



Entrance Pavilion in the South Garden



Gazebo in the North Garden



Lower Lawn in the North Garden



Anniversary Plaza in the South Garden

## Event Rentals in the MSU Horticulture Gardens 2009 Season



# Event Venue Prices 2008

Please read all the following information about your site so you know exactly where to park and all other very important details.

**A-240E Plant and Soil Sciences, East Lansing, MI 48824**  
**Phone: (517) 355-5191, press 1, x 352 Fax: (517) 353-0890**  
**E-mail: gardens@msu.edu**

## Wedding Ceremonies in the South Garden

Our popular ceremony site, the Anniversary Plaza, is an open air semi-circle area adjacent to the Rose Garden, in a remote setting, with seating for up to 250 guests. Parking is included in the **Food Safety and Toxicology parking lot**, just west of the area, along with guest event signage. (Complementary parking in the Garden Lot for up to **40** cars is included in the price if event is mid-week, **including Friday**, or mid-day) Restrooms are available with outside access to the Food Safety and Toxicology building. You may throw bird seed or fresh flower petals (please use an aisle runner), but not rice or anything artificial. No tents are permitted, except 10' x 10' tents for musicians, which must be approved by the Gardens. Optional rain back-up in the auditorium, A-101 Plant and Soil Sciences Building, is available for \$50. You must have all your personal belongings removed by the end of your rental time block, so be advised that you'll want to end your event 30 minutes ahead of that time. Photos must be concluded by the end of your scheduled time. You may opt for the Entrance Pavillion or Perennial Garden instead of the Anniversary Plaza for the same price. An artificial floor is required for the Perennial Garden.

GARDEN SEASON ANNIVERSARY PLAZA (MAY- 25% OFF/ JUNE-OCT.-FULL PRICE)

The Anniversary Plaza is a ceremony site only. You may move to the North Garden for a reception. The Anniversary Plaza is rented for 2 ½ hour time slots. You can choose any 2 ½ time slot you would like that has not already been booked.

Weekend price during garden season: \$595  
Take 50% off for: Mid-week weddings and weddings not held during garden season.  
Holiday weddings are full price. May weddings are 25% off of the total price because we cannot guarantee the gardens will be in bloom until June.

**REHEARSALS FOR THE SOUTH AND NORTH GARDEN**

NOTE: Rehearsals are pre-scheduled.

Parking is free at 6:00 on campus during the week days, so most rehearsals will either be 6-7 or 7-8. You will be notified of your rehearsal time.

**Signage** is available at the parking lots for The South and North gardens but **not at the Arboretum.**

## Wedding and Banquet Packages in the North Garden

This combination venue includes the indoor conservatory, hexagon plaza, and two ceremony areas (the lower lawn and gazebo). The North Garden can be used for a ceremony, a reception, or both. Parking is included just west of the site in the **Plant Biology parking lot** on weekends and evenings, where guests enter the garden through a beautiful arbor. (Complementary parking in the Garden Lot for up to **40** cars is included in the price, if the event is mid-week, **including Friday**, or mid-day.) Restrooms are available in the Plant and Soil Sciences Building. You may serve alcoholic beverages and play amplified music in the North Garden area as long as you are not disturbing other ceremonies. You also have access to a walk-in cooler. Banquet seating in the conservatory is 150 (with room for buffet tables).

GARDEN SEASON NORTH AND CONSERVATORY (MAY- 25% OFF/ JUNE- OCT. - FULL PRICE) WINTER SEASON CONSERVATORY (NOV. - APRIL)

The North Garden can be used for ceremonies, receptions, or both. The North Garden is rented on an hourly basis with a 2 hour minimum rental. You can book it for as many hours as you would like at any time you would like that has not already been booked. For receptions: You must have the area cleaned up by midnight, which is the latest your rental time can go. Therefore, you should end your event around 11:00. Rental companies may pick up chairs, tables, etc. the next day, **as long as there are no events the next day.**

Weekend price during garden season: \$200/ hour (with a 2 hour minimum)  
Take 50% off for: Mid-week weddings and weddings not held during garden season.  
Holiday weddings are full price. May weddings are 25% off total price because we cannot guarantee gardens will be in bloom until June.

