

# CORPORATE, NON-PROFIT & PRIVATE EVENTS



## CORPORATE, NON-PROFIT, & PRIVATE EVENTS AT THE GARDEN INCLUDE:

- Two-hour setup and one-hour breakdown
- 10% multi-day discount off previous day's rate for consecutive full day events
- Evening tours available by reservation for an additional fee
- During Dominion Energy GardenFest of Lights (November 20, 2020 - January 4, 2021) spaces are only available until 3pm. See our Holiday Events guide for pricing during GardenFest of Lights
- A signed contract is required to secure the reservation & a security deposit of 50% of the rental fee, up to \$500, may be required
- Questions? Contact the Facility Events Department at [facilityevents@lewisginter.org](mailto:facilityevents@lewisginter.org), 804.262.9887 ext 345 or 224 or by cell at 804.980.5462

We offer rental fee discounts of 30% for corporate groups & 40% for non-profit groups!

### Venue Options:

## KELLY EDUCATION CENTER : MASSEY CONFERENCE CENTER

### OPTION 1: AUDITORIUM

**Rental Times:** Monday-Sunday, Partial Day (daytime events ending by 3pm or 6-10 pm) or Full Day

#### CAPACITY

Theater: 250  
Full Rounds (of 8): 144 or (of 9): 162  
Crescent Rounds (of 6): 120  
Cocktail Reception: 200  
Buffet Meal: 96

	Partial Day	Full Day
April - November		
Monday - Saturday	\$1,700	\$1,900
Sunday	\$1,200	\$1,400
December - March		
Monday - Saturday	\$1,200	\$1,400
Sunday	\$1,100	\$1,200



### OPTION 2 : PARTIAL AUDITORIUM

**Rental Times:** Monday-Sunday, Partial Day (daytime events ending by 3pm or 6-10 pm) or Full Day

#### CAPACITY

Theater: 176, Full Rounds (of 8): 96, Crescent Rounds (of 6): 72

	Partial Day	Full Day
April - November		
Monday - Saturday	\$1,400	\$1,600
Sunday	\$1,100	\$1,300
December - March		
Monday - Saturday	\$1,000	\$1,200
Sunday	\$900	\$1,000



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## OPTION 3 : AZALEA ROOM

**Rental Times:** Monday-Sunday, available anytime between 9am-10pm

### CAPACITY

Theater: 50                      Crescent Rounds (of 6): 30  
Full Rounds (of 8): 48      Boardroom: 32  
Buffet Meal: 40              U-Shape: 20

\*All capacities include space for AV

	April - November	December - March
Monday-Saturday	\$700	\$500
Sunday	\$500	\$300



## ROBINS VISITORS CENTER

### OPTION 1: ROBINS ROOM, GARDEN CAFE, ATRIUM & TERRACES

**Rental Times:** Monday-Sunday, 6-10 pm only (not available during GardenFest of Lights)

### CAPACITY

Cocktail Reception: 250, Plated or Buffet Dinner: 136

	April - November	January - March
Sunday - Thursday	\$2,700	\$2,200
Friday	\$3,500	\$2,900
Saturday	\$4,000	\$3,300



### OPTION 2 : ROBINS ROOM & TERRACE ONLY

**Rental Times:** Monday-Sunday, 9am-3pm, 6-10 pm, or full day rentals

### CAPACITY (WITHOUT DANCING)

Cocktail Reception: 125  
Theater: 130  
Plated Dinner: 136  
Buffet Dinner: 96  
Crescent Rounds (of 6) with AV: 50  
Full Rounds (of 8) with AV: 80

### CAPACITY (WITH DANCING)

Cocktail Reception: 80  
Plated Dinner: 64  
Buffet Dinner: 40

April - November	Day (until 3pm)	6-10 pm	Full Day
Sunday - Thursday	\$1,400	\$1,600	\$1,800
Friday	\$1,500	\$2,000	\$2,200
Saturday	\$1,600	\$2,200	\$2,400
December - March	Day (until 3pm)	6-10 pm	Full Day
Sunday - Thursday	\$1,000	\$1,200	\$1,400
Friday	\$1,100	\$1,500	\$1,600
Saturday	\$1,200	\$1,600	\$1,800



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## OPTION 3 : GARDEN CAFE AND DINING TERRACE ONLY

**Rental Times:** Monday-Sunday, 6 - 10 pm only, not available during GardenFest of Lights

### CAPACITY (WITHOUT DANCING)

Cocktail Reception: 100  
Plated or Buffet Dinner: 20

	April - November
Sunday-Thursday	\$1,800
Friday	\$2,200
Saturday	\$2,400

### CAPACITY (WITH DANCING)

Cocktail Reception: 60  
Plated or Buffet Dinner: 40

	January - March
	\$1,400
	\$1,600
	\$1,800



## ROBINS TEA HOUSE

**Rental Times:** Mid-March to November: Monday & Tuesday, available all day  
Wednesday-Sunday, 6-10 pm only  
January to mid-March: Monday - Sunday, available all day

### CAPACITY (WITH OR WITHOUT DANCING)

Cocktail Reception: 60, Plated or Buffet Dinner: 60

	April - November
Sunday - Thursday	\$1,000
Friday	\$1,300
Saturday	\$1,700

	January - March
	\$700
	\$900
	\$1,000



## BLOEMENDAAL HOUSE

### OPTION 1 - FIRST FLOOR ONLY

**Rental Times:** 9am-3pm

### CAPACITY

Cocktail Reception: 125, Seated Meal: 48, Round tables with AV: 16, U-Shape: 20

	April - October
Sunday - Friday	\$1,000
Saturday	Not available

	November - March
	\$800
	\$1,200

### OPTION 2 : FIRST FLOOR & TENTS

**Rental Times:** 9am-3pm or 6-10 pm

### CAPACITY

Cocktail Reception: 250, Seated Meal: 144

	April - October
Sunday - Thursday	\$3,000

### OPTION 3 : FORMAL DINING ROOM (NO DISCOUNTS)

**Rental Times:** 9 am-3 pm

### CAPACITY

10, preset formal dining room table

	April - November
Monday - Friday only	\$350

	December - March
	\$250

