

CORPORATE, COMMUNITY & NON-PROFIT EVENTS at the GARDENS VENUES & CAPACITIES



CRYSTAL BRIDGE TROPICAL CONSERVATORY EVENINGS

Thousands of lush tropical flowers, palm trees and the sounds of a waterfall, create a uniquely beautiful, memorable backdrop for your dinner, event or cocktail reception inside Oklahoma City's iconic landmark, the Crystal Bridge Tropical Conservatory. For anyone wanting an outdoor garden setting without the wind or weather worries, the conservatory is the perfect year-round location.

Theatre Style 100

Cocktail 250-400

Seated Dinner 120



PARK HOUSE EVENT CENTER DAYTIME & EVENING

With beautifully landscaped acres of formal and natural gardens, Myriad Botanical Gardens offers you a choice of so many striking places to gather for your next happening which now includes the stunning Park House Event Center. With its natural light and striking panoramic views of the Gardens, breathtaking sunsets and nighttime glow of the Crystal Bridge Tropical Conservatory, the Event Center will make your next gathering a truly special occasion. Perfect for corporate events, networking events, birthday celebrations and more.

Theatre Style 120

Cocktail 200

Seated Dinner 120



MEINDERS GARDEN TERRACE DAYTIME & EVENING

One of the most beautiful garden settings for an outdoor corporate event is the elegant Meinders' Garden Terrace. The space features a processional, curving stone path lined by flowering crepe myrtle trees, grasses and flowers. The path leads to an intimate terrace area enclosed by stone walls and shaded by trees with 360 degree views of the gardens and lake. A gorgeous, granite, boulder water feature sits at the back of the space with a stone path leading to a trellis which creates a perfect picture frame.

Theatre Style 150

Cocktail 250-300

Seated Dinner 80



THE DEVON LAWN & BANDSHELL DAYTIME & EVENING

The Gardens' largest outdoor and most versatile venue includes a grand, nearly one-acre lawn ringed by ornamental trees and a manicured landscape. A raised stage with an arching, sculpture-like bandshell anchors the top of the Devon Lawn. In the evening, the bandshell's LED lighting can be customized to fit your desired color theme. The soft lush lawn is perfect for your organization's corporate or community festivals, product promotion or public relations staging.

Theatre Style 500+

Cocktail 1,000+

Seated Dinner 400+

Festival/Performances 2,500+



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TANENBAUM REFLECTION GARDEN DAYTIME & EVENING

Tucked away in the northwest corner of the Myriad Gardens' grounds, the Tanenbaum Reflection Garden is the newest venue on the property. Nestled within a meandering tree-covered pathway, this garden is ideal for company picnics, private dinner parties, or networking events. Adjacent to the Devon Lawn, the Tanenbaum Reflection Garden doubles as the ultimate VIP experience for concerts and movie nights among larger crowds. A truly tranquil landmark amongst the heart of the Gardens' excitement, this garden is perfectly positioned for all celebrations.

Cocktail 60

Seated Dinner 30



WATER STAGE & PLAZA DAYTIME & EVENING

Our outdoor amphitheater's stage seemingly floats on the lake and your guests will enjoy wonderful views of our lakeside gardens and the many swimming ducks and geese. The Water Stage makes an excellent site for organizational award programs and other recognition events. In almost any season, this location is stunning; from dazzling bulb displays in the spring, to glorious perennial flower color in the summer to rich fall foliage in autumn, the Water Stage is a dramatic and a one-of-a kind setting.

Theatre Style 400

Cocktail 600

Seated Dinner N/A



SHERIDAN LAWN DAYTIME & EVENING

The Sheridan Lawn is an ideal place for company picnics and cocktail parties. The square lawn is framed by evenly spaced trees, perennial plantings and benches. This venue is versatile in setup options for events of all kinds. The lawn offers lovely views of the adjacent Devon Lawn and has beautiful 'borrowed' views of Devon Tower's elegant landscape directly across the street.

Seated Dinner 150

Standing 400



SECOND FLOOR CONFERENCE ROOM DAYTIME

Escape from your offices and have your next team meeting in our Second Floor Conference Room, located above the Crystal Bridge Visitors' Lobby. This room is available Mondays through Fridays, 8am-5pm. At break time, your team is just a few steps from the Crystal Bridge for a brief escape into the tropics. AV equipment is available to rent.

Theatre Style 35

Conference 20

Myriad Gardens offers a 20% discount for 501 (c)(3) non-profit organizations.

Holding your Event at the Gardens Helps Us Grow

Proceeds from rental fees help Myriad Botanical Gardens, a 501(c) 3 nonprofit, earn revenue to create and maintain beautiful gardens and open green space in the heart of downtown Oklahoma City. Fees also help us offer free educational, recreational and cultural programming for all in our community.



