



FACILITY RENTAL PRICE SHEET

www.norfolkbotanicalgarden.org
757-441.5830 ex 320

Venue	Season/Time	Monday-Thursday	Friday	Saturday	Sunday
GARDEN CAFÉ Maximum Capacity 60 banquet/dance floor 100 cocktail \$250 refundable damage deposit	April 1 – October 31 6pm-12am	\$1,000.00 <small>(includes \$150 non-refundable)</small>	\$1,300.00 <small>(includes \$200 non-refundable)</small>	\$1,600.00 <small>(includes \$200 non-refundable)</small>	\$1,300.00 <small>(includes \$200 non-refundable)</small>
	November 1 – March 31 6pm-12am	\$1,000.00 <small>(includes \$150 non-refundable)</small>	\$1,100.00 <small>(includes \$200 non-refundable)</small>	\$1,300.00 <small>(includes \$200 non-refundable)</small>	\$1,100.00 <small>(includes \$200 non-refundable)</small>
BAKER HALL Maximum Capacity 150 banquet/dance floor 200 lecture 300 cocktail \$300 refundable damage deposit	April 1 – October 31 6pm-12am	\$1,200.00 <small>(includes \$250 non-refundable)</small>	\$1,900.00 <small>(includes \$300 non-refundable)</small>	\$2,600.00 <small>(includes \$300 non-refundable)</small>	\$1,900.00 <small>(includes \$300 non-refundable)</small>
	November 1 – March 31 6pm-12am	\$1,200.00 <small>(includes \$250 non-refundable)</small>	\$1,350.00 <small>(includes \$300 non-refundable)</small>	\$1,900.00 <small>(includes \$300 non-refundable)</small>	\$1,350.00 <small>(includes \$300 non-refundable)</small>
ROSE GARDEN HALL Maximum Capacity 200 banquet/dance floor 310 lecture 400 cocktail \$500 refundable damage deposit	Year Round 9am-5pm	\$1,000.00 Full Room <small>(includes \$100 non-refundable)</small>			
		\$500.00 Half Room <small>(includes \$100 non-refundable)</small> Corporate Events ONLY			
	Year Round 6pm-12am	\$1,300.00 Full Room <small>(includes \$150 non-refundable)</small>			
	April 1 – October 31 8am-2pm		\$2,000.00 <small>(includes \$500 non-refundable)</small>	\$2,500.00 <small>(includes \$500 non-refundable)</small>	\$2,000.00 <small>(includes \$500 non-refundable)</small>
	April 1 – October 31 3pm-12am		\$3,100.00 <small>(includes \$500 non-refundable)</small>	\$4,400.00 <small>(includes \$500 non-refundable)</small>	\$3,100.00 <small>(includes \$500 non-refundable)</small>
	April 1 – October 31 8am-12am (full day)			\$6,000.00 <small>(includes \$500 non-refundable)</small>	\$4,500.00 <small>(includes \$500 non-refundable)</small>
	November 1 – March 31 8am-2pm		\$1,500.00 <small>(includes \$500 non-refundable)</small>	\$2,000.00 <small>(includes \$500 non-refundable)</small>	\$1,500.00 <small>(includes \$500 non-refundable)</small>
	November 1 – March 31 3pm-12am		\$2,100.00 <small>(includes \$500 non-refundable)</small>	\$3,100.00 <small>(includes \$500 non-refundable)</small>	\$2,100.00 <small>(includes \$500 non-refundable)</small>
	November 1 – March 31 8am-12am (full day)			\$4,500.00 <small>(includes \$500 non-refundable)</small>	\$3,000.00 <small>(includes \$500 non-refundable)</small>

All prices are subject to change at any time.
50% of the Rental Fee is due upon signing. Remaining Balance is due 90 days prior to event date. If signing within 90 days, total rental fee is due upon signing.

OUTDOOR GARDEN SITE RENTAL PRICES

Price is for a two hour rental block of time

Location	Included	Monday-Friday	Saturday	Sunday
Renaissance Court	100 Brown Samsonite Chairs	\$900.00 (\$250.00 non-refundable)	\$1,250.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
Rose Garden <small>This Garden may only be rented before 2pm if a reception is not also booked.</small>	100 Brown Samsonite Chairs	\$900.00 (\$250.00 non-refundable)	\$1,150.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
Perennial Garden	100 Brown Samsonite Chairs	\$900.00 (\$250.00 non-refundable)	\$1,100.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
Statuary Vista	100 Brown Samsonite Chairs	\$900.00 (\$250.00 non-refundable)	\$1,050.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
Butterfly Garden	100 Brown Samsonite Chairs Tram included for Guests	\$900.00 (\$250.00 non-refundable)	\$1,100.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
Flowering Arboretum	100 Brown Samsonite Chairs Tram included for Guests	\$900.00 (\$250.00 non-refundable)	\$1,050.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)
All Other Garden Sites	100 Brown Samsonite Chairs	\$900.00 (\$250.00 non-refundable)	\$1,050.00 (\$250.00 non-refundable)	\$1,000.00 (\$250.00 non-refundable)

Other Options

Damage Deposit	All Garden sites require an additional \$150.00 refundable damage deposit.
Private Ceremony	A private ceremony for less than 30 people may be held at any garden site for \$500.00. Please contact the rental office for more information.
Rain Site	A rain site may be rented during the length of your Garden site rental for an additional \$250.00. Rain or shine, this is non-refundable. This rain site is on a first-come, first-serve basis.
Holidays	All holidays are subject to Saturday pricing. Events on Christmas Eve and New Years Eve are not permitted.
Picnic Shelter	The Picnic Shelter is available to rent for up to 4 hours for \$125.00 in addition to the group rate of \$8.00 per person.
Chairs	White samsonite chairs may be rented for \$1.25 each. Additional brown samsonite chairs may be rented for \$1.25.
Tram(s)	A tram that accommodates 60-70 guests may be rented (if available) to transport guests to and from your ceremony site for \$150.00 per tram.
Dressing Room	A classroom may be rented as a dressing area (if available) for the length of your ceremony for \$225.00
Additional Time	An additional hour at any space may be rented for \$150.00.
AV Equipment	A variety of AV equipment is available for rent. Please inquire with our staff for pricing and availability.
Full Day Rental	A full day rental of 8am-8pm may be rented in Renaissance Court for \$6,000.00 (\$500.00 non-refundable) plus an additional \$500 damage deposit or any other Garden Site for \$3,000.00 (\$300.00 non-refundable) plus an additional \$300.00 damage deposit. 100 brown samsonite chairs are included in your rental. Contact the rental office for more information on outdoor events and receptions.