

CYLBURN ARBORETUM & THE HOWARD P. RAWLINGS CONSERVATORY

RENTAL OFFICE: 4915 GREENSPRING AVENUE, BALTIMORE, MD 21209
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Rental Rates & Guide



BALTIMORE CITY
RECREATION & PARKS

Rental Guide

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Howard P. Rawlings Conservatory

Located at 3100 Swann Drive in historic Druid Hill Park

Capacity: whole facility, 60/South Pavilion, 30

Howard P. Rawlings Conservatory is considered one of Baltimore's prized institutions. Showcasing plants from all over the world, this venue offers year-round greenery and an intimate, magical feel for any event.

- **South Pavilion:** During the day, the South Pavilion is available for small, intimate rentals ranging from business and community meetings to baby showers and intimate elopements. The South Pavilion is easily accessible by caterers and guests. A built-in bar with a three-compartment sink and mini-fridge is accessible to clients.
- **Whole Conservatory:** In the evening, clients can rent the whole Conservatory including the North and South Pavilions, the Orchid Room, Palm, Tropical, Mediterranean, and Desert Houses. Typical set-up includes seating in the North Pavilion, cocktail tables and food stations in the greenhouses, with the bar, music, and dancing in the South Pavilion. All facilities are wheelchair accessible.

Rental Fees:

Sample Off-Peak/Peak Season Rates below (see page 8 for rental minimums and hourly rates.)

Day Rentals (8AM-3PM, South Pavilion only):

\$600 (4 hours), Wednesday-Thursday

\$1200 (4 hours), Saturday

Evening Rentals, close-12AM (Whole Facility):

\$1620 (6 hours) Wed-Thursday

\$3220/\$4305 (7 hours) Friday & Sunday

\$3780/\$5040 (7 hours) Saturday

Chair Rental:

\$9/chair, includes set-up/break-down.

Ceremony or reception only;

transition not included.



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RECREATION & PARKS

For more information, visit:

<https://bcrp.baltimorecity.gov/about-rec-parks/rentals>



The Gardens

Located at Cylburn Arboretum & the Howard P. Rawlings Conservatory

Capacity: 150 (Cylburn)/ 60 (HPRC) guests

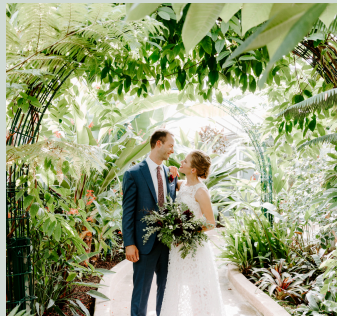
Please inquire regarding capacity for tented receptions at HPRC.

Both Cylburn Arboretum and the Howard P. Rawlings Conservatory offer beautiful outdoor gardens to host your wedding ceremony or tented reception. Our staff and dedicated volunteers manage and care for over 20 curated gardens and 200+ acres of flowering plants and woodlands offering gorgeous backdrops and views throughout the year. What's in bloom? Early spring showcases flowering trees such as redbuds, cherries, and magnolias as well as tulips and daffodils. Summer is when the formal garden, annual beds, and Crepe Myrtles are in full bloom. Fall brings with it a spectacle of color as the Japanese Maples turns from green to bright oranges, deep plums, and shades of red. In winter, plants begin to hibernate showing off their impressive bark and more textural views of the gardens. Please work with the coordinator to determine easiest routes for wheelchair accessibility.

Rental Fees:

Sample Off-Peak/Peak Season Rates below (see page 8 for rental minimums and hourly rates.)

Garden Ceremonies (4 hours):	Tented Garden Reception (7 hours):	Chair Rental:
\$720 - Tues -Thursday	\$1680 – Tues -Thursday	\$9/chair, includes set-up/break-down.
\$1224/\$1440 – Friday & Sunday	\$2870/\$3220 – Friday & Sunday	Ceremony or reception only;
\$1440/\$1680- Saturdays	\$3360-\$3780 – Saturdays	transition not included.





