

MSU Horticulture Gardens Event Rental Packet

Welcome to the MSU Horticulture Gardens

The Michigan State University (MSU) Horticulture Gardens are located on south campus, surrounding the Plant and Soil Sciences building. These gardens are recognized as one of the most charming and romantic locations in the Lansing area. You will find several picturesque locations designed specifically to host wedding ceremonies, receptions and other special events all set amongst the beauty of the Gardens.

Venues Available to Rent

There are two venues available to rent: The North Garden (which includes the indoor Conservatory) and the South Garden. See below for more information about each.

North Garden and Indoor Conservatory



Left: The North Garden Lower Lawn set up for a wedding ceremony. Right: The North Garden Conservatory set up for a reception.

The North Garden is a beautiful location for events and weddings. For weddings, the North Garden must be booked for both the ceremony **and** reception (i.e. - the North Garden may not be booked for a wedding ceremony only - without a reception). When renting the North Garden, the following areas are included: our indoor Conservatory for receptions and events, the Lower Lawn for wedding ceremonies, and the Hexagon Plaza (just outside the Conservatory; which can be tented and used for a cocktail hour, a dance floor space, a wedding reception or other event). You may use all three areas or select locations only.

For weddings, the maximum ceremony capacity in the Lower Lawn is 250. The maximum event or reception capacity in the Conservatory is 150. The maximum capacity for the tented Hexagon plaza is 80. All sites have electricity available. If using the Lower Lawn for a wedding ceremony, a rain backup is available. Parking for an event is in Lot #46 (Wilson Rd. entrance). There are restrooms located inside the Plant and Soil Sciences Building.

South Garden



The South Garden set up for a wedding ceremony.

Located on the south side of the Horticulture Gardens, the Anniversary Plaza is solely a wedding ceremony site and can seat up to 200 guests. Our South Garden also includes the Entrance Pavilion, the Judith DeLapa Perennial Garden and the Frank's Nursery and Crafts Rose Garden. Electricity is available at this site and a classroom rain backup is also available. Parking for the wedding party and guests is in Lot #53 (Farm Lane/Trowbridge entrance). Restrooms are located on the exterior of the Food Toxicology Building.

How to Choose Your Rental Period

Some things to consider when selecting your rental period:

Does my rental period allow ample time for...

- set up of all decorations?
- my florist and any other vendors to set up decorations?
- my caterer to dress tables, prep food, plate food and/or set up a buffet?
- my photographer to take all photos desired?
- clean up on behalf of all counterparts?
- guests who may arrive early or may want to stay late?
- a relaxing, stress-free pace for my day?

Another tip for deciding your rental period is to work *backwards*. All guests and all counterparts of the event need to be cleaned and cleared from the facility no later than 12:00 am (midnight). Most of our wedding events need one to one and a half hours for cleanup. Therefore, we recommend letting guests know the event ends at 10:00 pm to ensure this. From this point, determine how long you would like various events to occur. For example, for a wedding: how long do you want the reception, photographs, cocktail hour and ceremony to last? Talk with your caterer and any decorators to ensure you book enough time for proper set-up. *Additional information regarding booking time for your rental set-up is on page 3.*

Booking Your Event

Once you have toured the Gardens and decided on a specific location, we can temporarily hold a date and time for up to two weeks without a deposit. Within the two weeks, it is your responsibility to contact our wedding coordinator regarding your decision or the reservation will be released.

To book your event, the Event Rental Contract and Damage Deposit Contract must be filled out. These need to be returned to your coordinator with the site deposit (25% of your total site rental, excluding equipment rentals) and your damage deposit (\$200.00). The remaining site balance will be due four weeks before your event. At this time, your Final Equipment Rental Order Form and payment will be due as well. Upon inspection after your

event, if no damage is found, the \$200.00 damage deposit which will be returned to you approximately three weeks after your event (please note that this time is dependent on internal processing and may vary).