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RENTAL RATES of the GARDENS

VENUE	SUNDAY-THURSDAY RATE	FRIDAY-SATURDAY RATE
Crystal Bridge Conservatory*	\$600 per hour/4 hour minimum	\$700 per hour/4 hour minimum
Park House Event Center*	\$600 per hour/4 hour minimum	\$700 per hour/4 hour minimum
Cocktail Party <i>Includes 8 bistros and 2 - 8 foot banquet tables, black linens.</i>	\$350 per hour/2 hour minimum	\$400 (ask for additional details)
Seated Cocktail Party <i>Includes 4-60 inch round tables, 2-8 foot banquet tables, 24 chairs and black linens.</i>	\$550 per hour/2 hour minimum	\$600 (ask for additional details)
Meinders Garden Terrace	\$450 per hour/2 hour minimum	\$600 per hour/2 hour minimum
The Devon Lawn and Bandshell	\$1,500 per hour/2 hour minimum	\$1,500 per hour/2 hour minimum
Reflection Garden <i>Cocktail setup accommodates 60 Seated Dinner accommodates 30</i>	\$400 per hour/2 hour minimum	\$450 per hour/2 hour minimum
Public Events VIP Package <i>Includes equipment, linens, food and bar service. Food and beverage minimum required.</i>	Rates vary per event	Rates vary per event
Water Stage and Plaza	\$600 per hour/2 hour minimum	\$600 per hour/2 hour minimum
Sheridan Lawn	\$350 per hour/2 hour minimum	\$500 per hour/2 hour minimum
Second Floor Conference Room	\$150 per hour/1 hour minimum	\$150 per hour/1 hour minimum

*Equipment included in rental fee-ask for details.

- AV equipment is available upon request for additional fee.
- Black linens available at \$10 per linen

20% discount on daytime rentals Monday-Thursday, 8am-3pm (Not available on conference room rentals)

20% discount to nonprofit 501(c)(3) organizations



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RENTAL GUIDELINES

CONTRACTING DETAILS & CANCELLATIONS

Venue pricing is determined by location. A rental reservation is considered confirmed and binding after a contract has been signed and half of the total rental fee has been paid.

PAYMENTS

Payment must be arranged through Event Coordinators. Payments can be made over the phone, using any major credit card, by calling (405) 445-7092. Checks or money orders can be sent to: Myriad Gardens, Rental Dept., 301 W. Reno, OKC, OK 73102; or in person in the Crystal Bridge south lobby, Mon-Sat 9am – 5pm and Sundays 11am – 5pm.

CATERING

Renters can select a caterer from the Gardens' preferred caterer list. There is a \$450 opt out fee for a renter to use a non-preferred caterer. In addition, the Gardens will require the caterer to follow all catering guidelines, provide a copy of food permit license and liability insurance listing the Myriad Gardens Foundation; the City of Oklahoma City; and Oklahoma City Economic Development Trust as additional insured.

PRIMARY PARKING OPTIONS

1. Meter parking is available around the Gardens' perimeter streets of Ron Norick, Hudson and Reno. Meters are in effect Monday – Saturday from 8a.m. – 6pm. Meter time can be purchased in 15 minute intervals up to 2 hours.
2. If available, the Gardens can rent a 50+ space Hudson/Reno lot evening and weekends.
3. Cox Convention Center parking garage on Ron Norick has 847 spaces. Standard daily rate is \$8.
4. Parking Garage at 501 West Sheridan, corner of Sheridan and Walker, has 1,116 spaces. Standard daily rate is \$6.
5. American Parking owns two lots directly south of the Crystal Bridge on Reno. These lots are only open if there is an event(s) downtown and public parking fees vary. You may inquire about renting the lots for your event by: visiting the American Parking Oklahoma City offices located at 221 Robert S. Kerr Avenue; calling 405-232-3171 or at www.americanparking.com

(Listed parking garages' standard rates may increase depending upon level of downtown event activity)

EVENT STAFF

The Gardens will provide an on-site Event Coordinator to supervise setup, tear down, custodial and security needs to ensure a smoothly executed event. Custodial and security staff will be scheduled based on the event's needs. Additional security may be required by the Renter if event is open to the public with an anticipated crowd of 250+.

PHOTOGRAPHY

Renter may employ the photographer and/or videographer of their choice with the understanding that the Gardens may contact the photographer for their event photos for use in all manners. Renter must waive rights to compensation for the use of the photographs. To obtain a permit and schedule commercial shoots, contact Marketing Director Leslie Spears at (405) 445-7091. Myriad Gardens reserves the right to decline any photography permit requests.

EVENT SET-UP AND DECORATIONS

If available, Renter is permitted to arrive prior to contracted event start time for set-up of rental area. Early arrival time is determined by the Event Coordinator. Please note: The use of duct tape or live flame candles in any indoor and outdoor space is strictly prohibited. Only real flower petals are allowed for décor or throwing purposes in any indoor or outdoor site. Decorations hung from any structure must not damage or pierce any surfaces.

VENUE RESTRICTIONS/EXCLUSIVITY

The Gardens' 15 acre site often allows us to host several event rentals simultaneously. However, we guarantee simultaneous events are only booked when they do not negatively interfere with each other.

DISCOUNTS

We offer discounts to non-profits, active military and Gardens' members at the Benefactor Level and above.

INSURANCE

The Gardens requires rental insurance on events open to the public. Renter must provide a Certificate of Insurance for Commercial General Liability Insurances with contractual liability with minimum limits of \$25,000 property damage per claimant and \$175,000 bodily injury per claimant for damages or injuries arising out of a single accident or occurrence and a minimum per occurrence aggregate limit of \$1,000,000 for any number of claims arising out of a single accident or occurrence. The Certificate of Insurance shall name the City of Oklahoma City, Myriad Gardens Foundation and Oklahoma City Economic Development Trust as additional insured's for a minimum public liability insurance of \$1,000,000 or current Oklahoma Governmental Tort Claims Act liability limits. The Myriad Gardens Foundation must receive the original Certificate of Insurance at least 30 days prior to the event. If Certificate of Insurance is not received 30 days prior to the event, the Renter will forfeit the rental date and the Myriad Gardens Foundation may rent the facility.

SMOKING

Myriad Gardens is a non-smoking facility for all indoor and outdoor locations on its 15-acre site.



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