



# BAYARD CUTTING ARBORETUM

440 Montauk Highway – Great River, New York 11739 – Tel: (631)-581-1002

## Wedding Ceremony Permit

Date of Ceremony: \_\_\_\_\_ # of Limos \_\_\_\_\_

Group Name / Bride / Groom's Name: \_\_\_\_\_

**All ceremony permits should be paid prior to the event date at Bayard Cutting Arboretum. Wedding parties without reservations or valid permits will not have access to the arboretum.**

You agree to the following conditions:

1. Ceremony time: 1.5 hours between the hours of 10:00 am and 4:30 pm (April – October)  
10:00 am and 3:30 pm (November – March)

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

1. The check shall be made payable to **NYS Parks**. Payment shall be submitted with this application.

**NOTE: ALL CARS AND LIMOUSINES MUST PAY \$8 Vehicle Use Fee, when applicable, on the event date. This permit does NOT constitute a waiver of admission fees. Buses require a separate permit and an additional \$75 fee.**

1. **The above listed number and type of vehicles (buses and/or limousines) MUST be the number and type of vehicles that arrive on the event date. If vehicle type changes, applicant MUST call the arboretum office at (631)–581–1002 to verify the park's ability to accommodate different vehicles during the listed date and time.**

2. Cancellations with 30 or more days' notice prior to the event date will be entitled to a full refund, less a \$10 administrative fee. Cancellations with less than 30 days' notice and/or due to inclement weather during the above listed date and time may submit a written request for a refund.

Reimbursement requests for ceremony permits are at the discretion of the park manager and park administration. If approved, a refund of 50% of the cost of the permit, less a \$10 administrative fee, will be issued to the applicant. **“No Shows” are not entitled to a refund.** Refund requests should be sent, in writing, to Bayard Cutting Arboretum, P.O. Box 907, Great River, NY 11739. **Requests for refunds must be received within 90 days of the above listed event date.**

3. This permit does **NOT** cover posed and/or professional photography before, during, and/or after the ceremony. Posed and/or professional photography is covered by a separate permit and fee.

4. No alcoholic beverages are permitted in the arboretum.

5. No guarantee of privacy is made during the arboretum's operating hours.

**The undersigned agrees to abide by the decisions made by arboretum staff relating to the time of admission and departure in addition to agreeing to all arboretum conditions and policies.**

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_

**Bayard Cutting Arboretum Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Permit Conditions and Policies Regarding Wedding Ceremonies at Bayard Cutting Arboretum**

**1. Permits are available only on days when the park and facility requested are scheduled to be open to the general public.**

**1. Permits may be limited or unavailable during holidays, holiday weekends, or when other special events are scheduled that may impact facility access or use.**

**1. Applications must be received no later than 1 week prior to the requested permit date.**

**1. The use of the area/facility is limited to the date authorized on the permit.**

**1. Vehicles listed on the permit must be the vehicles that arrive on the event date.**

**1. For identification purposes, the permit MUST be carried by the permittee and be available upon request by Park Police or park employees.**

**1. Areas of the facility used by the permittee should be left in a condition equal to that existing on arrival. Permittee is responsible for all clean-up work and disposal of all litter in provided receptacles.**

**1. The permittee, together with all supplies and equipment, must evacuate the facility/area no later than the indicated time.**

**1. Permittee may not obstruct or interfere with the free flow of pedestrians or vehicular traffic nor may they interfere with the use of premises for park and recreation purposes by the public.**

**1. Wedding ceremonies are permitted outdoors ONLY. Neither the Manor House nor the Hidden Oak Café is available for this purpose.**

**1. All vehicles must park in the Visitor's Parking Lot. There are absolutely NO helium balloons, drones, confetti, rice, rose petals, and/or doves allowed on park grounds. NO PARKING is permitted on the grass along the side of any park roadways.**

**1. Permit fee does not include admission to the arboretum. From April through November, ALL vehicles are required to pay the \$8 Vehicle Use Fee. Buses require a permit and an additional \$75 fee.**