Visa, MasterCard, cashier's checks, personal checks, cash, or money orders are acceptable forms of payment. Do not send any financial information via e-mail. For questions regarding booking an event at the Horticulture Gardens, or to set up a tour, please contact our Wedding Coordinator at 517-353-3770 or by email at gardens@msu.edu. Our mailing address is:

Wedding Coordinator- MSU Horticulture Gardens
1066 Bogue Street
A240-G Plant and Soil Sciences
East Lansing, MI 48824

Event Pricing

All locations of the Gardens are rented by the hour, with a two-hour minimum for the South Gardens and an 8-hour minimum for the North Gardens. Our seasonal weekend rates (Friday and Saturday) are listed below. Ask your coordinator about weekday (Monday-Thursday) discounts. *Prices do not include rental items such as tables and chairs.*

June 15 – September	October	November-April	May – June 14
\$250.00/hour	\$200.00/hour	\$125.00/hour	\$187.50/hour

Purchasing Set-Up Time

If your wedding reception or event is occurring on a Saturday in the North Garden, you may also purchase up to two hours of set-up time on the Friday prior to your event. **The only two hours for which Friday set-up may take place is from 4:00pm-6:00pm.**

Friday set-up can be used to string lights on trees inside the conservatory, dress tables with linens, set non-floral centerpieces and drop off items to be used for your event.

Parking during set-up is only available at the Horticulture Demonstration visitors lot located off of Bogue St. between Wilson Rd. and Service Rd (lot #54) and costs \$1.80/hour (subject to change). **ONE** car at a time may pull up to the south doors of the Plant and Soil Sciences Building (1066 Bogue St.) to unload.

Payment of set-up time should be purchased as part of the rental fee due at deposit. Set-up time can be added on at a later date with 25% deposit but cannot be added less than 3 weeks in advance.

Pricing for event set-up is the same as the hourly rental fee for the event itself and differs by season. Please see above pricing matrix.

Set-up time for caterers, florist, DJ and other vendors **MUST** still be included in your rental period on Saturday.

If your **wedding ceremony** is also taking place at the Gardens, you are granted a one-hour period from 6:30pm – 7:00pm or 7:00pm – 8:00pm for a wedding rehearsal. We suggest setting your rehearsal time period from 6:00pm – 7:00pm if you plan to purchase set-up time prior. For additional information specific to your rehearsal, please see page 7.

MSU Horticulture Gardens Wedding Rental Contract

Bride/Groom Name: _____ Contact phone number: _____ w/c/h
 Bride/Groom Name: _____ Contact phone Number: _____ w/c/h
 Street Address: _____ Contact e-mail: _____
 City, State, Zip: _____ Secondary e-mail: _____

Rental Site: _____ Event Date: _____
 Rental Period (includes set-up and tear down): _____
 Friday Rental time: _____ Parking Lot: _____

Event Start Time: _____ Please initial your agreement to the start time: _____
 Event End Time: _____ Please initial your agreement to the end time: _____
 Estimated Attendance: _____ Rehearsal Date: _____

Will electricity be needed? Yes / No

Will alcohol be served*? Yes / No. *Any event with alcohol MUST be booked 9 weeks prior to the event.*

If yes, please answer the following seven questions:

1. What type of alcohol will be served (circle all that apply)? Beer, Wine, Liquor
2. Will alcohol be sold at a cash bar? Yes / No
3. Will you serve alcohol with a licensed bartender? Yes / No
4. Will undergraduate students be attending the event? Yes / No
5. Will you charge admission to the event? Yes / No
6. Describe how you will prevent non-attendees from entering your event:

7. Describe how you will determine whether attendees are of legal drinking age:

Site Rental: \$ _____/hour x _____ hours = \$ _____	→	Damage Deposit: = \$ <u>200.00</u>	
Site Deposit: 25% of total site rental fee = \$ _____	→	Site Deposit: = \$ _____	
South Garden Rain Back-up: \$50 = \$ _____	→	Rain Back-up: = \$ _____	
		Total Deposit Due: = \$ _____	
Site Balance: due 4 weeks before event = \$ _____			
Rentals: due 4 weeks before event = \$ _____			

