



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

Taylor Hester
Event Coordinator
taylor.hester@hooveralabama.gov
Office Phone: (205) 739-6553
Website: www.aldridgegardens.com
Follow us on Pinterest, Facebook, and Instagram

In This Facility Rental Information Packet, You Will Find:

Welcome Letter/ Contact Information	Page 1
Facility Packages	Page 2 -5
Approved Caterers	Page 6
Suggested Vendor List	Page 7-8
Guidelines	Page 9-12

WEDDING PACKAGES

Hydrangea Package

The Hydrangea 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
FRIDAY-SUNDAY

Contact us for pricing (8 HOURS OF RENTAL TIME)
Contact us for pricing (8 HOURS OF RENTAL TIME)

Pricing Also Includes:

- Includes the use of a total of 400 white folding chairs with pads, security at the front gate and an Aldridge Gardens' staff representative for the duration of your event, and tables/chairs 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 professionally licensed vendors approved by the Event Coordinator).

*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.

Magnolia Package

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

MONDAY-THURSDAY
FRIDAY -SUNDAY

Contact us for pricing (8 HOURS OF RENTAL TIME)
Contact us for pricing (8 HOURS OF RENTAL TIME)

Pricing Includes:

- Includes the use of a total of 400 white folding chairs, a security officer for the first 150 guests and an Aldridge Gardens' event staff representative for the duration of your event, and tables/chairs for reception.
- 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 professionally licensed vendors approved by Director of Sales).

Additional Options and Fees:

Garden Wedding Ceremonies Only (*due to demand Friday-Sunday dates unavailable with exception of off peak months. Please inquire with the Event Coordinator for more details*)

MONDAY – THURSDAY

contact us for pricing (2 hours of rental time - during regular public hours - 8am-4pm) *Hours of operations subject to change seasonally*

Pricing Includes:

- Garden ceremony site option, 50 white folding chairs for guests at ceremony site, 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*)
- Reception or options for food/beverage items

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

FRIDAY-SUNDAY

Contact us for pricing (4 OR 6 HOURS OF RENTAL TIME FOR REHEARSAL DINNER AND 6 OR 8 HOURS OR RENTAL TIME FOR RECEPTIONS ONLY)

Pricing Includes:

- Includes security at the front gate, an Aldridge Gardens' staff representative, and tables and chairs for reception. (a total of 400 white folding chairs available(400 white folding chairs with pad)
- **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 the Event Coordinator).**
- Tented Patio with heater at the Aldridge House during winter months

Additional Fees:

- Additional Client Set-up/Break-down Time.
- Police Officer fee for service of alcohol
- Golf Cart with Driver

RECEPTION SITE OPTIONS

Aldridge House

The Aldridge House 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 sunroom features brick floors, scenic view of the lake and opens to the patio. The Bridal Suite features hardwood floors and antique fireplace. All rooms are multi-functional and set up is flexible.

Capacity

- Reception With Patio – accommodates up to 100 guests.
- Reception Without Patio – accommodates up to 55 guests.
- Sunroom – accommodates up to 25 for reception/12-18 for seated dinner

Standard Reception Furnishings:

- 15-60” round tables
- 15 – 48” round tables
- 20 – 6’ rectangle table
- 16– high boy/cocktail tables
- 400 white folding chairs with pads

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:

- 15 – 60” round tables
- 16- high boy/cocktail tables
- 15 – 48” round tables
- 12 – 6’ rectangle tables
- 200 – white folding chairs with pads



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.

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

Ginkgo Tree (located in front of the house)
Accommodates up to 150

Shade Garden Lawn (located near pavilion)
Accommodates up to 50

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

Under the Pines (located adjacent to the Aldridge House) Accommodates 150

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

Camellia Garden with Pergola (located near entrance plaza)
Accommodates up to 125

Approved Caterers

1918 Catering

197 Vulcan Road
Birmingham, AL 35209
205.260.7515
1918catering@gmail.com

Jim 'N Nicks Bar-B-Q

3755 Corporate Woods Dr
Vestavia, AL 35242
205.789.7661
agodwin@jimnicks.com

Tre Luna Catering

2513 5th Ave S
Birmingham, AL 35233
205.910.7780
info@trelunacatering.com

Full Moon Bar-B-Que

4635 Highway 280 East
Birmingham, AL 35242
205.835.9550
southside@fullmoonbbq.com

Kathy G & Co

11 West Park Circle
Birmingham, AL 35211
205.942.4210
info@kathyg.com

Jubilee Joe's

2190 Medford Drive Suite 114
Hoover, AL 35244
205.915.8030
catering@jubileejoes.com

Phil Sandoval's Mexican

1031 Brocks Gap Parkway Suite 165
Hoover, AL 35244
205.601.4034
philsandovals.hoover@gmail.com

Majestic Catering

2420 Morgan Road Suite 100
Birmingham, AL 35022
205.426.6500
info@majesticcatering.com

R&S Catering/Yellow Bicycle

195 Vulcan Road
Birmingham, AL 35209
205.427.0806
kim@eatyellowbicycle.com

The Happy Catering Co

225 Oxmoor Circle Suite 802
Homewood, AL 35209
205.251.8925
info@happy catering.net

Savoie Catering

3625 8th Ave S
Birmingham, AL 35222
205.965.8858
info@savoie catering.com

Iz Catering

3325 Rocky Ridge Plaza Ste 100
Vestavia, AL 35243
205.979.7522
kay@everythingiz.com

Tazikis

1425 Montgomery Hwy #199
Vestavia Hills, AL 35216
205.568.8443
mnewman@tazikiscafe.com

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

Cake Effects, Terranisha	803-5669	
Barb's Cakes, Barb Sullivan	563-8952	
Edgar's	987-0790	
Olexa's	871-2060	
Magic Muffins	969-2113	
Magnificent Cakes	956-0411	hilde@magnificentcakes.com
Pastry Art	877-3852	
Daughters Baking	637-6238	
Emily's Heirloom Pound Cakes	937-7392	

