPROVED LIST OF CATERERS
2018**

Five Star Event Catering

6079 Barber Motorsports Pkwy
Birmingham, AL 35094
205-699-2783
www.fivestareventcatering.com
Contact: Tamara Archer

Full Moon Bar-B-Que and Catering

4635 Highway 280 East
Birmingham, AL 35242
205-332-9122
www.fullmoonbbq.com
Contact: Coy Ancelet, Manager

Gourmet Pantry Catering

2420 Morgan Road, Suite 100
Birmingham, AL 35022
205-822-9477 office
www.gourmetpantry.us
Contact: Teresa or Jay Pocopanni

The Happy Catering Company

225 Oxmoor Circle, Suite 802
Homewood, AL 35209
205-251-8925
www.happycatering.net
Contact: Bill Bouloukos, Holly Barton

Iz Catering

3325 Rocky Ridge Plaza, Suite 100
Vestavia, AL 35243
205-979-7522
www.everythingiz.com
Contact: Kay Bruno Reed, Catering Director

Jim 'N Nicks Bar-B-Q and Catering

3755 Corporate Woods Dr
Vestavia, AL 35242
205-637-2977
205-789-7661
aprilgodwin@jimnicks.com
Contact: April Godwin

Kathy G's

11 West Park Circle
Birmingham, AL 35211
205-942-4210
www.kathyg.com
Contact: Natalie Pilato Andrews

Yellow Bicycle

205-940-7234-office
205-834-5871-Cathy Nelson
Cathy@eatyellowbicycle.com
Kim@eatyellowbicycle.com
Contact: Kim Zakarin

Savoie Catering

3625 8th Avenue South
Birmingham, AL 35222
www.savoiecatering.com
Contact: Nico Berg
(205) 965-8858

ALDRIDGE
GARDENS
NATURE AND ART IN BALANCE

SUGGESTED VENDOR LIST FOR BRIDES AND EVENT PLANNERS

(This list is for your convenience and in no way reflects all the vendors who handle events at The Gardens.)

BAKERS

Dreamcakes, Katie Moon	871-9377	
Edgar's	987-0790	
Olexa's	871-2060	
Cakes by Kim	434-4630	kim@cakesbykim.net
Wedding Cakes by Jan	222-0840	
Magic Muffins	969-2113	
Magnificent Cakes	956-0411	hilde@magnificentcakes.com
Pastry Art	877-3852	
Emily's Heirloom Pound Cakes	937-7392	aprilmcclung67@gmail.com

OTHER SWEET TREATS

Steel City Pops	601-310-0829	eventsal@steelcitypops.com
Big Spoon Creamery	568-8856	bigspoonbham@gmail.com
Bendy's Ice Cream		www.eatBendys.com
We Have Doughnuts		www.wehavedoughnuts.com
The Heavenly Doughnut Co	536-7200	

FLORISTS

KG Designs	492-7993	
Lillie's, Carol Harris		296-3457
Marked-Laura McCarty		lalamccarty@gmail.com
Norton's Florist , Rita Weller Daffinson	313-1900	
Ricky Whitley	879-4400 / 542-8603	
Hothouse Designs- Mandy Majerik	324-2663	
Tiffany Robinson –Studio Flower	915-3849	
Vera Flora- Bryanna Booth	(904)-864-4221	verafloradesign@gmail.com
Ce Ce Designs & Events	317-1413	cecedesigns91@yahoo.com

LIGHTING DESIGN

AG Lighting Design, Alex Garmon	527-0652
Design Productions LLC, Andy Talor	941-3388
Lighting the Way, Don Orr	(615) 612-9229
Amerson Events, Chris Amerson	960-0525
On-Site Productions	601-8438

MINISTERS

Butch Oglesby	995-3791
Vic Simonetti	215-8307
Barry Altmark	994-2681

MUSIC

Magic City Sounds DJ (Trey Wood)	470-9578	
Amerson Events, DJ & Event service	960-0525	chris@amersonevents.com
DJ Well Dunn (Brandon)	282-9667	djwelldunn.com

Total Entertainment DJ	301-7227	
On-Site Productions DJ	601-8438	
Dolce Duo, Flute/Classical Guitar	982-2009	
Feel the Beat, DJ	678-0845	
Goodfellas, Sax/Keyboard/Vocals	901-1972 / 254-3330	
Cahaba River Strings	440-2560	
Susie the Wedding Fiddler	623-9516	
Marsha Gunter, Harpist	988-0036	
Paul Hicks, Classical Guitar	595-7343	
Derek Sellers, Guitar, Full service Band	256-531-5395	www.dereksellersmusic.com
Justin Cross, Acoustic Guitar/Vocals	706-590-0740	justincross07@gmail.com
Act of Congress , Band	566-5461	actofcongress@gmail.com