By signing this contract, I have read and agree to the Event Rental Packet, including the Rental Policies, and agree to pay the above stated 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: _____

Please return to: Wedding Coordinator Phone: 517-353-3770
 1066 Bogue Street Email: gardens@msu.edu
 A240-G Plant and Soil Sciences Secured Fax: 517-355-0249
 East Lansing, MI 48824 Fax: 517-353-0890

MSU Horticulture Gardens Event Rental Contract

(Use the Wedding Rental Contract, on the previous page, for wedding ceremonies and receptions)

Group Name: _____ Contact Name: _____
Street Address: _____ Contact Phone Number: _____ w/c/h
City, State, Zip: _____ Contact Email: _____
Rental Site: _____ Event Date: _____
Rental Period (includes set-up and tear down): _____ Parking Lot: _____
Event Start Time: _____ Please initial your agreement to the start time: _____
Event End Time: _____ Please initial your agreement to the end time: _____
Estimated Attendance: _____

Will electricity be needed? Yes / No

Will alcohol be served? Yes / No *Any event with alcohol MUST be booked 9 weeks prior to the event.*

If yes, please answer the following seven questions:

1. What type of alcohol will be served (circle all that apply)? Beer, Wine, Liquor
2. Will alcohol be sold at a cash bar? Yes / No
3. Will you serve alcohol with a licensed bartender? Yes / No
4. Will undergraduate students be attending the event? Yes / No
5. Will you charge admission to the event? Yes / No
6. Describe how you will prevent non-attendees from entering your event:

7. Describe how you will determine whether attendees are of legal drinking age:

Site Rental: \$ _____/hour x _____ hours = \$ _____	Damage Deposit: = \$ <u>200.00</u>
Site Deposit: 25% of total site rental fee = \$ _____	Site Deposit: = \$ _____
South Garden Rain Back-up: \$50 = \$ _____	Rain Back-up: = \$ _____
	Total Deposit Due: = \$ _____
Site Balance: due 4 weeks before event = \$ _____	
Rentals: due 4 weeks before event = \$ _____	

By signing this contract, I have read and agree to the Event Rental Packet, including the Rental Policies, and agree to pay the above stated 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: Wedding Coordinator Phone: 517-353-3770
1066 Bogue Street Email: gardens@msu.edu
A240-G Plant and Soil Sciences Secured Fax: 517-355-0249
East Lansing, MI 48824 Fax: 517-353-0890

MSU Horticulture Gardens 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.

Cancellations may be made by submitting a written request to our wedding coordinator. Once your contract has been signed, no matter when the cancellation occurs, your site deposit of 25% will not be refunded. Please view the tiered cancellation policy below:

- If cancelling more than 8 months before your contracted date, your 25% site deposit will not be refunded.
- If cancelling more than 7 months before your contracted date, your 25% site deposit will not be refunded AND you will be required to pay a cancellation fee of \$250.00 (or the remainder of your balance, whichever is less).
- If cancelling between 7 months and 5 months before your contracted date, your 25% site deposit will not be refunded AND you will be required to pay a cancellation fee of \$500.00 (or the remainder of your balance, whichever is less).
- If cancelling between 4 months and 1 month before your contracted date, your 25% site deposit will not be refunded AND you will be required to pay a cancellation fee of \$750.00 (or the remainder of your balance, whichever is less).
- If cancelling with less than 4 weeks before your contracted date, your 25% site deposit will not be refunded AND you will be required to pay a cancellation fee of \$1,000.00 (or the remainder of your balance, whichever is less).

If you wish to reschedule your event for a later date, you may do so as long it is 8 months before your contracted date. A \$150.00 rescheduling fee will be charged but all other payments will remain active. A new contract must be completed.

If you wish to decrease your contracted rental hours, you will be charged 50% of every decreased hour. Hours may not be decreased 6 months or closer to your contracted rental date.

Dance and Artificial Floors are permitted on our grass areas, but must be removed before rental time ends. Other rental equipment, such as tables and chairs, are not permitted on a dance floor rented through the MSU Gardens.

