

Bartlett Arboretum & Gardens Rental Pricing and Policies

Outdoor Rental Areas: Available 8:00 am – 4:30 pm, every day.

Homestead Terrace: Capacity: 50

Silver Terrace: Capacity: 30

Herb/Sensory Garden area: Capacity: 250

Great Lawn: Capacity 250 (seated)

For the above areas, we rent space only. The Bartlett is happy to recommend outside vendors for tents, catering and other needs upon request. Please note that capacity varies due to set up.

Indoor Rental Areas: Available 8:00 am – 4:30 pm, every day. Evening rentals can be accommodated upon request.

Silver Adult Classroom: Capacity, auditorium style: 80. Capacity with tables is TBD, depending on setup. Tables, chairs and basic set up included.

Homestead Living Room*: Capacity, 16. Furnished, basic set up included.

Homestead Dining Room*: Capacity, 12. Furnished, basic set up included.

Homestead Living Room and Dining Room* (includes front breezeway and foyer area): Capacity, 40. Furnished, basic set up included. Access to coat closes (bring own hangers).

Rental Fees:

Day (8:00 am – 5:00 pm): Members: \$100 per hour / Non-Members: \$175 per hour

Evening: (5:00 pm – 10:00 pm): Members: \$150 per hour / Non-Members: \$225 per hour

Weekends: 9:00 am – 10:00 pm: Members \$200 per hour / Non-members: \$275 per hour

Damage & Cleaning Deposit: \$500. If a room is not left in the condition it was found, a \$150 cleaning fee will be deducted from this deposit.

Add-ons and Enhancements:

Tents: Tents must be rented from an outside source. Tent on property surcharge: Weekday, \$1,500, Weekend, \$2,000

Kitchen Use: Kitchens in the Homestead and Silver Education Building can be used heat up, keep warm or refrigerate food. Cooking and food preparation are not allowed. There is a \$30 per hour per rental surcharge for use of these facilities.

Entire Property Rental

Entire Property for ½ day: \$4,000

Entire Property for full day: \$7,500

If an individual or organization wishes to rent the entire Bartlett property, the Bartlett can station a staff member at the gate to manage automobile traffic/guests list. This ensures that the event has full use of the parking lot (capacity 60 automobiles) *. *Please note, as a city property, the Bartlett can not ensure or prevent people from arriving on foot and walking the trails.* Private event signage will be placed in or around areas that are restricted.

Full facility rental includes exclusive use of classroom, terraces, and Silver Education Building. Additional spaces include Gardens and Great Lawn. Two staff members (one for gate) are also included. One the weekends fee includes gate staff and security guard. Customizable based on needs. Security to manage excessive traffic on Brookdale Road maybe necessary.

**Additional parking is available behind Greenhouse if necessary.*

Guidelines:

Absolutely no cooking, candles or smoking allowed on the property, inside or outside.

Staffing: A member of the Bartlett staff must be on site throughout the rental period and clean up. After hours, the fee is \$35.00 per hour and will be added to the final invoice. For information on security guards and cleaning, see “Add-ons and Enhancements”.

Certificate of Insurance: A Certificate of Insurance is required. The certificate, naming the Bartlett Arboretum & Gardens as co-insured, must be delivered to the Bartlett rental manager prior to the event. Outside caterers, entertainment or other businesses must provide a certificate of liability naming the Bartlett as insured. Independent caterers must show proof of liquor liability insurance if serving alcoholic beverages.

Evening Hours: All evening activities, including outside music must be completed by 10:00 pm. The visiting group has 1-hour from the end of the event to complete clean up.

Clean-Up: The visiting group is responsible for leaving the building as they found it. This means cleaning up and removing any materials or refreshments brought into the building.