Cylburn Mansion

Located at 4915 Greenspring Avenue in Cylburn Arboretum

Capacity: 62 guests

The historic Cylburn Mansion is original to the property, built in 1863 by Quaker local, Jesse Tyson. Victorian Renaissance Revival in design, the mansion was built of gneiss quarried locally and was noted for its inlaid floors, marble fireplaces, leaded glass, plasterwork, tall windows and wide porches. Formal gardens and lawns, with trees planted by Jesse and Edith Tyson themselves, are surrounded by natural woodlands filled with wildflowers, wildlife, native and migrating birds. Today, the Mansion hosts private events such as business meetings, baby and bridal showers, intimate ceremonies, and photo shoots on the first floor. Frequently, clients renting the Vollmer Center or garden areas for weddings will add on rental time at the Mansion to be used as a wedding suite, for photographs, or cocktails on the porch. All facilities are wheelchair accessible.

Rental Fees:

Sample Off-Peak/Peak Season Rates below (see page 8 for rental minimums and hourly rates.)

\$1620 (6 hours), Tuesday-Thursday

\$2100/\$3220 (7 hours), Friday/Sunday \$2520/\$3780 (7 hours), Saturdays





Vollmer Center

Located at 4915 Greenspring Avenue in Cylburn Arboretum

Capacity: 100 (8-4PM)/150 guests (4-12AM)

The Vollmer Center is a modern industrial 'green' building with a living roof, composting toilets, and geothermal heating and cooling. The floor to ceiling windows throughout the building allow guests to enjoy the outdoor views from a comfortable and protected indoor location, no matter the weather or season. The Vollmer Center is frequently used for events such as business meetings and conferences, mitzvahs, fundraising galas, and weddings. The lower lobby and the main auditorium are available for rent throughout the day and evening. After 4pm, clients also have access to the upstairs lobby and attached patio space. Please inquire about capacity limitations for vendor fairs and flower shows. All facilities are wheelchair accessible.

Rental Fees:

Sample Off-Peak/Peak Season Rates below (see page 8 for rental minimums and hourly rates.)

\$1800 (6 hours), Wednesday-Thursday

\$3570/\$4655 (7 hours), Friday & Sunday

\$4200/\$5460 (7 hours), Saturdays

\$150, AV Package (optional)





Greenhouse Classroom

Located at 4915 Greenspring Avenue in Cylburn Arboretum

Capacity: up to 48 seated classroom-style (set-up for 32); up to 70 theater-style

The Greenhouse Classroom is an open, airy space with tons of natural light (as well as black-out window shades) and an adjacent crushed stone patio space. Included with the rental is the dry-erase board, projector screen, AV cart, WiFi accessibility, ample counter space and a refrigerator for client use. A Smartscreen TV is also available for an additional fee. This space is used frequently for community and business meetings, school programs, workshops, as well as birthday parties. All facilities are wheelchair accessible.

Rental Fees:

Sample Off-Peak/Peak Season Rates below (see page 8 for rental minimums and hourly rates.)

\$500 (4 hours), Tuesday-Thursday \$150, AV Package (optional)

\$860 (4 hours), Friday

\$1000 (4 hours), Saturday & Sunday



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<https://bcrp.baltimorecity.gov/about-rec-parks/rentals>

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Build Your Own Package:

- Facilities may be booked 60-366 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.
- Additional hours may be added (when available) beyond minimum rental times.
- Weddings include: 1-hour rehearsal (must be booked 60 days ahead of time during regular business hours with the Rental Team) and a photo permit giving access to the grounds during the rental period.

Minimum rental time required:

- 4 Hour Rental: 1-hour set-up, 2-hour event, 1-hour break-down (available 8-3PM)
- 6 Hour Rental: 2-hour Set-up, 3-hour event, 1-hour break-down (Tuesday-Thursday)
- 7 Hour Rental: 2-hour set-up, 4-hour event, 1-hour break-down (Friday-Sunday evenings)

Hourly rates are listed in the chart below (off peak/peak rates). Off-peak months include July-August and December-March; Peak months include April-June and September-November.