Electricity is available in certain areas of the Gardens, but the supply is limited. Please make sure you have talked with our Wedding Coordinator about your electricity needs. You will need to supply extension cords.

Flowers, shrubs and trees bloom at various times throughout the MSU Horticulture Gardens and are dependent upon the weather and season. We are first and foremost a teaching and trial garden, therefore, what you see planted this year will likely be different the following year. We provide **no guarantees** regarding the plant material at, and around, your event rental site, especially regarding type, color, or stage of growth.

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 can be 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. Fireworks, torches, paper lanterns and sparklers are NOT permitted.

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

Rental Policies (continued)

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. MSU Horticulture Gardens

Parking for your event is included on weekends. Signage will be provided for the North and South Gardens at the entrance to the designated parking lot. The parking lot designated to your area of the Gardens is where your guests need to park. Other parking lots will not be guaranteed available nor will they have signage.

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.

Rain backups are available for the South Garden for an additional \$50.00 and must be booked at least 8 weeks in advance. Our typically rain back-up is an auditorium styled classroom in the Plant and Soil Sciences Building. Your rain backup needs to be secured with our Coordinator when you book your event. If you do not select a rain back-up option, the Gardens will not be able to accommodate this request the day of your event. The North Garden rain backup is the conservatory, which is included with your normal rental fee.

Wedding Rehearsal times are preset for the North and South Garden from either 6:00pm-7:00pm, or 7:00pm-8:00pm the Friday before your ceremony. There is no fee for your rehearsal and also no building access. Timeslots are filled on a first-come, first-served basis. If there are more than two weddings per weekend in a specific location, you may be asked to have your rehearsal earlier in the week.

Rental equipment, including chairs, tables, and tents, must be rented through the MSU Horticulture Gardens. Set-up and tear down of our equipment will be done by our staff, outside of your rental period, and the price for this service is included in the rental fee. Any equipment that the Gardens does NOT offer may be brought in through outside sources but must be approved by the wedding coordinator.

Rental period for your event must include the time you need to set-up and tear down. You will be assessed extra charges for time outside of your contracted rental period.

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

Alcohol may not be served at your event if attendees must purchase it (a cash-bar), if attendees have paid a fee to attend your event, or if you are requesting donations to attend the event or donations for alcoholic drinks UNLESS you hire Spartan Signature Catering to purchase and serve your alcohol.

I, _____, have read thoroughly the above policies (pages 6 and 7 of the MSU Horticulture Gardens Event Rental Packet) and agree to comply with them for my wedding or event on (date) _____ at the MSU Horticulture Gardens.

Client's Signature _____

Date _____

Event Coordinator's Signature _____

Date _____

MSU Horticulture Gardens Event Rental 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). *Please initial the two statements below indicating your agreement.*

___ 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.

___ If you stay beyond your rental period you will be charged \$300.00 for every hour you exceed.

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

- Parking lots and 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 in the bridal rooms, in the Conservatory, or at the event site
- 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, _____, have read thoroughly the above policies (page 8 of the MSU Horticulture Gardens Event Rental Packet) and agree to comply with them for my wedding or event on _____ at the MSU Horticulture Gardens.

Client's Signature _____

Date _____

Event Coordinator's Signature _____

Date _____

MSU Horticulture Gardens Event Rental Bar Tending Compliance

Please initial each box to indicated you understand the adjacent statement

All caters should have a catering permit approved by the Michigan Liquor Control Commission under Section 547, and that the employee serving alcoholic beverages must have successfully completed a server training program. The Catering Permit holder or the employee of the Catering Permit holder, shall have in his or her possession documentation demonstrating that the beer, wine, or spirits being delivered are for a private event being conducted under Section 547.

I understand that it is my responsibility to have all alcoholic beverages served by a trained bartender.

All persons partaking in the consumption of alcoholic beverages must be 21 years of age or older. It is the bartender and renters' responsibility to ensure that these guests are 21 years of age or older. Michigan State University and the MSU Horticulture Gardens are not responsible for identifying guests. Any violations of this policy will be handled by law authorities.

