



# Event Rental Packet

## Welcome to the MSU Horticulture Gardens!

We are excited that you are interested in holding your special event here at our Gardens. Our mission is to be *A Living Laboratory - Where Plants and People Grow Together*. Private and public donors, seed companies, event renters, and visitors completely fund the development and maintenance of these gardens. We are committed to providing public use for the appreciation and education of gardening, in balance with garden stewardship.

## The North Garden

This combination venue including the indoor Conservatory, the Lower Lawn, and various other smaller areas can be used for a ceremony, a reception, or both. The Lower Lawn can seat up to 250 guests for a ceremony and the Conservatory can hold up to 150 guests for banquet seating, with room for buffet tables. There is a walk-in cooler available and alcoholic beverages are permitted. Amplified music in the North Garden is allowed as long as it does not disrupt other ceremonies. A reception must be cleaned up by 12:00am so we suggest ending around 11:00pm. Restroom access for the North Garden will be located inside the Plant and Soil Sciences building.

The Gardens are available for weekend rentals, which include Saturday through Sunday, and Friday after 6:00pm. Parking for weekend events is included and will be in the Plant Biology parking lot, off of Wilson Road. Signage will be provided at the entrance of the parking lot with the last names of the bride and groom.

You are allotted an hour for a rehearsal, pre-scheduled through your event coordinator. Most rehearsals will take place from 6:00pm – 7:00pm or 7:00pm – 8:00pm the Friday before your event.

## The South Garden

Located on the South side of the Horticulture Gardens, the South Garden is solely a ceremony site. It includes the Perennial Garden, the Rose Garden, and the popular wedding ceremony site, the Anniversary Plaza, which can seat up to 175 guests. For care of the grounds, we do not allow tents in this area; the only exception is a 10' x 10' tent for musicians, which must be approved by the Gardens. There is outside access to the restrooms in the Food Safety and Toxicology building.

The Gardens are available for weekend rentals, which include Saturday through Sunday, and Friday after 6:00pm. Parking for weekend events is included and will be in the Food Safety and Toxicology parking lot, off of Farm Lane. Signage will be provided at the entrance of the parking lot with the last names of the bride and groom.

You are allotted an hour for a rehearsal, pre-scheduled through your event coordinator. Most rehearsals will take place from 6:00pm – 7:00pm or 7:00pm – 8:00pm the Friday before your event.

## Pricing for the North & South Gardens

The North and South Gardens rent by the hour, with a two hour minimum. The pricing below is per hour. The month of May is 25% off because we cannot guarantee the gardens will be in bloom until June.

June – October		May		November - April	
Weekend	\$250.00	Weekend	\$187.50	Weekend	\$125.00

Weekend refers to all day Saturday and Sunday; and, Friday after 6:00pm.

## C. E. Lewis Landscape Arboretum

This unique venue offers privacy within a wooded landscaped setting. There are approximately ten different small gardens within the secluded park setting which all make beautiful wedding sites; the most popular being the Native Garden. The Arboretum is a perfect setting for large parties and has the capability of being a ceremony and reception site. There is no building attached for a rain backup, but you can rent any size tent that has the option of having the sides on it in case of rain. There is an electrical hookup but a generator is usually recommended for receptions as well as bringing in a deluxe restroom trailer or a portable restroom.

Parking for weekend events is in the Veterinary Clinic Lot, the Clinical Center lot, or the Visitor Lot if available. Signage is not provided by the gardens for events in the Arboretum.

You may choose your scheduled time for a rehearsal because the Arboretum rental is for the entire weekend. You will want to keep in mind though that parking on campus is free after 6:00pm on weekdays.

### Pricing for the Arboretum

The C. E. Lewis Landscape Arboretum is rented by the weekend, with the month of May being 25% off because we cannot guarantee the gardens will be in bloom until June.

June – October		May		November - April	
Weekend	\$875.00	Weekend	\$656.25	Weekend	\$437.50

Weekend refers to all day Saturday and Sunday; and, Friday after 6:00pm.

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## Booking Your Event

Once you have toured the Gardens and decided on where you would like to hold your event, we can temporarily hold a date and time for you for up to two weeks without any payment. Within the two weeks, it is your responsibility to contact the garden coordinator regarding your decision or after the two weeks, the reservation will be released.

To book your event, the Event Rental Contract and Damage Deposit Contract will need to be filled out and returned along with the site deposit and damage deposit. The site deposit will be 25% of your total site rental, excluding equipment rentals. The damage deposit is a \$200.00 deposit which will be returned to you about three weeks after your event; please note that this time varies dependent on how long the processing takes internally. We recommend turning in the Rough Draft Rental Order Form at this time as well to give us an idea of what we will need on hand. The remaining site balance will be due three weeks before your event. At this time, your Final Equipment Rental Order Form and payment will be due as well.

The MSU Gardens accepts Visa and MasterCard, cashier's checks, cash, or money orders. No personal checks will be accepted.