## Banquet Packages in the C. E. Lewis Landscape Arboretum (parking lot signage not available)

This unique venue offers privacy within a wooded landscaped setting. This very secluded park setting has about 10 different small gardens within it, which all make beautiful wedding sites. A very popular site, in the arboretum, is the pond, which has beautiful flowing water. Many people hold both their ceremony and reception in the arboretum because the area is so large. You can rent out any size tent to hold your reception under, and tents can be rented with sides in case of rain. Due to the extra set-up of a tent, etc., the rental price is for the entire weekend. Your guests would park in the Vet Clinic lot, the Clinical Center lot, or the Visitor Lot if available. If the event is mid-week, **including Friday**, or mid-day, **40** parking passes will be included with the rental. There is electricity in the Arboretum, but no restroom facility. Tents, Port-O-Potties, and flooring must be approved through the Horticulture Gardens. No rain back up site is available.

Weekend price during garden season: \$795 (This rental price is for the whole weekend: Friday, Saturday, and Sunday)  
Take 50% off for: Mid-week weddings and weddings not held during garden season.  
Holiday weddings are full price. May weddings are 25% off total price because we cannot guarantee gardens will be in bloom until June.

**Rehearsals** in the Arboretum are scheduled anytime you would like because your rental is for the entire weekend.

## 4-H Children's Garden *(Birthday parties and private children's programs)*

**Creation Station.** Reserve the Creation Station area to host a private children's birthday party in a partly-shaded and quite corner of the garden. There is permanent seating for 24, at 4 round tables. Your rental includes an educational packet that helps you design your own program for the children, and a small plant for each child to take home. Bring your own beverages and cake, but please clean up after yourself. Park in the Visitor Lot for \$3 per car (no parking passes are included with the event rental). You may have parents drop children off at the Welcome Center if they aren't staying. A Port-O-Potty is located nearby and there are restrooms inside the Plant and Soil Science Building. Capacity is limited to 24.

### GARDEN SEASON (MAY - OCT.)

Event Start	Fri.-Sun., Holiday	Mid-week	2½ hr. rental period
Variable	\$ 50	\$ 50	

**Amphitheatre.** The semi-circle theatre seats 88 on permanent benches, in a sloped design for good visibility of the speaker. With the Garden House as a backdrop, this colorful venue sets a whimsical scene. Your event rental includes the services of an event coordinator for the first hour of your rental. The Creation Station area is part of this package, which you may use for serving food and beverages. If the event is mid-week, mid-day, 40 parking passes for the Visitor Lot will be included with the rental.

### GARDEN SEASON (MAY - OCT.)

Event Start	Fri.-Sun., Holiday	Mid-week	4 hr. rental period
Variable	\$ 295	\$ 295	

Please Note: Here at the MSU Gardens, we work hard at keeping everything in good shape for the wedding season. However, the Gardens are completely subject to nature, and we do not have much control over when or how much the plants bloom. Our gardens do not always look exactly as they do in the pictures or as you may have seen them when you have visited throughout the years. Flowers take time to grow, and although all wedding season months have beautiful flowers planted, the earlier months are not as filled in as the later months. Please do not sign the rental contract unless you understand this and agree it will be okay for your event.

# MSU Horticulture Gardens

A-240E Plant and Soil Sciences, East Lansing, MI 48824  
Phone: (517) 355-5191, press 1, x 352 Fax: (517) 353-0890  
E-mail: [gardens@msu.edu](mailto:gardens@msu.edu)

# Rental Policies

(Make sure you have carefully read and understood all rental policies before signing the event contract)

We're pleased that you are interested in the MSU Horticulture Gardens for your event. Private and public donors, seed companies, event renters, and visitors completely fund the development and maintenance of these gardens. Our gardens are never closed to the public during daylight hours. As a result, you may expect others to be walking through the gardens during your event. We ask that you and your guests show good judgment so that public visitors may also enjoy the experience of the gardens. Policies reflect our mission of providing public use for the appreciation and education of gardening, in balance with garden stewardship.

