



# Cylburn Arboretum & The Howard P. Rawlings Conservatory

Rental Rates (valid for booking requests through January 2022)

Thank you for considering Cylburn Arboretum and the Howard P. Rawlings Conservatory for your special occasion. Dates may be requested 14-366 days in advance. **Clients may request a 10-day tentative hold on a date allowing time to complete the application and submit the \$1000.00 refundable Security Deposit. Final payments must be made at least 60 days prior to the scheduled event by Mastercard, Visa, Cashier's Check or Money Order, payable to 'Director of Finance'. Please read the Rules & Regulations prior to signing a contract.**

## Build Your Own Event Package

Tables and chairs are included with all indoor rentals. Outdoor furniture and tents should be acquired through an outside vendor. All events must conclude no later than 11PM and be cleaned up no later than 12AM.

## Rental Options (minimum hours required as listed below; hours may be added):

1. 4 Hour Rental: 1-hour set-up, 2-hour event, 1-hour break-down (available 8-4PM)
2. 6-Hour Rental: 2-hour Set-up, 3-hour event, 1-hour break-down (weeknight minimum)
3. 7 Hour Rental: 2-hour set-up, 4-hour event, 1-hour break-down (weekend minimum)

## Hourly Rental Rates:

Rate Type: **Off-Peak Months:** July-August; December-March/ **Peak Months:** April-June; September-November

Venue	Weekdays	Fridays	Saturdays	Sundays
Rate Type:	Off-Peak/Peak	Off-Peak/Peak	Off-Peak/Peak	Off-Peak/Peak
<b>Vollmer Center*</b> Up to 200 seated-250 cocktail-style	\$250/\$250	\$300/\$450	\$500/\$650	\$300/\$450
<b>Cylburn Mansion*</b> Up to 75 seated-125 cocktail-style)	\$150/\$150	\$175/\$325	\$300/450	\$200/\$350
<b>Greenhouse Classroom*</b> Up to 50 classroom-style-75 seated	\$125/125	\$125/\$125	\$175/\$175	\$175/\$175
<b>H.P. Rawlings South Pavilion (8-4PM Only)**</b> Up to 60 seated-75 cocktail-style	\$125/\$125	\$125/\$125	\$250/\$250	\$250/\$250
<b>H.P. Rawlings Conservatory (5-12AM Only)**</b> 60-120 seated-150 cocktail-style	\$200/\$200	\$250/\$400	\$450/\$600	\$250/\$400
<b>Garden Ceremony (Cylburn &amp; H.P. Rawlings)</b>	\$200/\$200	\$250/\$300	\$300/\$350	\$250/\$300
<b>Garden Reception (Cylburn &amp; H.P. Rawlings)</b>	\$275/\$275	\$350/\$400	\$400/\$450	\$350/\$400

\*Cylburn Arboretum: Tuesday-Sundays, 8AM-12AM (availability)

\*\*H.P. Rawlings Conservatory: Wednesday-Sunday, 8-12AM (availability depends on location); not available for rentals during flower shows, generally scheduled in March/April, October, and December.

## Special Package Options (rates are per package; details on each package can be found below the table):

Elopement Package (1 hour)	\$300	\$450	\$650	\$650
Proposal Package (see description for rates.)	-	-	-	-
Conference at Vollmer Center (8-4PM Only)	\$1900	N/A	N/A	N/A
Conference at Greenhouse Classroom (8-4PM)	\$1050	N/A	N/A	N/A
Remembrance Package	\$1500	\$1700	\$2500	\$1700



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## Build Your Own Package:

May be booked 14-366 days in advance.

Capacity based on facility.

Indoor rentals include tables and chairs (set-up/break-down not included.)

Multiple locations may be added to a single package. Minimum rates may still apply; talk to the Rental Team.

Additional hours may be added (when available) once the minimum rental requirements have been reached.

**Weddings Include:** 1-hour rehearsal (must be booked ahead of time with the Rental Team) and a photo permit giving access to the grounds during the rental period.

SAMPLE PACKAGES (Based on Peak Hourly Rates):

<b>Garden Ceremony (4hr) + Vollmer Center Reception (7hr) – up to 200 people seated</b> Friday/Sunday \$4350    Saturday \$5950
<b>Garden Ceremony (4hr) + Cylburn Mansion Suite (2hr) + Vollmer Center Reception (7) – up to 200 people seated</b> Friday \$5000    Saturday \$6850    Sunday \$5050
<b>Garden Ceremony (4hr) + Rawlings Conservatory Reception (7hr) – up to 60 people seated/150 cocktail-style</b> Friday/Sunday \$4000    Saturday \$5600

## Elopement Package:

Weekends may be booked 14-90 days in advance.

1-hour, private use of facility; limited hours available.

Limited to 35 guests (not including the couple, officiant, or photographer.)

Limited décor permitted however it must receive prior approval from the Rental Coordinator.\*

Standing ceremony (exceptions will be made for special needs.)\*

No food service allowed.\*

\*If you are interested in adding to the ceremony, please talk to the Rental Coordinator about available options.