I understand that all guests consuming alcohol must be 21 years of age or older and that it is my responsibility to ensure this through identifying guests.

The renter assumes full liability for their guests and their behavior. Neither Michigan State University nor the MSU Horticulture Gardens are liable for the service of alcoholic beverages and assume no responsibility for guests' actions or their behaviors. However, on behalf of Michigan State University and the MSU Horticulture Gardens, it is requested that all guest behavior is appropriate for the general public and healthy for oneself.

I understand that I am fully responsible for my guests' appropriate behavior and actions.

All sales of alcoholic beverages are prohibited at the MSU Horticulture Gardens. Guests are not allowed to be charged for alcohol. Resale on the premise is prohibited unless it is purchased and served by Spartan Signature Catering.

I understand that I am NOT allowed to charge guests for alcohol being served.

Alcoholic beverages may be stored in a walk-in cooler at the MSU Horticulture Gardens facility. Once delivered, Michigan State University and the MSU Horticulture Gardens are still not responsible for your beverages. Any deliveries of alcoholic beverages must be accepted by a person 21 years of age or older. Please speak with the Wedding and Event Coordinator if a delivery is anticipated and do not assume that they will be able to accept the delivery.

I understand that I am allowed to store alcohol at the MSU Horticulture Gardens, but that is must be accepted by a person 21 years of age or older.

Alcoholic beverages are prohibited to be served from personal coolers, pitchers, containers or kegs before, during or after ceremonies, receptions or other events. Alcoholic beverages are prohibited in bridal and groom rooms.

I understand that I am NOT allowed to serve my own alcohol at any point while at the MSU Horticulture Gardens.

When alcoholic beverages are brought in to the MSU Horticulture Gardens, they are required to be sealed with their original seal. Opened alcoholic beverages are prohibited from being transported by a personal vehicle and must be properly disposed of before the end of the rental period.

I understand that all alcoholic beverages must arrive sealed and that opened alcoholic beverages cannot be transported by law.

The service of alcoholic beverages must be discontinued an hour and a half prior to your rental period end time, to allow for appropriate strike and clean-up. Therefore, last call will be 90 minutes before your rental period end time. For example, if your rental time ends at 11:00pm, your bar must close and beverage service end at 9:30pm.

I understand that service of alcoholic beverages must be discontinued an hour and a half before my rental period end time.

I, _____, have read thoroughly the above policies on pages 9 and 10 and agree to comply with them for my wedding or event on _____ at the MSU Horticulture Gardens.

Name of bartending service:

Client's Signature _____

Date _____

Event Coordinator's Signature _____

Date _____

MSU Horticulture Gardens Event Rental Force Majeure

1.1 Force Majeure

The Operating Facility and Authority (Horticulture Gardens of Michigan State University, Horticulture Department of Michigan State University, faculty, staff, volunteers and students) shall not be held liable for failure of or delay in performing its obligations under this Contract in the Event of Force Majeure, which includes but is not limited to:

- 1.1.1 Changes in University Events (such as, but not limited to, Athletic Events, Graduation, Wharton Center Events)
- 1.1.2 Natural Disasters (such as, but not limited to, tornadoes, floods, wildfires, winter storms)
- 1.1.3 Building Disasters (such as, but not limited to, water main breaks, mechanical errors, fires, power outage)
- 1.1.4 If unexpected construction of or near the building is needed or occurs, which impacts the event sites
- 1.1.5 Emergency campus wide closure
- 1.1.6 Disease or medical epidemics or outbreaks
- 1.1.7 Acts or threats of terrorism

1.2 Consequences of Force Majeure Event

- 1.2.1 The Operating Facility and Authority shall not be considered in breach of this Contract to the extent that performance of their respective obligations is prevented by an Event of Force Majeure that arises after the Effective Date upon which the Contract was entered into and signed by the Affected Party (Client)
- 1.2.2 The Operating Facility and Authority shall give notice to the Affected Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the Operating Facility
- 1.2.3 The Operating Facility and Authority reserves the right to cancel or reschedule an event (if Operating Facility and Authority schedule permits) if Force Majeure occurs
- 1.2.4 The Operating Facility and Authority reserves the right to make the final decision on events, while being in communication with the Affected Party, if Force Majeure occurs

1.3 Optional Termination, Payment and Release

Irrespective of any extension of time, if an Event of Force Majeure occurs, the Operating Facility and Authority may give the Affected Party a notice of contract termination or event date change. If an event cannot be rescheduled within a 30-day period, from the originally scheduled date, due to the continued effect of Force Majeure, the Contract will be terminated and payment will be refunded to the Affected Party.

