

APPLICATION FOR THE USE OF LAURELWOOD ARBORETUM FOR A WEDDING CEREMONY

725 Pines Lake Drive West, Wayne, NJ 07470

Applicant: _____

Address: _____

Cell Phone Number: _____ Email: _____

Names of Wedding Couple: (1) _____ (2) _____

Date Requested: _____

Between the hours of: _____ and _____ (2-hour maximum)

Number of guests: _____

A maximum of 25 is permitted. Bus/limo parking is not allowed.

Desired location within the Arboretum: _____

Please note that due to the nature of our paths, it is best to wear or bring sneakers/flats.

Permit for the wedding ceremony: \$350

includes motorized cart with driver (carts are available April-Oct.)

Are you hiring a **professional photographer** for the wedding ceremony? Yes____ No____

If yes, name of Photography Company: _____

Business Telephone: _____ Website: _____

A Certificate of Insurance [naming the Township of Wayne and Laurelwood Arboretum as additional insureds on Applicant's general liability policy] is required from the photographer as part of this application.

_____ Check here to confirm that proof of liability coverage is attached to this application.

Permit for professional wedding photography: \$100

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Applicant agrees:

Fees are payable at the time the application is submitted.

Wedding Ceremony:	\$350
Professional Photography, if applicable:	\$100
Total payment:	\$_____

Payments may be made online through our website [by clicking here](#), or by sending a check to:
Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.

1. If a permit is granted pursuant to this application, Applicant agrees to be solely responsible for any personal injury or property damage or loss during or in connection with the wedding ceremony. The Township of Wayne and Laurelwood Arboretum assume no responsibility for such personal injury or property damage or loss. Applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for personal injury or property damage or loss sustained by any person in connection with the wedding ceremony. Applicant further agrees to defend, at his or her own expense, any such claim or lawsuit instituted by a third party against the Township of Wayne or Friends of Laurelwood Arboretum.
2. Laurelwood Arboretum may deny any application for a permit, or for a specific date and/or time, in its sole discretion.
3. Applicant agrees to grant to Friends of Laurelwood Arboretum, its representatives and employees, the right to take photographs of my wedding ceremony, and I authorize Friends of Laurelwood Arboretum to use and publish the same, with or without my name, for any lawful purpose, including for publicity, illustration, advertising, and website/social media content.
4. Applicant agrees to comply with the attached Policies for Wedding Ceremonies in Laurelwood Arboretum. Failure to do so may result in the termination of the permit.

Applications may be scanned and emailed to us at info@laurelwoodarboretum.org or mailed to:
Friends of Laurelwood Arboretum, PO Box 2433, Wayne, NJ 07474-2433.

Applicant Signature: _____ Date: _____

Please Print Name: _____

PERMIT GRANTED BY FRIENDS OF LAURELWOOD ARBORETUM

By: _____ Date: _____

Title: _____

Amount Received: \$ _____

POLICIES FOR WEDDING CEREMONIES AT LAURELWOOD ARBORETUM

We are delighted that you have chosen to have your wedding ceremony at Laurelwood Arboretum – congratulations! A complimentary annual membership in Friends of Laurelwood Arboretum will be provided for the newlyweds.

The following policies apply to all participants of a wedding ceremony at Laurelwood.

- We ask that you and your guests help preserve Laurelwood Arboretum by leaving the Arboretum as it was found. Please take any and all items brought into the Arboretum with you when leaving.
- Please stay on the pathways and do not tread or place any objects in the gardens, streams or ponds.
- Please do not tamper with any Arboretum property, including trees, plants, signs and structures.
- All guests must park in designated parking lots. No unauthorized motor vehicles are permitted on the Arboretum's roadways.
- **Due to space limitations, buses, limos and large vans are not permitted to park in the parking lots. Please encourage carpooling.**
- The use of unmanned aerial vehicles or drones is not allowed in the Arboretum.
- Smoking, alcoholic beverages and illegal drugs are prohibited in the Arboretum. Click [here](#) to review the Rules and Regulations.
- The Arboretum is a public park, and we have many visitors. Please do not interfere with their enjoyment of the grounds. We would also appreciate allowing staff and volunteers to do their jobs in the Arboretum without interference. We encourage respect and courtesy among all users of the Arboretum.
- In case of inclement weather, the wedding ceremony may be held indoors in the Knippenberg Center for Education, provided that there is availability. Otherwise you may request a full refund.