



Congratulations on your engagement and thank you for your interest in using PEM's grounds for your wedding ceremony. The Ropes Garden is available for free pop-up ceremonies during regular hours when the property is open to the public provided that it does not interfere with the experience of other visitors. PEM's campus is also available for private wedding ceremonies and receptions that can be arranged by contacting PEM's Functions Rental Department, [wedding@pem.org](mailto:wedding@pem.org).

There is no fee to host your pop-up ceremony at the Ropes Garden, but we do ask that you make a **\$50 donation** to PEM's [Annual Fund](#) to help support the ongoing care of the Garden.

In accordance with safety protocols, and due to limited space in the Garden, pop-up gatherings can include **no more than 25 people** (including the wedding couple, officiant, photographers, and other vendors). All events must abide by health and safety protocols issued by government and public health agencies, including guidance related to COVID-19.

For pop-up ceremonies, please note:

- The Garden is open from dawn to dusk, with no exceptions.
- Due to the high volume of requests, we cannot guarantee exclusive ceremonial use of the Garden.
- Pop-up weddings are on a first-come, first-served basis. If you arrive and there is another party being married, please wait for them to conclude their ceremony before beginning yours. Be conscientious of others who may wish to take advantage of the space.
- There are occasional programs held in the Garden and in Ropes Mansion. Please check PEM's [calendar](#) to ensure there are no conflicts.
- The public must always have access to the Garden. You cannot restrict other visitors from entering or leaving nor block any Garden pathways.
- No tents, tables, chairs, altars, arbors, lecterns, rugs, runners, decorations, signs, glass, balloons, floral pieces, or props can be brought into the Garden, with the exception of Chuppahs which may be hand-carried in and out.
- Throwing rice, bird seed, real/artificial flower petals or confetti is not permitted.
- No amplified music or sound is allowed.
- No food or beverages, including alcoholic beverages, are permitted. Receptions may not be held in the Ropes Garden.
- All trash and debris generated during your pop-up ceremony must be removed prior to departure.
- Drones of any size or functionality are not permitted.
- All of PEM's properties and grounds are smoke free.
- Parking in the vicinity of Ropes Garden is limited. Illegal parking or parking in resident only parking areas may be subject to ticketing and towing at the owner's expense.
- There is no shelter from inclement weather, no pop-up ceremony activities can take place inside the Ropes Mansion.
- There are no restrooms on site.
- The Garden is in season from May through early November.
- Please be respectful of the Ropes Mansion and Garden throughout your visit.
- Please be aware that the property is closely monitored by security cameras and staff.

By signing the following you agree to the terms above and understand that this does not grant you exclusive use of the Ropes Garden:

**Event date:** \_\_\_\_\_ **Event time:** \_\_\_\_\_

**Wedding couple:**

Printed name: \_\_\_\_\_ phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Officiant's name:** \_\_\_\_\_ phone number: \_\_\_\_\_

**Photographer's name:** \_\_\_\_\_ phone number: \_\_\_\_\_

Please feel free to contact us with any questions.

Thank you for your cooperation!

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