Venues Below:	Tuesday-Thursday	Fridays/Sundays	Saturdays
Vollmer Center* Capacity up to 100 (8-4PM)/150 (4-12AM) AV included Tuesdays-Thursdays.	\$300	\$510/\$665	\$600/\$780
Cylburn Mansion* Capacity up to 62	\$270	\$300/\$460	\$360/\$540
Greenhouse Classroom* Capacity: up to 48 seated classroom-style (set-up for 32); up to 70 theater-style AV included Tuesdays-Thursdays.	\$125	\$215 (Fridays Only)	\$250 (Saturday/Sunday)
H.P. Rawlings South Pavilion (8-3PM Only) Capacity up to 30	\$150	\$250	\$300
H.P. Rawlings Conservatory (Public Closing-12AM Only)** Capacity up to 60	\$270	\$460/\$615	\$540/\$720
Garden Ceremony Capacity up to 60 (HPRC)/150 (Cylburn)	\$180	\$300/\$360	\$360/\$420
Garden Reception Capacity up to 80 (HPRC)/150 (Cylburn)	\$240	\$410/\$460	\$480/\$540



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Special Package Options:

Rates and details are listed below.

Elolements	Tuesday-Thursday	Fridays	Saturdays/Sundays
Any available space. (1hour, up to 35 people. Start time is based on individual facility closing times.)	\$390	\$665	\$780

Eloement Package:

Weekends may be booked 60-90 days in advance.

1-hour standing ceremony with private use of facility for up to 35 guests.

Availability is limited and reservations must start no later than close of business (usually 3-4PM).

Limited décor permitted with prior approval from the Rental Coordinator.

No food service allowed.

Additional time may be added. Please talk to the Rental Coordinator.

Conference Package:

AV included at no additional cost Tuesdays-Thursday at the Greenhouse Classroom and Vollmer Center.



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Additional Fee Considerations:

Security Deposit/Damage Waiver (refundable; separate from rental fees) - \$1000.00

Additional Parking Attendant (directional/not valet) \$100.00:

- 1 attendant required for 130+ guests.
- Note: some circumstances may require additional parking attendants.

Audio Visual Equipment (Vollmer and Greenhouse Classroom only) - \$150

Outdoor Ceremony Chair Rental - \$9.00/chair:

- Includes set-up and break-down service.
- Must give accurate floorplan to event coordinator 30 days before event.

Furniture Set-up/Break-down Service - \$300 (limited to venue furniture)

Golf Cart Rental w/ Driver - \$65/hour (4 hour minimum)

Fish Food (1 Cup; available at Rawlings Conservatory only) - \$10.00

Outside Caterers (not on the approved catering list) - \$750

- Catering License required (must be issued within the state of Maryland).
- Certificate of Liability Insurance required.
- Walk-thru with Venue Staff required.

Additional Holiday Fee (applied all weekend) - \$750

- Please see date restrictions details below.

Rush Fee - \$75

Applies to rental requests submitted 60 days or less in advance (does not apply to elopement requests). Accommodation is at the discretion of the Rental Team.

Date Restrictions:

Rentals are not permitted on any city or federal holidays. Limited requests will be accepted on holiday weekend to which a fee of \$750.00 will be applied. No reservation requests will be accepted on the following weekends (Friday-Sunday): New Years Eve/Day, Mother's Day, Thanksgiving (Thursday-Sunday), and Christmas Eve/Day.



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Reserve Your Date:

Dates may be reserved 60-366 days in advance. Requests made in less than 60 days will incur a rush fee and be accommodated on a case-by-case basis. Submit your request by email to garden.events@baltimorecity.gov. Once your date has been confirmed by the Rental Team, you'll have 10 days to submit your application and \$1000 security deposit using Mastercard, Visa, Money Order or Cashier's Check made payable to 'Director of Finance'. The remaining balance is due no later than 90 days prior to your event along with your floor plans and checklist (provided to you by the Rental Team).

Security Deposit & Refund:

In order to formally reserve a date, a \$1000 security deposit is due within 10 days of receiving the invoice. This deposit is separate from the rental fees and meant to cover any need for excessive cleaning, damages or rental overages incurred. Additionally, the security deposit may be forfeited in cases where the agreement is not upheld by the client, the client's vendors or guests. If there are no issues, the deposit will be returned within 60 days following your event. For more information on refunds and the cancellation policy, please see page 19.