## Proposal Packages

May be booked 14-30 days in advance.

1-hour, limited times available.

1. Reservations made in public spaces during open hours are limited to 6 people, \$100 (not private).
2. Reservations made in spaces closed to the public, regardless of time, are limited to 35 people and are booked at the elopement rate (private).

Limited décor permitted however it must receive prior approval from the Rental Coordinator.

Furniture set-up not permitted.

No food service allowed.

*(Continue for more information.)*



## *Cylburn Arboretum & The Howard P. Rawlings Conservatory*

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### **Conference Package:**

May be booked 14-366 days in advance, Tuesday-Thursday from 8-4PM.

8-hour rental, 8-4PM; private use of facility.

Includes tables, chairs, AV and WiFi access.

Capacity based on facility:

*Vollmer Center: 200 seated*

*Greenhouse Classroom: 75 seated/52 classroom-style*

### **Remembrance Package:**

May be booked 14-60 days in advance.

Limited to 4 hours including set-up and break-down.

Includes AV, WiFi, tables and chairs with set-up and break-down.

Capacity limits are based on venue. Please see venue descriptions for details.

### **Additional Fees:**

Security Deposit/Damage Waiver (refundable)	\$1000.00
Deposit is separate from rental fees	
Additional Parking Attendant	\$100.00
1 attendant required for 130+ guests	
2 attendants required for 170+guests	
Audio Visual Equipment	\$150.00
Available at Vollmer Center and the Greenhouse Classroom	
Outdoor Ceremony Chair Rental	\$4.00/chair
Available only at Rawlings Conservatory	
Set up and break down	\$150.00
Must give accurate floorplan to event coordinator 30 days before event	
Fish Food	\$5.00
Available only at Rawlings Conservatory	
½ C. of Fish Food to offer guests	
Limit of 2	
Outside Caterers (not on the preferred list)	\$500
Catering License Required	
Certificate of Liability Insurance Required	
Walk-thru with Venue Staff Required	
Rentals on a Holiday Weekend	\$500
Please see date restrictions details below.	



## Cylburn Arboretum & The Howard P. Rawlings Conservatory

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### Date Restrictions:

Rentals are not permitted on Easter, Thanksgiving Day/Weekend, Christmas Day, New Year's Eve/Day.

An additional fee of \$500.00 will be applied to all holiday weekends including the following regardless of the day of week: Easter, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, and Christmas Eve.

### Venue Description:

**Vollmer Visitor Center** - Capacity of up to 200 seated (dining and lecture style) and up to 250 cocktail style; Auditorium space, complimentary tables and chairs, handicapped accessible, upstairs and downstairs restrooms, catering warming kitchen, audio and visual equipment available for rental upon request.

**Cylburn Mansion** – Capacity of up to 75 seated (dining and lecture style) up to 125 cocktail style; Historic Victorian Mansion, complimentary tables and chairs, handicapped accessible, first floor restrooms, catering warming kitchen, four elegant historic rooms, central hallway, and covered wrap-around porch for use for private parties, audio visual equipment not provided, projector screen available for use upon request. Dancing is not allowed inside the mansion for historic preservation purposes.

**Greenhouse Classroom** – Classroom space with a capacity of up to 75 people seated (52 classroom-style) and 100 cocktail-style; Casual space with complimentary tables and chairs, fully handicapped accessible, restrooms, and outdoor gravel patio. Audio visual equipment is not provided, projector screen (projector *not* included) and dry-erase whiteboard are available for use.

**H.P. Rawlings Conservatory** - Capacity of up to 60 people seated (dining style) in the North and South Pavilions (60 people seated in each pavilion) and up to 150 people cocktail style, limited number of complimentary tables and chairs, handicapped accessible, restrooms, catering warming kitchen.

**H.P. Rawlings Conservatory South Pavilion** – Capacity of up to 60 people seated and up to 75 people cocktail style; sink and small refrigerator also available in the South Pavilion (cater warming kitchen not available during day-time rentals.)

**Gardens** – Garden areas at Cylburn Arboretum and the Rawlings Conservatory are available to rent for wedding ceremonies and receptions only. The gardens are rented “as is” and are not guaranteed in quality or bloom. Many gardens include statues, benches, plants and floral displays or other decorations. These items are not to be moved, removed, changed, or destroyed. The gardens are considered a venue rental and follow the same use and refund policies as an interior space. Available Tuesdays/Wednesdays-Sundays 8am-12am. depending on location availability. \*

**Cylburn Mansion Stone Patio** – The Stone Patio, located on the north side of the Cylburn Mansion, offers a 60x40’ outdoor space surrounded by maple trees with easy access to the Mansion and formal garden. When you rent the Cylburn Mansion, the stone patio can be added on for a flat \$500 fee. \*

\*Tents are required for all receptions and are not provided by the venue. Tents may not remain on the property longer than four days. Installation must be scheduled with the event coordinator.