## **NEW FOR 2008- All clients must complete the event rental, equipment rental, and deposit contracts.**

**NEW FOR 2008/Rental Equipment:** Any event booked after April of 2007, is **required to use the MSU Gardens for all rental equipment** in order to hold an event at the Gardens. Rentals include chairs, tables, tents, and any other equipment needs. Our MSU Gardens coordinator will assist you in choosing rental items, and you can contact the coordinator for additional information. Tents are not allowed to be staked into the ground and must go into weighted buckets due to our underground water lines.

**Alcohol** is permitted if it is served by a licensed or professional bartender. Renter assumes full liability for their guests and their behavior. Guests are not allowed to be charged for alcohol, and alcohol service must be discontinued an hour prior to your event's end time.

**The schedule** of time allowed for your event **includes set up and tear down time. Be sure you have rented enough time to set-up before your event.** Invite your guests to arrive at a time that you'll be ready to receive them, and plan for your event to end in time to remove your items and have any photos concluded. You may have the option of extending your contract period if arrangements are made in advance and there is no other event scheduled after yours. Receptions: You may be able to get into the gardens before your event to start with your set-up, **but this is only if there is no other event before yours.** Some people book at late dates, so we cannot guarantee there will be no event before yours until about 2 weeks prior. **The best idea is to book enough hours before your event to set everything up,** and that way you will not have to worry about rushing your set-up.

**Bird seed** may be thrown. Real flower petals are permitted, but only if you use an aisle runner and clean them up afterward. Bubbles are also permitted. **Anything else** (rice, fake flower petals, candied almonds, etc) **is NOT permitted.**

**Cancellations** may be made up to 2 weeks before the event. **Your deposit of 25%, however, is nonrefundable.** If you decide to cancel your wedding with less than 2 weeks left before the event, you will be required to pay the full rental amount.

**Electricity** is available in selected areas of the garden. Please make arrangements with your Event Coordinator to have electricity turned on.

**Lighting** is permitted with candles or luminaries. Any electrical lighting must be arranged through the Gardens. No fireworks, torches, or sparklers are permitted.

**Music** is permitted provided the volume doesn't interfere with other simultaneous events, or with the public visiting the gardens.

**Parking** for your event is included with your fee, and is available in one of 4 adjacent lots. Weekly parking arrangements are different than weekends and evenings and include 40 parking spaces. Confirm specific parking locations for your event with your Garden Event Coordinator.

**Photographs** of your event may be taken by the MSU Horticulture Gardens for educational or promotional purposes only. Any such photography would not interfere with your event, or your professional photographer, and could not be sold.

**Plant material** may not be disturbed, relocated, or damaged in any way. Renters will be assessed fees for plant damage.

**Signage** is arranged through us, for the North and South Gardens, if you're interested. We will put a sign, with the last names of both the bride and the groom, at the entrance to the designated parking lot of your event area. Signage is not available for the Arboretum.

**Stakes** of any kind are not permitted in the ground. Our underground watering lines could be punctured.

**Inclement weather** is always a factor with outdoor events. Whenever lightning and thunder storms are imminent, all persons will be moved to the Plant and Soil Sciences Building until the storm passes.

**Moving chairs** in the event of rain, for the North Garden and Arboretum, is the responsibility of the renter.

**Dance and Artificial Floors** are permitted on our grass, but must be removed within 24 hours.

**Changing the date** of your wedding is like canceling, and leaves a spot that could have been filled. All weddings booked, starting February of 2007, are **required to pay a \$50.00 fee** to switch the date of a wedding previously booked, and must fill out and sign a new contract.