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
Heavenly Doughnut Co	536-7200	

FLORISTS

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

LIGHTING DESIGN

D4 Events, Patrick	960-5292
AG Lighting Design, Alex Garmon	527-0652
Design Productions LLC, Andy Talor	941-3388
Amerson Events, Chris Amerson	960-0525
On-Site Productions	434-4040

MINISTERS

Donna Hearn	492-9270
David Peacock	(615) 785-2420
Vic Simonetti	215-8307
Barry Altmark	994-2681

MUSIC

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
Justin Cross, Acoustic Guitar/Vocals	706-590-0740
Act of Congress , Band	566-5461

justincross07@gmail.com
actofcongress@gmail.com

SPECIAL SERVICES

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, Barret Spier (Linen)	637-8695
Prophouse Rentals. Styling- Kate Tankersley	324-2663

prophousebirmingham.com

WEDDING PLANNERS/COORDINATORS

Becky's Brides, Becky Baker	807-4734
Grace & Truth Weddings	841-4122
Southern Styled Events, Kelsea Nassif	256-458-6526
Kalee Baker Events, Kalee Baker	722-8567
M. Elizabeth Events, Megan Cease	277-1538
Rowell Events, Jackie Rowell	960-5084

becky@beckysbrides.com
graceandtruthweddings@gmail.com
 kelsea@southernstyledevents.com
 kalee@kaleebakerevents.com
 rowellevents.com

GENERAL GUIDELINES:

- These guidelines are subject to change without written notice. All arrangements must be approved by the Event Coordinator.
- 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 bridal suite and sunroom 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 Event Coordinator 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.
- The staff of Aldridge Gardens is not liable of choices or decisions made by your coordinator regarding timeline maintenance, logistical details and overall coordination of your event.
- 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.
- The maximum capacity of Aldridge House is 100, with seating for 60 guests indoors according to your preferred layout. Maximum capacity under the pavilion is 200, seated 150 guests according to your layout. ***Please note seating quoted does not include your buffet, bar, dance floor or other items needing to be compensated for under the Pavilion or inside the house.***
- 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 Event Coordinator.

- **Per city ordinance, smoking/vaping 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 always supervise their children, 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 or services.
- 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. Preference for notification of weather plans to be enacted 24 hours in advance of your booked event.
- Tables and chairs belonging to Aldridge Gardens are for receptions in the pavilion or house only. AG owns a total of 400 white folding chairs with pads which are available for wedding ceremonies and receptions. Depending on the rental package, chairs are included in the rental fee. **Additional chairs, pews, or tents must be approved by the Event Coordinator. 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.
- Aldridge Gardens provides the initial set-up and break-down of your chairs/tables requested at your ceremony site as well as your reception provided within your rental package. AG **does not provide** a “flip” or large layout change during your event in the case of a Plan A scenario or Plan B/Rain plan.
- **Security is required at all rental events.** The fee for one officer is included in the rental fee at the main gate.
- **A uniformed Police Officer is required for all events choosing to serve alcohol.** The additional fee is \$50/hour with a 4-hour minimum. Aldridge Gardens handles the hiring of the police officer, and the client will pay the police officer directly.
- All cars must be parked in the 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 the Event Coordinator.
- **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.**
- Caterers are required to provide at least 2 staff representatives to stay throughout the duration of your event. This is also dependent on your guest count and services contracted through your catering company regarding how many staffers they suggest or require for onsite management. We do not allow "drop-offs of food items except for your specialty cakes.
- The AG staff is responsible for the initial setting up and breaking down tables and chairs included in your package. The Caterers are responsible for cleaning all areas where food was served or consumed. If cleaning is required in the bridal room, sunroom or other areas that is beyond normal and reasonable, part of the damage deposit will be retained at the sole discretion of the Event Coordinator.
- If alcohol is served, Aldridge Gardens requires that an alternative to alcoholic beverages be served. No open beer cans or alcoholic beverages are allowed outside the rental space. No self-serve alcoholic beverages allowed and no cash bar permitted. No liquor shots, no glass beer bottles 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.**

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.
- The AG House's interior sound system is available to stream music. The Event Staff Member can assist with connecting devices for continuous play but is unable to stop and start the system or cue 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.
- **Additional lighting elements must be provided, installed, and removed by professionally licensed/insured and approved companies only.**
- Tenting or additional temporary structures must only be provided, installed, and removed by professionally licensed/insured approved companies.
- The gardens do not provide ladders or other items in relation to decorating or set-up.
- 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. Candles must be enclosed in glass, votive, lanterns etc.
- 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. If items are left post event the client and or vendor have up to 30 days post event before they become property of Aldridge Gardens.**

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 Event Coordinator.**
- **ANY SETUP CHANGES MUST BE FINALIZED 72 HOURS PRIOR TO THE EVENT. NO SETUP CHANGES WILL BE MADE AFTER THIS POINT.**
- 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 Event Coordinator.
- Any items left post event will become property of the gardens if left past 30 days from your booked event. The staff will make an attempt to contact the event planner or family involved of the left items.

- 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 \$350/day.

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 as the gardens does not provide planning or coordination services.
- The client does not have access to Aldridge House during the rehearsal unless the client has rented the house. Items are not to be delivered prior to your rental timeframe unless approved by the Event Coordinator.

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: _____