



DOGWOOD GLEN

Connect | Grow | Celebrate

General Policy Information

Facility Rental Includes:

- A Venue Manager will be assigned to your event and available for communication and planning support.
- Exclusive use of the space per the terms of your agreement and for the hours indicated. Events must end by 10:30 p.m. with vendor cleanup no later than 10:30 p.m. – 11:30 p.m.
- Access and use of the catering kitchen by one of our approved catering partners.
- Set-up and tear-down activities managed by Dogwood Glen employees and/or catering staff. Guests are not permitted to participate in event furniture setup or tear down.
- Use of all listed furniture and equipment.
- Guest count may not exceed 125.

Catering

- Food service must be arranged through one of the caterers on our approved vendor list, curated to fit a variety of budgets and styles.

Alcohol

- Alcoholic beverage service must be handled by one of the bar service providers on our approved vendor list whom the client will contract with and pay directly. Listed bar service providers are licensed and insured. As required by law, clients must purchase and provide all alcohol to be served in advance of the event.

Rental Equipment

- All equipment rentals must be provided through [Party Pro Rents](#). Dogwood Glen staff coordinate directly with this exclusive vendor and pass on actual cost to the client. If they are unable to provide a specific preferred item, that item may be rented from another supplier.
- Due to sanitation requirements, all china, flatware, glassware, and linens must be rented and may not be self-provided. Paper and other disposable, compostable or recyclable service ware may be used.

Parking and Shuttle Service

- On-site parking is limited to 45 personal vehicles. A shuttle service to and from Dogwood Glen may be required for events with over 75 guests.
- Rideshare services such as Uber and Lyft can be used to and from the venue.
- We want you and your guests to travel safely. Leaving vehicles overnight is allowed. Please ensure pickup before 10 a.m. the following day.
- Benton County Sheriff traffic support is required for events with over 40 expected vehicles scheduled to end between 4:00 p.m. and 6:00 p.m. on weekdays. A \$200 fee for this service will be included in the contract pricing terms.

General Policy Information

Parking and Shuttle Service, continued

- Parking is not allowed along the entrance driveway, on HWY 72 or along any neighboring properties.

Placing a Date on Hold

- A single date can be placed on hold for up to 5 days with issued contract and invoice.
- If client fails to sign within that timeframe and the date remains available, we can reissue the contract and will allow 24 hours to execute the agreement.

Inclement Weather

- Events cannot be cancelled due to weather, nor do we issue refunds due to inclement weather. We will work with you on indoor / outdoor options for your event to make sure it is a beautiful and memorable occasion.

Decorations & Other Meeting Materials

- For the protection of the land and our neighbors, we cannot allow fireworks or open flames of any kind on the property, including sparklers. Battery operated candles are welcome.
- In order to keep our grounds clean and safe, we do not allow rice, confetti, glitter, silly string, faux flower petals or other difficult to clean items. Real flower petals, natural products, and bubbles are allowed.
- We will provide advice and counsel on the decorations needed to achieve the desired ambiance.

- It is the responsibility of the client to ensure all decorations and other materials used cause no damage to the venue.

Music & Noise Limits

- In order to respect our neighbors, we require professional DJs to utilize the in-house sound system.
- Amplified music is allowed indoors only. Volume control will be applied at the discretion of Venue Management.
- Windows and doors, including the garage door, must be closed for band music being played.

Smoking Policy

- Tobacco, smokeless tobacco, e-cigarettes and vaping is allowed in the designated outdoor area only.
- Marijuana use, in any form, is strictly prohibited in all areas of the Venue property.

Pets

- If you would like to have a pet at your event, please inquire about the pet policies. Verified service animals are always welcome.