Events at the Center for Urban Horticulture

Rental Time Daytime rentals offered in four and or nine hour blocks between 7am and 4pm. Evening rentals are five hour blocks between 6pm and 11pm.

Venue Access begins at the start of your rental and includes setup and teardown.

Catering We work with four preferred caterers. Outside catering/food trucks optional for a $250 fee.

Alcohol Is permitted – no self-service. Licensed bartender via a bartending service or catering service required to serve ALL alcohol (i.e. beer, wine, mixed drinks) at ALL times.

Parking A onetime use fee of $2 per person (not vehicle) is applied based on your estimated guest count. Overflow parking is available as needed.

Decor Restrictions No staking into the ground or hanging items from trees; no glitter, rice, or confetti; no using nails and or tacks for attachments. Electronic candles only – no real flame. Note: venue does not supply flatware, linens, or cleaning supplies.

Any damage to the facilities, excessive cleanup, or violations to these guidelines will incur a $200 fee.

Event Cleanup Responsibilities
- Renters: décor/rentals delivered and picked up same day as scheduled event
- Caterers: kitchen cleanup and garbage removal
- Facilities Staff: room reset and general venue cleanup

Catering - Kitchen Cleanup Counters wiped, floor swept, food removed (ice can stay – no dumping in flower beds), garbage bagged and disposed.

Storage All rental deliveries must be delivered/removed within your rental window.

Event Staff Available to assist with venue related needs, including setup/teardown for all equipment provided by the venue. Rental equipment setup/removal is considered renters’ responsibility. Note: staff may assist with AV equipment but are not audio visual technicians.

Event Coordinator Will assist to create floor plans, answer venue questions, and oversee outside rental delivery/pickup schedules as they relate to the venue.

Music NHS Hall includes house sound for background music only – not conducive for dancing. All outdoor music must end by 10pm per city ordinance – including the glass atrium. Note: venue does not provide sound equipment for dancing.

ADD-ONS
Extra Hours ........................................... $200 per hour
Outside Catering ........................................ $250
Mics .................................................. $50 each
Owl 360 Pro ........................................... $125
Owl 360 Pro Package ................................ $500
Projectors ............................................. $150 each
Laptops ................................................ $125 each
Tall/Short Rounds ...................................... $10 each
White folding chairs (175 total) ......................... $350

VENUE TABLES

<table>
<thead>
<tr>
<th>Tables</th>
<th>Count</th>
<th>Dimensions</th>
<th>Linen Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rectangular</td>
<td>40</td>
<td>6’ x 2 ½’</td>
<td>90” x 132”</td>
</tr>
<tr>
<td>Tall Rounds</td>
<td>6</td>
<td>32” x 45”</td>
<td>120”</td>
</tr>
<tr>
<td>Short Rounds</td>
<td>2</td>
<td>32” x 32”</td>
<td>90”</td>
</tr>
</tbody>
</table>

Subject to change | 12.07.2021