Client Signature: _____

Date: _____

Event Coordinator Signature: _____

Date: _____

MSU Horticulture Gardens Event Rental – Rental Equipment

Updated 27 February 2019

All equipment rented through the Horticulture Gardens includes the price of setup and take down and will be done outside of your rental period. Equipment we do not offer may be brought in through other sources and must be approved by the Horticulture Gardens prior to your event.

The 40-foot octagon tent is perfect for covering the Hexagon Plaza in the North Garden. Additional tent sizes may be available. Please contact your event coordinator for details. Tents are only allowed at the Hexagon Plaza in the North Garden, with the exception of the 10x10 tent for musicians in the South Garden.

***Prices shown below are for the 2019 season. If you are booking an event that will take place after 2019, please be advised that prices will likely increase (but should not increase by more than 10%). Clients are required to pay rental prices for the year in which their event takes place.**

***** Items may not be available and require a guaranteed rental four months in advance.**

Please ask your coordinator for assistance if you are looking for rental items not listed below.

Primary Equipment*	Price per Unit
Chairs (White Contour)	\$2.45
Chairs (White Padded)	\$3.75
Chairs (Brown Contour)	\$1.65
Chairs (Chiavari: Mahogany w/ivory pad) *** <i>For receptions only</i>	\$6.60
Round Tables (60"/seats 8 guests per table)	\$9.84
Rectangle Tables (8' /seats 8 guests per table)	\$9.30
Cocktail Tables (tall, standing:42")	\$12.75
Bistro Tables (short, sitting: 30")	\$12.75
Dance Floor Sections (4'x4' Section)	\$38.50
Aisle Runner (50')	\$55.00
Portable Bar (4')	\$60.00
Portable Bar (6')	\$90.00
Ivory Backdrop for North Garden	\$29.00
Tents*	Price per Unit
10' x 10' (for musicians at ceremonies)	\$135.00
40' Octagon (for North Garden- fits 80 people at round tables)	\$825.00
30' x 30' (for North Garden- fits 64 people at round tables)	\$600.00
Solid White Side Curtains	\$25.00/40' section
Cathedral Side Curtains ***	\$66.00/panel
Pole Covers (poly material)	\$12.00/leg
Pole Covers (white silk)	\$60.00/leg

Rental Equipment Continued

Rental Equipment Continued	
Heaters*	Price per Unit
Propane Heater (200lb)	\$300
Patio Heater (20lb)	\$100
Propane for Heater- per pound	Market Price
Lighting Packages*	Price per Unit
Perimeter of Tent Lighting 30' x 30' uses 120' 40' octagon uses 120'	\$1.25/linear foot \$150.00 \$150.00
Canopy Lighting 30' x 30' uses four 40' strings 40' octagon uses four 40' strings	\$1.25/linear foot \$200.00 \$200.00
Par Lights (for corners- colors vary, no soft white)	\$35.00/light
Delivery Fee*	\$30.00

MSU Horticulture Gardens Event Rental – Equipment Rental Order Form

Event: _____

Date of Event: _____

This form is due 4 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.

EXAMPLE:

Item Description	Quantity	Price per Item	Total Price
Delivery Fee	1	\$30.00	\$30.00
Chairs (white contour)	80	\$2.45	\$196.00
Round Tables 60"	10	\$9.84	\$98.40
Total			\$324.40

Item Description	Quantity	Price per Item	Total Price
Delivery Fee	1	\$30.00	\$30.00
OVERALL TOTAL:			\$

Client Signature: _____

Date: _____