



*Plan Your  
Proposal*

at the Cheyenne Botanic Gardens



# PROPOSALS

Planning to propose to that special someone? We have the perfect space for your special moment.

For a fee of \$75.00, We offer your choice of a 30 minute time window during our open hours for your proposal. Our large pastel hearts may be customized with your message to your future spouse. We'll put your message on them and place them in the Conservatory where you plan to pop the question just before you arrive. In addition to you and your loved one, you may include two other people to witness the event and take a few photos. And of course, we'll keep everything a secret so it can be a complete surprise! Please note that we cannot allow you to include any alcoholic beverages or glassware in your proposal.

For more details contact Sheena Wise, our Events Coordinator, at (307) 637-6430.



Events at the Cheyenne Botanic Gardens

307.637.6458 | [www.botanic.org](http://www.botanic.org) | [info@botanic.org](mailto:info@botanic.org)

# CHEYENNE BOTANIC GARDENS POLICIES

## RESERVATIONS

To secure a date for your proposal, signed copies of the Rental Contract and a 50% deposit must be provided. The remaining balance is due thirty (30) days prior to the date of the event. If the date booked is within 30 days of the Contract or the rental amount is less than \$150, all rental fees are due with the signed contract. All payments are non-refundable. Payment may be made with cash, check, debit card, or credit card. Please note: Debit and credit card transactions result in an additional processing fee of 2.5% per transaction.

## CANCELLATION AND RESCHEDULING

If you must cancel your event, all payments are non-refundable. Cancellations caused by medical emergencies, a death in the immediate family, or military deployment are granted an 85% refund. You must show provide a written notice of cancellation and proof of reason for cancellation. In lieu of cancellation, we can reschedule your event to an available date within one (1) year of the original event date; your event may only be rescheduled once.

## PROPOSAL TIMES

Sites are rented for time blocks specified; you may not enter rental space prior. Your event must end within the rental block.

## INCLEMENT WEATHER

Rental fees will not be refunded because of inclement weather conditions. Staff will lead you to shelter areas if weather conditions are dangerous.

## PERSONAL PROPERTY

The Botanic Gardens will not be held responsible for items left overnight or items that are lost or stolen from an event. All personal items brought into the building for the event are the responsibility of the client.

## DÉCOR

We do not permit the use of glitter, rice, confetti, beads, bird seed, artificial flowers, sparklers, fireworks, non-biodegradable items, or helium balloons. The releasing of balloons, throwing, setting off, or placing of non-biodegradable items, or anything that can lead to litter in the Gardens are strictly prohibited. Candles must be battery operated and are permitted in indoor and outdoor spaces. We do not allow anything to be affixed to surfaces; all décor must be free-standing. Décor and lighting may not be suspended from plants or trees, put in pots, beds, hanging plants, or in the ground. Plants and floral displays may not be moved, removed, changed, touched, modified, or compromised in any way. All doors to mechanical rooms, storage rooms, emergency exits, and offices must be kept clear at all times.

## FOOD AND BEVERAGE

Food and beverages are not allowed as part of your proposal.

## GUEST CONDUCT

All guests of the client are required to follow all the rules as stated in the Contract, and it is the responsibility of the client to convey that information to them. All minors must always be supervised by an adult aged 18 or older whether on the grounds, in the buildings, or in the Children's Village.

## PET POLICY

No pets are allowed inside the Grand Conservatory building. Service animals are permitted. Pets are allowed on the Grounds and in the Children's Village on a 6-foot leash.



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