**Damage to the gardens or going over your rental time** is not acceptable, and you will be charged for the extra time, or for whatever damage was done. To avoid problems, make sure you have allowed enough time to clean up properly after your event.

**Smoking** is not permitted in the main gardens areas. Please go off of the garden premises, or into the parking lots, to smoke, and dispose properly of all cigarettes.



**Event Pictures:** Arboretum, South and North Gardens, and other main displays within the MSU Horticulture Gardens.



Tent for reception in the Arboretum



Set-up under the tent



Ceremony sites in the Arboretum



Gardens and ceremony sites in the Arboretum





North Garden: Lower Lawn



North Garden: under Hexagon Tent  
(tent not provided by the gardens)



North Garden: Conservatory (for ceremonies, receptions, and the rain back-up for the North Garden)



North Garden Fountain



Poinsettia tree in the conservatory  
for holiday events



Anniversary Plaza: Typical chair set-up  
on each side. (archway not included)

## Damage Deposit Contract

A damage deposit of \$200.00 must be made when booking any event at the Gardens, and will be refunded after your event, if the facilities are left as you found them without any damage. The damage deposit is added into the rental contract, and can be paid the same way as your site deposit (please see contract page above).

If damage is done to the Gardens or any of the Plant and Soil Sciences facilities, you will be held responsible. A damage fee will be assessed and taken directly from your deposit. Should the amount of damage caused exceed the deposit of \$200.00, you will be contacted and required to cover the excess amount.

Damages are not limited to but include any harm done to:

The parking lots

The grounds (flowers trampled, trash left out, etc.)

The Plant and Soil Sciences building or the Food Toxicology building.

The wedding sites: North Garden, South Garden, or Arboretum. (This includes nailing things into the wood, irremovable tape, etc.)

The Conservatory

The rental equipment

Plant materials moved or altered in any way (no cutting, rearranging, etc.)

Excess amounts of trash left throughout the bridal rooms or in the Conservatory.

Messes left uncleaned (spilled alcohol, pop, food left out, etc.)

Anything thrown other than what is allowed (only birdseed, real flower petals, and bubbles are allowed)

**These are the written and contracted policies and preside over any verbal or otherwise noted agreements.**

**CLIENT AGREES TO THE FOLLOWING:** The gardens and room(s) are accepted "as is" and by execution of this Agreement and taking possession of this area, the Client shall be deemed to have accepted these as being in acceptable order, condition, and repair. The Client should submit a list of discrepancies to the Garden Coordinator prior to the commencement of the event. Client agrees to inspect these areas prior to or within 72 hours of signing contract to ensure suitability of the gardens and/or room(s) for the planned event and the anticipated guests or supporting equipment. The Client shall indemnify, defend, and hold the MSU Gardens harmless from and against any and all damages, losses, claims, judgments, and costs (including attorney fees), unless caused solely by gross negligence or willful misconduct by the MSU Garden's employees from (a) Client's use of or activities at the facilities, (b) from anything done, permitted or suffered by Client, or (c) from Client's failure to observe or perform any agreement or promise under this Agreement.

The MSU Gardens reserves the right to cancel this Agreement at any time, with or without notice, in the event that any term, condition or promise in this Agreement has been or is being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing.

If the MSU Gardens brings any action to enforce any of the terms, conditions, or promises in this Contract, it shall be entitled to its reasonable attorney's fees incurred in such an action.

**\*I understand and agree to these policies for my event on \_\_\_\_\_.**

**Client's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coordinator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## MSU Garden's 2008 Rental information

Thank you very much for choosing to have your event at the MSU Gardens!

For 2008, the Gardens will allow clients to select their own caterer, but event equipment (i.e. tents, tables, chairs, etc.) must be rented through the Gardens, as stated in the contract. Booking rentals through us is convenient as we take care of all set-ups and will work with you to find the best layouts for your specific site and event.