VALET

Apex Valet	991-0532 / 586-4602
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SPECIAL SERVICES

Ice Sculptures by David Bromley	914-4527	
Coats Classic Cars	413-0480	
Five Points Carriage Service	243-9770	
Jim Black Classic Limousine	822-5933	
Trolley Times Rides	849-5626	
Vintage Auto	283-8174	
Décor To Adore, Kendall Spier (Linen)	637-8695	
Prophouse Rentals. Styling- Kate Tankersley	324-2663	prophousebirmingham.com

WEDDING PLANNERS/COORDINATORS

Becky's Brides, Becky Baker	807-4734	becky@beckysbrides.com
I Do, I Do -Ashley Stork	413-6464	ashley@idoidoweddingplanning.com
Kalee Baker Events, Kalee Baker	722-8567	kalee@kaleebakerevents.com
M. Elizabeth Events, Megan Cease	277-1538	
Two Hearts Weddings, Rachel Grammar	936-0362	
Rowell Events, Jackie Rowell	960-5084	rowellevents.com
Elle Affairs, Brittany Lott	404-510-5141	www.elleaffairs.com

FACILITY USAGE GUIDELINES

GENERAL GUIDELINES:

- These guidelines are subject to change without written notice. All arrangements must be approved by the Director of Sales.
- Aldridge Gardens provides a space for events and an allotted amount of time outlined within your contract. Client will be charged a fee for additional time and space.
- For Hydrangea and Camellia Packages with receptions in the pavilion – use of the museum and sun room are available for pre-wedding ceremony usage by up to 20 bridal party members. After the ceremony, the house will be locked for security purposes when an AG staff member is not inside.
- A site visit or final walk through is required with the Director of Sales at least 60 days in advance of your booked event to discuss the layout of your event and details regarding your hired vendors and timeline.
- All sub-contractors hired by the User/Responsible Party are to follow the rules and guidelines of AG.
- The staff of Aldridge Gardens does not coordinate or direct wedding rehearsals and ceremonies, receptions, business meetings, or any activities associated with those events. A director or coordinator can be referred to you at your expense.
- Aldridge Gardens is a public garden and as such may not be closed to visitors during normal operating hours. We reserve the right to have special events on display in the areas of the Gardens not typically used for weddings and receptions. Rented areas will be off limits to the public and privatized during your event.
- Aldridge Gardens has limited parking available during regular business hours when we are open to the general public. If you choose to host your event during these regular business hours some parking may be unavailable to you and your guests and occupied by the general public. Valet parking or the hiring of our golf cart with driver service is strongly recommended.
- Maximum capacity of Aldridge House is 100 (with patio 150). Maximum capacity under the pavilion is 200.
- Access to the gardens, house, or pavilion is governed by your rental hours stated in the contract. However, cakes and flowers may be delivered earlier with delivery time approved by the Director of Sales.
- **Per city ordinance, smoking is not permitted at any time on the grounds of Aldridge Gardens.**
- Guests must remain in the rented area only after business hours. Parents must supervise their children at all times, with special supervision around the lake area.
- Aldridge Gardens reserves the right to have any guest, wedding party member, or vendor removed from the property if they engage in verbal or physical abuse of any kind towards AG staff or other vendors with no compensation of possible lost rental time.
- Weather conditions are an “act of God,” therefore a “rain plan” must be considered for any outside event. Aldridge House and the Pavilion are available for use in case of extreme weather conditions if not already in

use.

- Tables and chairs belonging to Aldridge Gardens are for receptions in the pavilion or house only. AG owns a total of 200 white folding chairs with pads which are available for wedding ceremonies and receptions. AG also owns 200 white folding acrylic chairs without pads which are available. Depending on the rental package, chairs are included in the rental fee. **Additional chairs, pews, or tents must be approved by the Director of Sales. Delivery of these items must also be approved and pre-arranged.**
- Aldridge Gardens does not allow the designated chairs for your ceremony provided by Aldridge Gardens to be re-located to your reception or re-used post ceremony.
- **Security is required at all rental events.** The fee for one officer is included in the rental fee for the first 150 guests.
- **A uniformed Police Officer *is required for all events choosing to serve alcohol.* The additional fee is \$40 per hour with a four hour minimum. Aldridge Gardens handles the hiring of the police officer and will include their fee in your final invoice.**
- **The hiring of a valet service or AG golf cart with driver service is required for groups exceeding 150 attendees at an additional cost to the client.** The gardens will offer referral information of companies that can provide this service and will work with the group hired.
- All cars must be parked in parking lot except Bride and Grooms' car/limo. Arrangements may be made for dropping off handicapped/disabled individuals, deliveries, and for wedding/reception items with head of security and Director of Sales.
- **All functions are to end by 11 p.m.** Caterers/ Vendors must leave the gardens no later than one hour after the end time specified on the contract. All persons, including vendors, are to be off the property no later than midnight.

