

The image shows a grand, high-ceilinged ballroom or event space. Numerous round tables are covered with white tablecloths and are surrounded by dark wood chairs with light-colored upholstered seats. Each table is elegantly set with glassware, plates, and cutlery. Large, lush floral centerpieces, featuring a mix of white, pink, and orange flowers with greenery, are placed on each table. The room is illuminated by warm, ambient lighting, including several large, modern chandeliers with a branch-like design. In the background, there are large arched windows and a polished floor that reflects the lights. The overall atmosphere is sophisticated and formal.

NYBG

FAQ

BY CONSTELLATION



CONSTELLATION

FAQ

DO YOU HAVE ANY FLORIST OR DJ RECOMMENDATIONS?

Check out the link below for the locals we love
<https://nybgevents.com/locals-we-love/>

WHAT TIME CAN WE ARRIVE?

The immediate Wedding Party may access the space 3 hours prior to the contracted invite time for photos. You are encouraged to arrive photo ready. For events with ceremonies, we include snacks and beverages for the wedding couple along with a golf cart and a Wedding Attendant who will escort you to your approved photo locations. Additional snacks and refreshments can be purchased for the wedding party to enjoy.

DO YOU PROVIDE SIGNAGE OR PRINTED ITEMS?

Table menus, escorts cards or tables numbers are not included in our packages, however, we do provide signage for your Cocktail Hour stations.

WHEN DO WE RECEIVE THE MENU?

Menus are sent out seasonally 3 months prior to your event date. Selections are due 30 days from the event with final counts due 10 business days before.

DO YOU OFFER TASTINGS?

Yes, we do! Your Sales Manager can review available dates and pricing with you. We also offer Cake Tasting Kits that can be purchased in advance for you to take home and try.

WHAT ADDRESS DO WE USE FOR INVITATIONS?

2950 Southern Blvd
Bronx, New York 10485
(Mosholu Gate)

SHOULD WE HIRE AN EVENT PLANNER?

We strongly recommend that events have at minimum a DAY OF PLANNER to assist with coordinating your vendors, ceremony processional, speeches, dances etc.

If multiple vendors (bands, floral, food trucks, upgraded rentals, videographers, etc.) are involved we recommend a Full Planner who can alleviate your stresses day off by being the main point of contact for you.

DO YOU ALLOW OUTSIDE VENDORS?

All outside vendors must provide a COI as part of an approval process. We may also require a vendor to complete a walkthrough of the space with us if the set-up or services are deemed beyond our normal scope. Check out our Locals We Love page to see a list of wonderful vendors who work in our spaces.

WHEN ARE PAYMENTS DUE?

25% is due upon the contract signature.

50% is due 6 months prior to your event date.

The remaining balance is due two (2) weeks prior along final guests & entrée count. Please refer to your contract for your individual amounts.



CAN WE DROP OFF ITEMS PRIOR TO OUR WEDDING?

Items such as menu cards, escort cards, table numbers, favors, etc. may be dropped off the week of your event. The date and times should be scheduled with your Catering Coordinator. All items must be labeled with the last names of the party, date, and location. Please provide an itemized list of all items being dropping off. All items must be taken home the night of the wedding or will be disposed of. Any large items such as chuppahs, arches, floral arrangements etc., will incur an \$800 fee if the venue has to dispose it.

MY CONTRACT SAY 6PM START TIME. IS THAT WHEN MY CEREMONY CAN START?

Your contracted start time is when your guests can arrive. We recommend having your ceremony start at 6:30pm, when you have the standard 6:00pm start time. You will not be able to have guests arrive prior to the contracted time.

CAN MY GUESTS ARRIVE EARLY TO VISIT THE GARDEN?

Guests should arrive at the contracted event start time. If you would like to allow for your guests to visit the New York Botanical Gardens prior to the event, you may purchase tickets through your Sales Manager.

WHO LINES UP OUR WEDDING PARTY FOR THE CEREMONY?

As the Caterer for your event, we will coordinate the food & service of the reception. An Event Planner coordinates your wedding party, ceremony, arrivals, transportation, vendors etc. See our list of wonderful Day Of and Full Planners on our Locals We Love page for recommendations.



WHAT TIME DOES THE GARDEN CLOSE TO THE PUBLIC?

6:00pm is the general closure time to the public, there are however dates throughout the year where the Garden has extended viewing hours. The facility you booked is a private space, but the grounds are public.

WHAT IS TRAM SERVICE, AND DO I NEED IT?

If your event is contracted to start before 6:00pm and is at the Stone Mill, you will need to purchase Tram Service. Your guests will arrive through the Mosholu Gate Entrance where they will be met by valet to park. They will then board a tram that will take them through a scenic route to the Stone Mill. Valet will then move the cars after 6:00pm to the Stone Mill Parking Lot.

Trams hold 47 guests and make 2 trips on a loop.
Please see your Sales Manager for current pricing.

I'M CONTRACTED FROM 6PM-12AM AND WANT TO EXTEND.

Great! Depending on the event schedule we are happy to contract up to an hour extension. Request for extensions must be submitted to your Sales Manager ten (10) business day prior to your event to be approved. Additional F&B, Service and Valet costs will be incurred with an extension. Please see your Sales Manager for details.

HELP! I'M CONTRACTED FOR A 6PM START TIME, BUT I SENT MY INVITATIONS OUT WITH A 5PM ARRIVAL TIME.

Contracted arrival times of 5:00pm may be adjusted with approval and additional facility and/or service fees. Depending on the location of your event, you may also need to add in Tram Service if the event starts before 6:00pm.



