



## **FREQUENTLY ASKED QUESTIONS**

- ***How do I book my event at Aldridge Gardens?*** We are thrilled to have you and your guests join us for your event! In order to book your date we require a 50% non-refundable deposit, signed contract, and signed facility guidelines. We accept credit, debit, check or cash.
- ***How do I learn more about your pricing and packages?*** The Director of Sales at Aldridge Gardens would love to share that information with you , and you may contact her by phone (205) 682-8019, or email [abaker@aldridgegardens.com](mailto:abaker@aldridgegardens.com)- Regular office hours Tuesday-Friday 9:00 AM to 4:30 PM with Saturday's flexing.
- ***Are you able to tentatively hold dates or provide a wait list for possible cancellations?*** Due to the demand in dates we book first come-first served with a contract and booking deposit, and are unable to provide a cancellation list.
- ***May I bring in my own decorations?*** Yes absolutely! You will need to factor in the timeframe needed to decorate yourself as well as your take down and clean up into your designated/contracted rental time. Also do so within our decorating guidelines and no permanent marking of any structure or plant on the property please.
- ***Are ladders or other items available to aid in my decorating and set up?*** We apologize but no, you will need to provide all necessary items to complete your decorating as well as take down at the end of your event.
- ***May I provide my own/install my own additional lighting?*** If you would like to rent additional lighting to accent (café lighting, chandeliers, etc.) you may do so with a professional licensed and insured company. (please see list of suggested vendors for lighting companies)
- ***May I leave items over-night at the venue or bring items in the day before?*** All items must be brought in during your contracted rental time-frame and must be removed the same day within your designated rental time.
- ***May I purchase additional rental time?*** Yes of course! Additional rental time may be purchased for \$150.00 per hour.
- ***May I provide my own catering?*** Aldridge Gardens has a wonderful list of preferred caterers you may choose from for your food and service items for your event. No “drop-off’s” of food items, and we do require at least two servers for onsite management throughout the duration of your event.

- ***Is alcohol allowed?*** Yes, and we ask that you make the delivery of your purchased alcohol to one of our preferred caterers and they assume the liability and responsibility of your bartending and set-up the duration of your event. No self-serve or cash bars permitted. No liquor shots please, and we also require the hiring of a Police Officer (4 hours) at \$45 per hour for the reception.
- ***Can I provide my own bartender?*** We require a professionally licensed and insured bartender throughout the duration of your reception or service of alcohol.
- ***Do we hire the police officer if we choose to serve alcohol?*** No, Aldridge Gardens will handle the hiring of the officer and simply add their fee into your itemized final balance.
- ***When does my rental time begin?*** Your rental time is dictated by your contract and begins when you arrive to the property. We do offer a complimentary 1 hour post event to clean and remove your items from the property. Earliest rental time can begin at 8:00 AM with the latest being 12:00 midnight. 8 hour included rental time must be consecutive.
- ***How late may we be at the gardens?*** We ask that vendors as well as all guests vacate the property no later than midnight.
- ***Do you provide linen?*** Unfortunately no, but we will be happy to refer you to local vendors that may provide that service for you.
- ***How many tables and chairs are included in my package?*** (not included for ceremony only options) You decide how many of these items & your desired layout at least 60 days prior to your booked event-
  - Up to 200 plain white folding acrylic chairs, & 200 white folding chairs with pads
  - 9 60" round tables-guest seating for 8 to 10 guests per
  - 12 48" round tables-guest seating for 6 to 7 guests per
  - 12 standard 6 foot tables-seating for 8 guests per
  - 9 Highboy/Cocktail tables-standing only
- ***Do you provide a wedding coordinator?*** No, but we do provide an event staffer that is here for over-all venue management and logistical assistance throughout the duration of your event and will work with your vendors and coordinator you chose to hire. We do not provide a coordinator or staffer to run your rehearsal or your day of event time-line and logistics.
- ***What does the Aldridge Event Staffer do during the event?*** They open the venue, make sure your set-up was executed the way you chose during your site visit, greet vendors and guests and handle questions or concerns pertaining to the venue.
- ***When may I schedule my rehearsal?*** You are given a 1 hour rehearsal typically scheduled the day before your event during regular business hours (8:00 AM to 5:00 PM or 8:00 AM to 4:30 PM Winter Hours) but if we have an event scheduled we must work

around their time-frame. We do not schedule rehearsals at least 2 hours prior to my day of bride walking down the aisle. **(Wedding Ceremony and Reception Packages Only)**

- ***Do you allow fireworks?*** No, but you may use sparklers in the parking lot outside of the main garden gate for your send-off unless a burn ban has been mandated.
- ***How do you handle possible weather issues that may occur during my rental time?*** Aldridge Gardens works diligently to establish a “Plan B” option for you and your guests at no additional cost. We require a 24 hours in advance notice to enact a Plan B.
- ***Does your staff provide a “mid-event flip” for a Plan B?*** Unfortunately we do not at this time. We provide the initial set-up and break-down of your tables and chairs within our inventory according to your layout for the ceremony and reception. Your planner may choose to provide.
- ***Do you offer tents for a Plan B due to weather?*** The only tent we have on the property is the tent attached to the back of the Aldridge House over the patio area and it is a permanent structure.
- ***Do you allow tents from outside sources?*** Yes, and we will be more than happy to work with the professional vendor you choose. We require advance notice and a site visit with your professional vendor in order to ensure appropriate placement and guidelines. Vendor must also be professionally licensed and insured, and provide current license.
- ***Can I provide my own tent?*** Unfortunately no. Due to liability any temporary structures erected the day of your event must come from a professionally licensed and insured company.
- ***Are pets allowed?*** Yes, we love having your precious furry friend’s join us with a signed/dated pet waiver (see Director of Sales for this waiver). They need to be looked after the entire event and on a leash please. If the pet is inside the house we do require for them to stay within their kennel or pet carrier please.
- ***How do we gain access to the gardens via our vehicles the day of the event?*** All vendors as well as guests wanting to enter the gardens via vehicle must check in with security at our front gate. We are a public gardens during our regular business hours (varies seasonally) and limit the amount of traffic in and out of the gardens for safety purposes.
- ***Do you offer golf cart services for guests or individuals with assistance issues?*** Yes of course! You may hire a golf cart with driver through the gardens for an additional fee of \$120.00 which includes a 3-6 seater golf cart and a driver with 4 hours of service.
- ***Can I provide my own golf cart and driver?*** Sorry no. Due to liability we must utilize our own golf carts and drivers.
- ***How many parking spaces do the gardens provide?*** At this time the gardens has 92 parking spaces in the main lot located outside of the garden gate. We also have 4 spaces at the front of the Aldridge House but typically do not utilize those during specialty

events for aesthetic reasons. Parking may also be limited if your event takes place during our regular business hours and general public has access.

- ***What if I need to cancel my event?*** If you choose to cancel your booked event with us *your booking deposit is unfortunately non-refundable.* You may choose an alternative date for your event one time for up to 1 year from the date you are booked based on our current availability. We also require a written request of cancellation before releasing your date.

**Capacities:**

- Aldridge Gardens House guest capacity 150 with the use of the back patio area that is tented (seated inside 60-70 depending on your layout)
- Pavilion guest capacity 200 directly underneath but can accommodate 200 plus with the use of the side patio and shade garden adjacent
- Ceremony site locations vary with capacities. (9 gardens sites to choose from throughout the 33 acres of property with capacities varying)