If the weather does not look nice for the weekend of your event, as long as you let us know 3 days prior to the event, we will set up inside the rain back-up of your specified site. If it is less than 3 days to the event, it is the responsibility of the client to move chairs and tables in case of rain. If we have already set-up inside per your request, it is also the responsibility of the client to move equipment outside if you wish to do so.

In the following pages, you will find all of our rental items, as well as pricing. Please read through and decide what you think you will need for your event. As soon as possible, send in your rough draft order form. These numbers do not have to be exact, just as close as you can get to the actual event count. This gives us a good idea of what we need to have on hand for your event. It is always better to make your count a little higher because it is easier for us to subtract items, once we have your final rental count, rather than to add them at that time.

As soon as you know your final count of all equipment you will be renting, send in the final order form. The sooner you can get this to your coordinator, the better they can help make sure your layouts are correct and your event will run smoothly. This order form must be in no later than two weeks prior to your event in order to ensure we will have all the equipment you have ordered.

You do not need to put down a deposit on the rental equipment. Payment in full is required when you send in your final order form. You can send in a check with your form, or call your event coordinator with a Visa or MasterCard number.

If you have questions, or would like to come in for a meeting about rental equipment, ideas about what would be best for your event, or how it will be set-up, please call the Garden's coordinator at 517-355-5191 x1352.

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### **Additional Vendor Rental Information:**

If you choose to have your wedding at the MSU Gardens, you can request a detailed packet of vendors for services such as photography, DJ, cakes, and flowers. The companies are all extremely professional, and we have met with them in length, to ensure that you get the best quality and service for your money.

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# Rental Pricing for 2008

**Pricing for all equipment includes set-up and take down.**

**Pricing does NOT included any linens or skirting.**

Chairs (White Samsonite) .....	\$ 2.00
Chairs (White Padded) .....	\$ 3.25
Round Tables (60" / 8 guests per table).....	\$ 9.00
Rectangle Tables ( 8' ) .....	\$ 8.50
Cocktail Table (tall-standing or short) .....	\$ 12.00
Dance Floor Sections (4x4 Section).....	\$ 20.00
Aisle Runner (50').....	\$ 35.00
Portable Restroom.....	\$ 80.00
Portable Deluxe Restroom Trailer .....	\$ 750.00

## Tents

All tents include solid white siding that can be put up upon request. The Gardens must have notification in advance to set-up siding. The 40x100, 40x140, and 40x160 tents have long lengths and have poles down the center. The 60x90 and 60x120 tents have more equal lengths and have four corner poles. Both make great reception areas, but the set-up will need to be adjusted depending on the type you choose. The 45x30 tent is perfect for covering the hexagon plaza in the North Garden. Tents are only allowed in the Arboretum or at the Hexagon Plaza in the North Garden, with the exception of the 10x10 tent for musicians.

10x10 Tent (for musicians at ceremonies).....	\$ 100.00
45x30 Tent (for 115 people at round tables).....	\$ 700.00
40x80 Tent (for 200 people at round tables).....	\$ 875.00
40x100 Tent (for 300 people at round tables).....	\$ 1,000.00
40x140 Tent (for 400 people at round tables).....	\$ 1,250.00
60x90 Tent (for 400 people at round tables).....	\$ 1,725.00
40x160 Tent (for 500 people at round tables).....	\$ 1,520.00
60x120 Tent (for 500 people at round tables).....	\$ 2,000.00

Any rentals not listed such as arbors, draping, etc. may be brought in through outside sources. Please ask your coordinator for recommendations on rental equipment, and also to be sure that anything you choose to rent is allowed within the Gardens.

