



# YAMPA RIVER BOTANIC PARK

*A place of serenity, celebrating the trees, shrubs, plants, and birds, of the Yampa River Basin  
Steamboat Springs, CO (970) 879-4300*

## WEDDING GUIDELINES

- For the wedding you are arranging, you will have use of the Green for three hours. In your planning, you should allow for setup time before the wedding and cleanup time after the wedding, so that the area will be vacated and ready for the next event. You are expected to cooperate with another party that may have the Green before or after you.
- You may have the exclusive use of the Green, but the rest of the Park is available for quiet public enjoyment while your wedding is going on.
- There is no practical limit to the number of guests you may invite informally: there have been as many as 600 people sitting on the grass for our regular weekly music concerts.
- The Park has no facilities for wedding receptions, and we cannot accommodate them. The serving of alcoholic beverages requires a permit.
- You can make the reservation, pay the use fee and deposit at the City's Parks and Recreation Dept: 970-879-4300 (ask for Sarah). She can hold a reservation for a week without payment in full, except that within 30 days of the scheduled date, she can hold it only until the close of the next business day.
- The fee for a wedding is \$400, which makes the Green available. It does not cover chairs, tents etc, for which you will need to contact an events or party contractor. A deposit of \$100 is required, which will be returned if no damage or trash is left after the event. If you think you need more time than 3 hours, additional hours can be reserved for \$100 per hour.
- In the event of cancellation of the event less than 30 days before the scheduled day, there will be no refund. In the event of cancellation more than 30 days before the event, a refund will be made after deducting a \$50 Administration Fee. For cancellations due to weather, 90% of the fee will be refunded if the City is notified immediately.
- The electric outlet outside the shed may be used: the Park has a heavy gage extension cord, which you may borrow by prior arrangement with the Park Supervisor. No music loud enough to be heard outside the Park fence is permitted.
- Chairs may be rented and brought into the Park.
- Tents may be erected for the event, but you must first obtain the Supervisor's approval to ensure that no damage will be done to the lawn or irrigation system.
- The gate by the parking lot has a lock. The combination is 1997. This gate must be closed and locked at the finish of the ceremony!
- Cars may be driven into the Park to bring equipment, disabled guests and the bride's party. However: vehicles may not drive on any grass (critical irrigation equipment) and they should be moved back to the parking lot as soon as soon as possible. The double gates must be closed when the event is finished!
- Nothing may be pinned onto or penetrate the fabric of the 20 foot umbrella.
- No dogs are permitted in the Park.
- You may contact the Supervisor to arrange for a rehearsal or for logistical questions.
- The Yampa River Botanic Park Supervisor, Gayle Lehman, is normally in the Park during working hours and can be reached by phone:

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| Park Mobile Phone | 970-846-5172 |
| Messages          | 970-879-4300 |
| Fax               | 970-870-0173 |