CATERERS:

- **All food, beverage, and bar service must be furnished by an Aldridge Gardens approved caterer. No food or beverage may be brought into the Gardens by the User/User's guests; however, celebratory cakes (birthday, wedding, etc) may be brought in by an outside source.**
- The AG staff are responsible for setting up and breaking down the tables and chairs included in your package. The Caterers are responsible for cleaning any and all areas where food was served or consumed. If cleaning is required in the bridal room, sun room or other areas that is beyond normal and reasonable, part of the damage deposit will be retained at the sole discretion of the Director of Sales.
- If alcohol is served, Aldridge Gardens requires that an alternative to alcoholic beverages be served. No open beer cans or bottles are allowed outside the rental space. No self-serve alcoholic beverages allowed and no cash bar permitted. No liquor shots permitted. To encourage responsible drinking, all bar service is required to end thirty (30) minutes prior to the end of specified time of the contract.
- All alcoholic beverages must be served by an approved caterer or licensed and insured bartending company. **All responsibility and liability is incurred by the User/Responsible Party.** All state and federal laws concerning the serving and consumption of alcohol must be strictly enforced.
- **All alcoholic beverages must be delivered to your caterer in advance of your event and transported by the approved caterer onto our property. Neither the client nor the caterer may leave the property**

during the event to purchase additional alcoholic beverages.

- Aldridge Gardens reserves the right to change caterers. Rental party is required to change caterer should this occur and if given sixty (60) days notice.

MUSIC/ENTERTAINMENT:

- Musician(s), DJ's and other entertainment required for an event are the sole responsibility of the User/Responsible Party.
- The City of Hoover has a noise ordinance which must be observed. Therefore, exceptionally loud music is not permitted. Bands, acoustic music or DJ's may play until 11:00 pm. AG reserves the right to alter the sound level of music.
- Dancing on the hardwood floors in the Art Gallery is not permitted. However, dancing is permitted in the pavilion, sunroom and patio.
- The AG House's interior sound system is available to play CD's/ IPod. The Event Staff Member is able to load the CD's/ IPod for continuous play but is unable to stop and start the system or cue CD/IPod to a specific song.

DECORATIONS:

- Decorations of any kind are not to be affixed to any surface nor hung from any light fixture or fan. No staples, nails, tacks or tape or anything that would leave a permanent mark.
- No affixing any décor to our live plants, trees or vegetation.
- Dripless and enclosed candles are approved for receptions. No open flame candles that drip candle wax, or fireworks.
- Send-off materials may be used if the User/Responsible Party agrees to clean the area (eg., Bubbles, flower petals, dried lavender). No bird seed, rice, sprinkles, confetti or glitter may be used. Sparklers may be used in the Aldridge Gardens parking lot only (*if a burn ban has been instituted then some of these policies are subject to change*).
- **All items brought in by the client or hired vendor must be removed same day as your event and within your designated rental time.**

DELIVERIES, SET-UP, CLEAN-UP:

- **All arrangements for deliveries, set-up, breakdown and pick-up of equipment, and anything else associated with an event must be cleared in advance with the designated Facility Manager and Director of Sales.**
- The client is responsible for the removal of decorations and personal items at the close of the event same day. This includes all rental areas: ceremony and reception sites, bridal room, and sunroom. As previously stated, if cleaning is required by AG staff in the rented areas that is beyond normal and reasonable, part of the damage deposit will be retained at the sole discretion of the Director.
- Golf carts are the property of Aldridge Gardens and may not be used by guests to deliver equipment/goods or for rides to and from the house or pavilion unless rented at \$35 per hour with a 4 hour

minimum (includes driver).

WEDDING REHEARSALS:

- A one hour rehearsal may be scheduled during regular business hours at no additional cost prior to the wedding date if time and space are available. We do not schedule rehearsals two hours prior to a booked bride that day walking down the aisle as a courtesy. If space is unavailable due to another booking, AG will select an alternative location for the rehearsal. Coordination of your scheduled rehearsal must be provided by the client.
- The client does not have access to Aldridge House during the rehearsal unless the client has rented the house or your ceremony is taking place within the Aldridge House. (not included in basic wedding package).

I HAVE READ AND UNDERSTAND THE RULES AND GUIDELINES FOR USE OF THE ALDRIDGE GARDENS' PROPERTY SET OUT ABOVE AND AGREE TO ABIDE BY THEM.

Responsible Party

Signature: _____ Date: _____
Name: _____

Alternate Contact

Signature: _____ Date: _____ Name: _____