**WE ARE LEAVING ON OUR HONEYMOON THE NEXT DAY,
CAN WE PICK UP OUR LEFTOVER FAVORS AND SIGNAGE WHEN WE RETURN?**

Unfortunately, we are unable to accommodate storing any items post event.

We generally have events daily and will not have space to hold items.

We recommend you designate someone in your party or your planner to collect your belongings the night of. Any items left behind will be disposed of.

**WE WANT TO HAVE OUR GUEST THROW BIRDSEED
AS WE WALK DOWN THE AISLE, IS THIS ALLOWED?**

The Garden is an outdoor living museum and has rules about what can be dispersed into its environment. Birdseed, rice, confetti, petals (real & artificial), glitter, helium balloons, etc. are not allowed on property.

Bubbles are a friendly option and make for beautiful photos.

**I SAW WEDDING PHOTOS ONLINE OF COUPLES TAKING PHOTOS
IN FRONT OF THE CONSERVATORY AND THE LIBRARY.
DO I HAVE ACCESS TO THESE SPACES?**

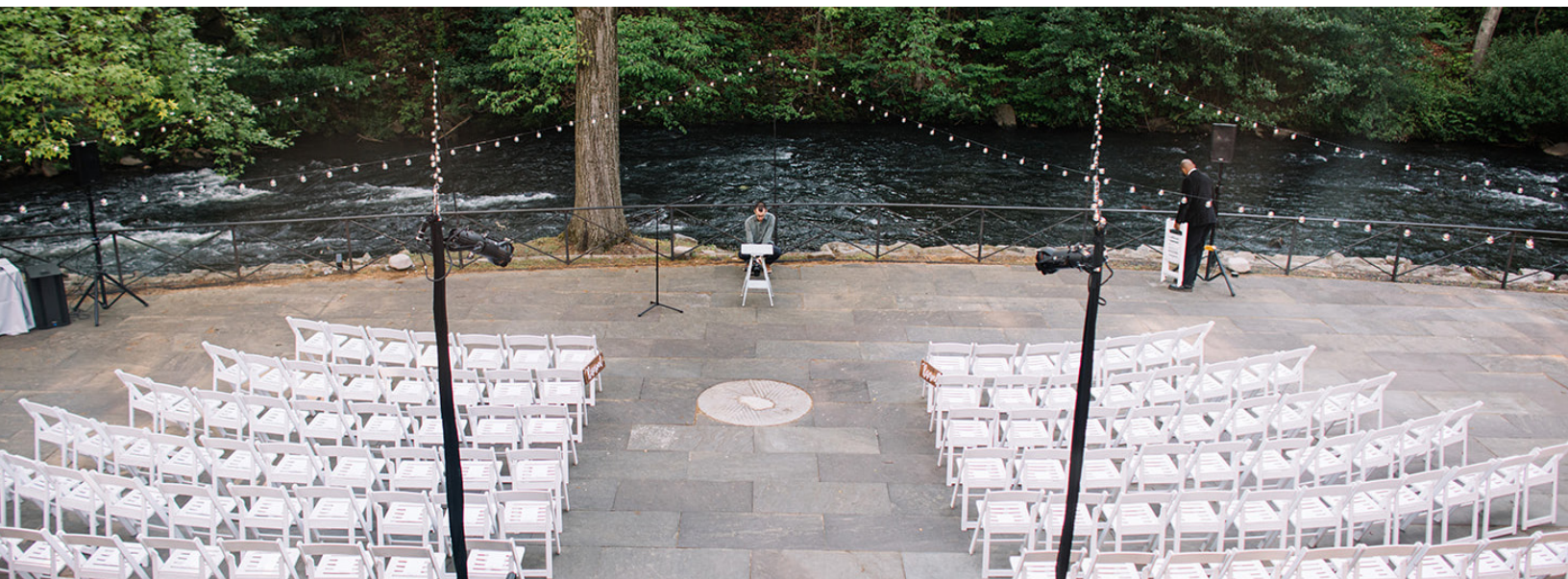
These spaces are open to the public and are not a part of the approved photo locations. However, they can be available to the Wedding Couple only with an additional fee and approval from the Garden. Please speak to your Sales Manager about photo restrictions and pricing.

CAN OUR PHOTOGRAPHER BRING A DRONE TO USE FOR OUR PHOTOS?

The New York Botanical Garden has a No Drone use policy.

DOES THE VENUE PROVIDE HEATERS, UMBRELLAS ETC ?

We don't have outdoor heaters or umbrellas on site but can arrange for them to be rented for your event at an additional cost. Please speak to your Sales Manager for more information.



IS THERE A MICROPHONE OR SOUND SYSTEM TO PLUG INTO?

The venue does not have an in-house sound system. If you will need one for your event, you can find AV vendors on our Locals We Love page.

IS THE VENUE ACCESSIBLE TO PUBLIC TRANSPORTATION AND/OR RIDE SHARES?

Yes! The New York Botanical Garden is located directly across from Metro North – Botanical Garden Stop. We are also a short walk from the B/D and 4 Train.

Ride Shares are allowed to drop off on property using the Mosholu Gate Entrance.

Guests attending events at the Stone Mill should be advised that they will not be allowed to have their Ride Share drive to the Stone Mill until after 6pm. If they arrive early and are dropped off at the gate, they will need to walk to the Stone Mill. If you will have a large amount of guests using Car Services or Public Transportation, we strongly suggest that you arrange for a shuttle service or one of our on-site trams.