# Rough Draft Rental Order Form

<u>Example:</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Price</u>
Chairs (White Samsonite)	100	\$2.00	\$200.00

<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Price</u>
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Chairs (White Samsonite)	_____	\$ 2.00	\$ _____
Chairs (White Padded)	_____	\$ 3.25	\$ _____
Round Tables (60" / seats 8)	_____	\$ 9.00	\$ _____
Rectangle Tables ( 8')	_____	\$ 8.50	\$ _____
Cocktail Table (tall- standing)	_____	\$ 12.00	\$ _____
Cocktail Table (short)	_____	\$ 12.00	\$ _____
Dance Floor Sections (4x4 Section)	_____	\$ 20.00	\$ _____
Aisle Runner (50')	_____	\$ 35.00	\$ _____
Portable Restroom	_____	\$80.00	\$ _____
Portable Deluxe Restroom Trailer	_____	\$ 750.00	\$ _____
10x10 Tent (for musicians at ceremonies)	_____	\$ 100.00	\$ _____
45x30 Tent (for 115 people at round tables)	_____	\$ 700.00	\$ _____
40x80 Tent (for 200 people at round tables)	_____	\$ 875.00	\$ _____
40x100 Tent (for 300 people at round tables)	_____	\$ 1,000.00	\$ _____
40x140 Tent (for 400 people at round tables)	_____	\$ 1,250.00	\$ _____
60x90 Tent (for 400 people at round tables)	_____	\$ 1,725.00	\$ _____
40x160 Tent (for 500 people at round tables)	_____	\$ 1,520.00	\$ _____
60x120 Tent (for 500 people at round tables)	_____	\$ 2,000.00	\$ _____

Overall Total \_\_\_\_\_ \$ \_\_\_\_\_

This is just a rough draft order form. Please send this in as soon as you have a close idea to what you will need. It does not have to be exact, but please get as close as you can to the final quantities you will be using of all equipment. It is always best to guess a little higher if you are debating about a certain amount

# Final Rental Order Form (Must be in 2 weeks before your event)

<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Price</u>
Chairs (White Samsonite)	_____	\$ 2.00	\$ _____
Chairs (White Padded)	_____	\$ 3.25	\$ _____
Round Tables (60" / seats 8)	_____	\$ 9.00	\$ _____
Rectangle Tables ( 8')	_____	\$ 8.50	\$ _____
Cocktail Table (tall- standing)	_____	\$ 12.00	\$ _____
Cocktail Table (short)	_____	\$ 12.00	\$ _____
Dance Floor Sections (4x4 Section)	_____	\$ 20.00	\$ _____
Aisle Runner (50')	_____	\$ 35.00	\$ _____
Portable Restroom	_____	\$80.00	\$ _____
Portable Deluxe Restroom Trailer	_____	\$ 750.00	\$ _____
10x10 Tent (for musicians at ceremonies)	_____	\$ 100.00	\$ _____
45x30 Tent (for 115 people at round tables)	_____	\$ 700.00	\$ _____
40x80 Tent (for 200 people at round tables)	_____	\$ 875.00	\$ _____
40x100 Tent (for 300 people at round tables)	_____	\$ 1,000.00	\$ _____
40x140 Tent (for 400 people at round tables)	_____	\$ 1,250.00	\$ _____
60x90 Tent (for 400 people at round tables)	_____	\$ 1,725.00	\$ _____
40x160 Tent (for 500 people at round tables)	_____	\$ 1,520.00	\$ _____
60x120 Tent (for 500 people at round tables)	_____	\$ 2,000.00	\$ _____
<b>Overall Total</b>	_____		\$ _____

I agree to pay for the listed items at least 2 weeks prior to my event at the MSU Gardens. I also understand that I am responsible for the equipment, and, if damaged during my event, I will be held accountable for the damages.

Renter's Signature \_\_\_\_\_

For MSU Use Only:		
Payment Type:	<input type="checkbox"/> Cash	Payment Amount: \$ _____
	<input type="checkbox"/> Check # _____	Date Received: _____
	<input type="checkbox"/> Credit Card	CSH Number: _____
	_____ Exp _____	CSH Date: _____