For any questions regarding booking an event at the Horticulture Gardens, or to set up a tour, please contact our Garden Coordinator at 517-355-5191 ext 1352, or by email at [gardens@msu.edu](mailto:gardens@msu.edu).

Event Coordinator  
MSU Horticulture Gardens  
A240-E Plant & Soil Sciences  
East Lansing, MI 48824-1325

## *Rental Policies*

**Accessories** such as rice, fake flower petals, candied almonds, etc. are NOT permitted. Bubbles, real flowers petals and bird seed may be thrown if an aisle runner is used and they are cleaned up afterward.

**Alcohol** is permitted if it is served by a licensed or professional bartender inside. 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.

**Cancellations** may be made up to 2 weeks before the event. Your site 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. As well, changing the date of your wedding will assess a \$50.00 fee and require a new contract to be completed.

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

**Electricity** is available in selected areas of the garden. Please make sure you have ample extension cords and have made arrangements with the Event Coordinator to make sure it is turned on. When planning, please keep in mind this is a garden and that power is limited.

**Hours** of our gardens are daylight hours and are open to the public. 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.

**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.

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

**Moving chairs** in the event of rain is the responsibility of the renter.

**Music** is permitted during the hours of your rental period only, provided the volume does not interfere with other simultaneous events, or with the public visiting the gardens. It is your responsibility that your musicians, or DJ, do not begin to play until your rental period begins; that includes sound checks.

**Parking** for your event is included with your fee, and is available in one of 4 adjacent lots. Weekday parking arrangements are different than weekends and evenings. Confirm specific parking locations for your event with the Event Coordinator prior to your event.

**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 will not be sold.

**Plant material** may not be disturbed, relocated, or damaged in any way. Renters will be assessed fees for plant damage. This is very important and will be highly enforced.

**Rental equipment** such as chairs, tables, tents, and any other equipment needs must be rented through the MSU Gardens. Outside vendors are allowed for other aspects of your event but will need to be approved prior to your event. The Event Coordinator can provide you with recommended vendors who have worked here in the past upon request.

**Rental period** for your event includes setup and tear down time so be sure you have rented enough time so you are ready for your guests when your event begins. All equipment rented through MSU will be setup and taken down by us, outside of your rental period. You will need to include time for visiting, pictures, and clean up afterwards because we will need to prepare for the next event when your time concludes. All guests must be gone by 12:00am so we recommend ending around 11:00pm. Going over your rental period is not acceptable and you will be assessed extra charges for this time.

**Signage** will be provided for the North and South Gardens at the entrance to the designated parking lot with the last names of both the bride and the groom. Signage is not available for the Arboretum.

**Stakes** of any kind are not permitted in the ground; all tent stakes must go into weighted buckets or barrels to minimize the risk or puncturing our underground watering lines.



# Event Rental Contract

Bride/Groom: \_\_\_\_\_  
Bride/Groom: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ w/c/h  
Contact Number: \_\_\_\_\_ w/c/h  
Contact Email: \_\_\_\_\_

Sign Wording (Last Names): \_\_\_\_\_

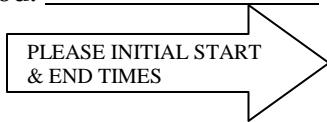
Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Parking Lot: \_\_\_\_\_

Rental Period: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_



\_\_\_\_\_ Event Start Time: \_\_\_\_\_

\_\_\_\_\_ Event End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Please circle yes or no for the following:

Bridal Rooms needed? Yes No

Electricity needed? Yes No

Will alcohol be served? Yes No

Site Rental: \$ \_\_\_\_\_/hour \* \_\_\_\_\_ hours = \$ \_\_\_\_\_

Damage Deposit: = \$ 200.00

Site Deposit: site rental \* 25% = \$ \_\_\_\_\_

Site Deposit: = \$ \_\_\_\_\_

Site Balance: due 3 weeks before event = \$ \_\_\_\_\_

Total Deposit Due: = \$ \_\_\_\_\_

Notes:

By signing this contract, I have read and agree to the Event Rental Packet, including the Rental Policies, and agree to pay the above amount.

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Credit Card Payment Information (Visa and MasterCard accepted)

Payment Amount: \$ \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_ Zip Code \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I authorize the Department of Horticulture to charge my credit card. Signature: \_\_\_\_\_

### MSU Department Information (On-Campus Customers)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

### Please return to:

Event Coordinator  
MSU Horticulture Gardens  
A240-E Plant & Soil Sciences  
East Lansing, MI 48824-1325

Phone: 517-355-5191 ext 1352  
Email: gardens@msu.edu  
Fax: 517-353-0890  
Secured Fax: 517-355-0249



# 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:

Parking lots

Grounds (Flowers trampled, trash left out, etc.)

Plant and Soil Sciences building or the Food Toxicology building

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

Rental equipment

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

Excess amounts of trash left throughout the bridal rooms, in the Conservatory, or at the event site

Messes left un-cleaned (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 \_\_\_\_\_

Event Coordinator's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Rental Equipment

All equipment rented through the gardens includes the price of setup and take down and will be done outside of your rental period. Rental equipment we do not offer may be brought in through other sources but please be sure to approve equipment you decide to rent from other vendors through the gardens prior to your event.

