

DECORATIONS

Please note that staples, nails, or other damaging materials cannot be used to decorate the gazebo or garden area. Flowers or other decorations should be tied on using wire or string. All decorations and rubbish must be removed immediately after use. Please also keep in mind that no birdseed, paper confetti, or animals are allowed in the gardens. Acceptable alternatives are bubbles or flower petals. **KEEP THE GARDENS BEAUTIFUL! PLEASE USE DESIGNATED WALKWAYS AND AVOID WALKING ON THE GRASS OR OTHER FOLIAGE. DO NOT PICK ANY OF THE FLOWERS OR STAND IN FLOWER BEDS!**

NOTES TO PHOTOGRAPHERS

Photographers and other professionals that use the Gardens for paid services are encouraged to make a reservation with the Parks & Recreation Department. Fees collected offset the operating and maintenance costs. Reservations also allow for exclusive use of the area and assure that the gates will not be locked during the time reserved.



INCLEMENT WEATHER

Please be advised that no indoor facilities are available in case of inclement weather. It is the responsibility of the bridal party to make alternate arrangements.

PROFESSIONAL SERVICES

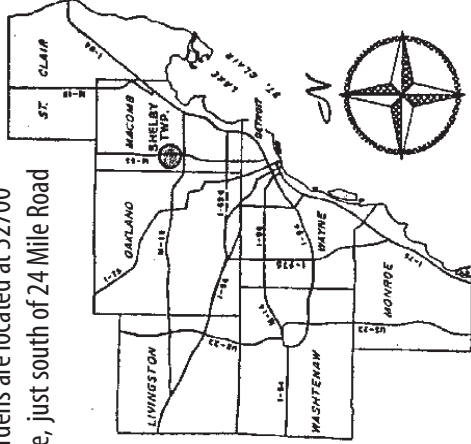
The bridal party is responsible for scheduling their own officiant, photographer, and/or other professional services.

OFFICIANTS

Each party is responsible for contracting a person to perform their ceremony. As a courtesy, the Shelby Parks, Recreation and Maintenance Department has compiled a list of clergy (available upon request) who perform ceremonies in the Garden. Shelby Township is not responsible for, nor does it endorse any of these persons. You may contract with any of them, or hire someone else of your own choosing.

LOCATION

The Shelby Township Municipal Grounds and Heritage Gardens are located at 52700 Van Dyke Avenue, just south of 24 Mile Road



2014 Reservation Information

Shelby Township's Heritage Gardens

A Special Place...

Shelby Township's beautiful Heritage Gardens are located behind the Municipal Offices at 52700 Van Dyke Avenue, east side, south of 24 Mile Road, adjacent to a 2 1/2 acre spring-fed lake and surrounded by ornate wrought iron fencing.

This facility was completed in the fall of 1975 as part of a Shelby Township Bicentennial Committee project, and is available to you for wedding ceremonies and photos.



AMENITIES AVAILABLE TO YOU

- ◆ 10 foot gazebo situated in a gated formal garden area adjacent to lake (has one 2-outlet outdoor electrical box)
- ◆ Up to 10 white chairs are available to rent for \$5 each at the time the Gardens are reserved
- ◆ Brick walkway leading to the gazebo from the Shelby Township Municipal Building
- ◆ Restrooms are located on the lower level of the Municipal Building
- ◆ Gardens, trees, and surrounding area maintained by the Shelby Gardener's Club and by the Shelby Township Parks, Recreation & Maintenance Staff
- ◆ Please note that plantings are seasonal and the fountain may not be operational from October through April

HOURLY FEES

- ◆ \$35 per hour for residents of Shelby Township and the City of Utica. Proof of residence is required
- ◆ \$110 per hour for non-residents
- ◆ Payment by cash, check VISA or MasterCard is accepted
- ◆ Non-refundable fee collected at the time of reservation

RESERVATION POLICY

Bookings for weddings and rehearsals are accepted up to one year (by the month) in advance of the wedding date. Reservations must be made **at least two business days prior** to reservation. Reservations accepted in person by the contractor at the Parks and Recreation Department payable with cash, check, Visa or MasterCard. The contractor may also reserve by phone or fax with a credit card. A \$5 mailing fee will be added if the receipt cannot be e-mailed.

- ◆ The office staff is not authorized to hold reservations without payment.
- ◆ The person that reserves the Gardens (Contractor) is responsible for any damages incurred.

The Gardens are scheduled in 1 hour increments on the hour or half hour for photos and ceremonies for a maximum of 4 hours. *To allow time for decorations, guests, and photos, wedding ceremonies must be booked for a minimum of 2 hours.*

Only one party will be contracted for use of the Gardens at any given time. Please keep your contract with you as proof of your reservation. A Garden Attendant will be on the premises during reserved times.

No reservations will be accepted for the 2nd weekend in August (Friday, Saturday & Sunday) as this is "Art Fair weekend". The Gardens may also be unavailable for Shelby Township hosted events and regular maintenance.



Please phone Shelby Parks, Recreation & Maintenance at 586-731-0300 weekdays between 8:30 am and 5:00 pm with questions regarding the use of Heritage Garden.



DATE & TIME CHANGES

Requests for date and/or time change must be made in writing by the contractor to assure accountability. This may be done in person or by mail to: 52700 Van Dyke Avenue, Shelby Twp, MI 48316, by fax at 586-726-7228, or via e-mail at shelbypr@mshelbytwp.org. If a change is made more than once a change fee may be assessed.

REFUNDS

NO FULL OR PARTIAL REFUNDS can be issued for any reason. Transfer of the contract into another contractor name is prohibited. These rules are strictly adhered to.

CHAIRS

To keep Heritage Gardens in good condition, a maximum of ten (10) chairs (provided by the wedding party or rented for \$5 each at the time reservation is made) may be placed in the area used for ceremony guests.

ELECTRICITY

One 2-outlet electrical outlet box is located on the east side of the gazebo for music, etc.

REHEARSAL

A one-hour rehearsal on a weekday before the wedding may be reserved at no extra charge for those booking 2 hours for their ceremony in the Garden.