



Four Star Greenhouse, Inc.  
1015 Indian Trail Road  
Carleton, MI 48117

## WEDDING CEREMONY GUIDELINES & PRICING 2025

*Effective as of 3/17/2025*

### GENERAL INFORMATION

- Four Star Display Garden is open seasonally June 15 – September 30, from 8 a.m. – 8 p.m.
- Available dates are subject to current bookings and industry events. Dates are held on a first-come, first-serve basis, and are considered final once the date reservation fee is paid in full and a signed copy of the Four Star Events Contract has been received.

### YOUR CEREMONY EXPERIENCE

- To ensure a seamless ceremony experience, we offer a 3-hour All-Inclusive Package, with the option to extend rental time for an additional fee.
- All wedding rentals include dedicated event staff to manage setup and breakdown of rental equipment, assist guests with parking and facilities, and oversee the event from start to finish. The number of staff provided by Four Star Greenhouse is dependent on the number of wedding guests and length of rental time.
- Your wedding package includes:
  - 100 white folding chairs
  - Audio package
  - Air-conditioned prep room
  - Reserved parking
  - Restroom access
- Also included is an optional meeting (either face-to-face, via phone or Teams) with our Event Coordinator to go over the details of your ceremony.
- All wedding bookings include a 1-hour rehearsal typically scheduled Wednesday or Thursday the week of your wedding, and pending any other events already scheduled in the garden.

### AUDIO PACKAGE INFORMATION

- All wedding packages include audio equipment and a dedicated staff member to ensure smooth operation. Audio equipment choices should be chosen no later than 6 weeks prior to your ceremony.
- Audio equipment choices include: 1-mixing board, 2-sets of speakers, 1-microphone stand, 1-head set microphone, 1-wireless handheld microphone, and 1-corded hand-held microphone. (Audio equipment can only be set up under the pavilion)

- A detailed playlist must be submitted at least six weeks before your rehearsal to allow our staff adequate time for preparation. The events coordinator will reach out with a form to submit said choices. If music is not submitted in a timely matter, Four Star Greenhouse staff reserve the right to play our generic wedding playlist.

## FACILITIES

- While on-site we ask that all your guests be respectful of the garden and review the posted rules.
- A climate-controlled restroom trailer with sinks and private stalls is conveniently located within walking distance of the garden. It will be opened as needed for exclusive event access.
- On-site parking accommodates approximately 70 vehicles. Additional parking is available within walking distance, but prior notice is required for larger events.
- All wedding bookings are welcome to celebrate the ceremony with bubbles or real rose petals. The use of any other variety of real flowers, confetti, rice, birdseed, silk flowers, or other items is not allowed in the gardens.
- Wedding parties may arrive by party bus, limo or horse drawn carriage however no alcohol will be permitted off any mode of transportation. Please review this with your wedding party. If alcohol is brought off any mode of transportation, Four Star Greenhouse reserves the right to retain the damage deposit.
- Horse drawn carriages are permitted; horse and carriage must stay on black top streets and parking areas only. Horse and carriage must not drive on any sidewalk area; transportation venue or wedding party will be responsible to clean up after horse.
- No drones permitted by clients, photographers, or videographers.

## VENDORS

- All chair and audio system rentals are available exclusively through Four Star Greenhouse. Outside vendors for these items are not permitted.
- All outside vendors, including florists, photographers, videographers, and wedding planners, must receive prior approval from Four Star Greenhouse.
- Once approved, all outside vendors will need to supply copies of liability certificates or sign a Hold Harmless Agreement.

## INCLEMENT WEATHER

- Four Star Greenhouse Garden is a completely outdoor venue and is weather dependent. In the case of inclement weather, you will be responsible for providing a backup venue for your event.
- Audio equipment cannot be operated during any type of rain and will be moved inside at the start of any inclement weather.
- In the event of lightning, all guests will be required to seek shelter in their vehicles until it is deemed safe to return to the gardens.

**Renter MUST have a back-up-plan in the event of inclement weather.**

**Four Star does not have an alternate location to move your guests.**

- Should you choose to relocate your event due to weather, please notify us at least 24-hours in advance.
- If you notify us before staff arrive for setup, all refundable fees paid to date will be returned, except for the non-refundable \$100 date reservation fee.

## RENTAL PAYMENT TIMELINE

\*Optional meeting with Events Coordinator can be scheduled at any time during this timeline however it is recommended to be scheduled around 6 weeks prior to your ceremony when you have most of your planning done.

### *Due at time of booking:*

Complete, signed event contract with set event dates is due.