All tents include solid white siding that can be put up upon request with advanced notification of at least 3 days. Windowed siding is also available for an additional cost. 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 40 foot hexagon 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 in the South Garden.

Please ask if you are looking to rent something not on this list. We have various other items such as space heaters, pipe and drape, staging, etc. We do offer different colors and styles for the linens so please call for a quote if you are interested. Table and chair prices do not include linens or skirts. The par lights in the lighting packages come in plain and white or colored gels. Note: Glassware must have a two week firm order placement.

<b>Primary Equipment*</b>	
Chairs (White Contour)	\$2.00
Chairs (White Padded)	\$3.25
Round Tables (60"/seats 8 guests per table)	\$9.00
Rectangle Tables (8')	\$8.50
Cocktail Tables (tall:42" or short:30")	\$12.00
Dance Floor Sections (4'x4' Section)	\$20.00
Aisle Runner (50')	\$50.00
Portable Restroom	\$75.00
Portable Handicap Restroom	\$156.25
Portable Deluxe Restroom Trailer	\$750.00
Portable Bar	\$62.50
White Backdrop for North Garden (10')	\$30.00
<b>Tents*</b>	
10' x 10' (for musicians at ceremonies)	\$100.00
40' Hexagon (for North Garden)	\$700.00
45' x 30' (fits 115 people at round tables)	\$600.00
40' x 80' (fits 150-200 people at round tables)	\$875.00
40' x 100' (fits 250 people at round tables)	\$1,000.00
40' x 120' (fits 300 people at round tables)	\$1,125.00
40' x 140' (fits 400 people at round tables)	\$1,250.00
60' x 90' (fits 400 people at round tables)	\$1,725.00
40' x 160' (fits 500 people at round tables)	\$1,520.00
60' x 120' (fits 500 people at round tables)	\$2,000.00

Rental Equipment Continued

<b>Linens*</b>	
54" x 120" Rectangle (for 8' table)	\$4.50
90" x 156" Rectangle (for 8' table – floor length)	\$20.00
72" x 72" Square (for 60" table or cocktail table – overlay)	\$4.50
90" Round (for 60" table or tall cocktail table; short cocktail - floor length)	\$9.50
120" Round (for 60" table or tall cocktail table – floor length)	\$15.00
Table Skirt	\$22.00
Napkins (each)	\$0.60
<i>***All linens are priced for white linens; please contact event coordinator for colored linen prices.</i>	
<b>Flatware, Glassware, &amp; China*</b>	
Dinner Plates	\$.50
Salad Plates	\$.50
Bread & Butter/ Dessert Plates	\$.50
Coffee Cup & Saucer	\$.80
Dinner Fork; Salad Fork	\$.25
Dinner Knife; Butter Knife	\$.25
Teaspoon; Tablespoon	\$.25
6 oz Champagne Flute	\$.50
8.5 oz Round Bowl Wine Glass	\$. 50
9 oz Rocks Glass	\$.50
12.5 oz Heavy Base Rocks Glass	\$.50
10.5 oz Water Goblet	\$.50
4 oz Punch Cup	\$.50
*** Replacement Cost ***	\$7.00 - \$9.00 per item
<b>Lighting Packages*</b>	
Perimeter of Tent Lighting	\$225.00 - \$350.00
Canopy Lighting	\$275.00 - \$500.00
Par Lights (for corners- colors vary)	\$35.00 each
Lighting prices vary depending on size of tent, please contact event coordinator for personalized quote.	

**\*Prices are subject to change, please check with the Event Coordinator for updated prices.**

# Rough Draft Rental Order Form

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

This form does not have to be exact and please remember it is always better to aim higher than lower. The sooner this it is turned in, the sooner we can begin to develop a layout and prepare for your event; which will in turn help you prepare better as well.

**EXAMPLE:**

Item Description	Quantity	Price per Item	Total Price
Chairs (white contour)	80	\$2.00	\$160.00
Round Tables 60"	10	\$9.00	\$90.00
		Overall Total:	\$250.00

Item Description	Quantity	Price per Item	Total Price
		\$	\$
OVERALL TOTAL:			\$

# Final Rental Order Form

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

This form is due three weeks before your event. By signing this form, you are agreeing to pay for the listed items at least three weeks prior to your event at the MSU gardens. Also, you understand that the equipment is your responsibility and if damaged during your event, you will be held accountable for the damages.

**EXAMPLE:**

Item Description	Quantity	Price per Item	Total Price
Chairs (white contour)	80	\$2.00	\$160.00
Round Tables 60"	10	\$9.00	\$90.00
		Overall Total:	\$250.00

Item Description	Quantity	Price per Item	Total Price
		\$	\$
OVERALL TOTAL:			\$

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

Date: \_\_\_\_\_