\$100 non-refundable date reservation fee is due (*Fee is not applied towards any rental costs*)

### *Due 12 weeks before your event:*

50% of garden rental payment due

### *Due 6 weeks before your event:*

A copy of your homeowner's liability insurance is due

All vendors must be submitted for approval

\$250 Refundable damage deposit is due in full

All vendor liability certificates, or a signed Hold Harmless Agreement are due

Event day arrival times and details due

Audio equipment choices and playlist form due

Final balance due

## TRANSPARENT PRICING

Payments can be made via cash, check or money order. We are not able to accept credit cards. Anything being dropped off or mailed in should be put to the attention of the Events Coordinator.

<i><b>Payment Description</b></i>	<b>Cost</b>
Date reservation fee	\$100 non-refundable ( <i>Fee is not applied towards any rental costs</i> )
3 Hour Wedding Ceremony Package	\$1600
<i>*Reminder of what's included:</i>	
<i>- 100 White Folding Chairs</i>	
<i>- Audio Package</i>	
<i>- Reserved Parking</i>	
<i>- Wedding Staff</i>	
<i>- 1 Hour rehearsal</i>	
<i>- Restroom Access</i>	
<i>- Air-conditioned Prep Room</i>	
Extra hour of rental	\$250.
Damage Deposit	\$250 – Fully refundable
<i><b>Additional Rental Options</b></i>	<b>Cost</b>
Chair Rental	\$1 each after included 100 chairs
Audio System Rental	\$100 for each additional hour after 3-hour ceremony rental

## **CANCELLATION NOTICE**

3- month notice prior to event date

Fees refunded minus \$100 date reservation fee

2- month notice prior to event date

50% Refunded minus \$100 date reservation fee

## **CONTACT INFORMATION**

To make an appointment please contact:

Samantha Toth, Marketing & Events Coordinator

Phone: 734.506.9217

Office: 734.654.6420

Email: [stoth@pwfourstar.com](mailto:stoth@pwfourstar.com)

## **FOUR STAR OFFICE INFORMATION**

Four Star Greenhouse – 1015 Indian Trail Road · Carleton · Michigan · 48117

Office hours: Monday – Friday, 8 a.m. – 4:30 p.m.

Phone: 734-654-6420

[www.PWfourstar.com](http://www.PWfourstar.com)

[www.FourStarGardens.com](http://www.FourStarGardens.com)

***Hours and rates are subject to change. Four Star Greenhouse Garden may not be rented for any event that Four Star Greenhouse deems inconsistent with its character and/or its mission.***

**Please see next page for Four Star Greenhouse  
Contract**

## FOUR STAR GREENHOUSE - EVENT CONTRACT

I understand that I, the renter, am responsible for any damage that may occur to the facilities and Four Star Greenhouse property during my event rental. I have read the guidelines and pricing above and agree to abide by them. I understand that any damage to the gardens and Four Star Greenhouse property during my event may result in the loss of my damage deposit plus any additional costs for repairs. I understand that my damage deposit will be returned once my event is complete, and the gardens have been inspected for any damage.

### GARDEN GUIDELINES FOR ALL GUESTS

- Alcohol is not permitted on the premises. This includes the gardens, parking lots and all the buildings. If alcohol is found anywhere on the premises, the renter will forfeit damage deposit. (Alcohol must remain on all party buses).
- Smoking is not permitted in gardens or buildings. Tobacco products spread viruses to our plants, and we ask for your help in keeping our gardens clean and healthy.
- No tents permitted on the grounds.
- No drones permitted on the grounds by client, photographers, or videographers.
- Marijuana is not permitted on the grounds.
- For safety reasons please ensure that children are always supervised.
- Please do not throw anything into the streams or ponds.
- No bare feet anywhere on the premise including water features and ponds.
- Climbing on rocks, stream beds, garden structures or in ponds is strictly prohibited.
- Guests are permitted on the large bridge but must not go any further than the signs designate.
- No cutting or picking of flowers; moving or removing of any containers, plants or shrubs is strictly prohibited.
- No tossing of silk flowers, confetti, birdseed, rice, or any variety of real flowers other than Rose petals.
- Real bouquets and boutonnieres are permitted, flower girls are permitted to toss Rose petals or use bubbles.
- No release of Doves or any type of bird; butterflies are acceptable.
- No illegal substances, animals (assistance dogs are permitted), weapons, hay bales, fireworks, or sparklers.
- Any decorations or vendors planned for an event must be discussed with event coordinator. Including vocalists, pianist, band, unity candles, archways, caterers, etc.
- No changes to signed contract unless discussed with event coordinator.
- **Renter must have a back-up plan for inclement weather.**

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**"Read & Acknowledged – Client Initials"**

I have read and agree to the terms listed above in the agreement. I indemnify and hold harmless Four Star Greenhouse and their staff members from any liability, court costs, and legal fees arising from the use of the above facilities.

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Event Type: \_\_\_\_\_ Event Date: \_\_\_\_\_