Rentals Include:

- Venue space during rental period.
- 1 hour wedding rehearsal time (please see Rehearsal Section for details, page 12).
- 1-2 event staff on duty.
- Parking attendant(s) (based on capacity, additional fees apply).
- Tables & chairs for indoor use only (ask about inventory):
 - Chairs (type will vary depending on location)
 - 60" round tables
 - 6' rectangular tables
 - 30" cocktail tables
- Outdoor photography permit during the rental period.
- Prep kitchen (indoor rentals) or area to stage (outdoor rentals) for caterers.
- Use of trash and recycling dumpsters.
- Parking on-site.
- Indoor restrooms.
- Access to 20-amp circuits both indoors and outdoors.
- WiFi & AV (fees apply; Vollmer and Greenhouse Classroom only).
- Outdoor ceremony chairs (fees apply; see availability/pricing on page 10).



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Rehearsals:

Rehearsals may be scheduled 30-45 days prior to the wedding based on availability for one (1) hour at no additional cost. Indoor rehearsals should take place during business hours of the facility. Outdoor rehearsals may be booked during open hours of the property as stated below:

Cylburn Arboretum

- Indoor Facilities, Tuesday-Friday, 8AM-4PM.
- Outdoor Gardens, Tuesday-Sunday, 8AM-4:30PM (Fall/Winter) or 8AM-7:30PM (Spring/Summer).

Howard P. Rawlings Conservatory

- Indoor Facilities, Thursday-Sunday, 11AM-3PM.
- Outdoor Facilities, Wednesday-Sunday, 10AM-4PM.

Decorating Guidelines:

- All decor must be set-up and removed from the facility during the rental period.
- Taping, pinning, tacking, nailing, and gluing are not permitted indoors or outdoors on walls, ceilings, windows, floors, statues, benches, signs, or the gazebo or trees (this includes 3m products and gaffer tape). Removable floor decals are permitted in some locations. Magnets, suction cup hangers, string or wire work well. The gallery-style hanging system in the Vollmer Center may also be used.
- Tables & Chairs: All tabletop decor must be freestanding. You may tie decorations to chairs. Venue's indoor furniture is not permitted for outdoor use. Outdoor ceremony chairs may be rented through the facility. Any venue furniture that is moved must be returned to its original location. All other furniture must be rented from a third-party vendor.
- Indoor Flames: Electric candles only may be used in the Mansion and Conservatory. Live candles are permitted in the Vollmer Center however they must be in an enclosed vase with the flame at least 3" below the rim. Please be mindful of larger vase openings (ex., fishbowls for floating candles.) The lower and larger the top opening, the more likely items may be accidentally dropped in.
- Outdoor flames are not permitted. This includes, but is not limited to, sparklers, fireworks, floating lanterns, grills, tiki torches, and paper luminaries.
- Extension Cords: We do not provide extension cords.
- Taxidermy animals (Vollmer), plants and books (Rawlings) may not be moved.
- Helium balloons, balloon shine spray, confetti (all types), glitter, rice, streamers, and poppers are not permitted due to negative impacts on the environment as well as, State and Local ordinances. Consider dried flowers or flower petals, collected leaves, birdseed, noise makers, pompoms, glow sticks, or flags. Bubbles may be used outdoors in the grassy areas only.
- Fog and smoke machines, or color bombs, are not permitted indoors or outdoors.
- Flower Petals: silk petals may be used indoors; only fresh petals outdoors. Petals must be removed from the site following events.
- Signs/Banners: Signs and banners may not be attached to any permanent signs, structures, trees, plants or placed in any garden beds. Temporary signs may be posted in the grass using stakes less than 2" wide or 'H' stakes (Ex., real estate signage).



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H. P. RAWLINGS CONSERVATORY & BOTANICAL GARDEN

Lighting & Electricity in the Gardens:

Limited exterior lighting exists on the Venue grounds and is focused mainly on the buildings and parking areas. Additional lighting may be brought in from an outside vendor,

Exterior 20 amp power sources are available on the Venue grounds. At Cylburn, these can be found in the Formal Garden, West Lawn, and Mansion Porch. At Rawlings, these can be found in the Formal Garden near the South Pavilion and in the Courtyard between the South Pavilion and Palm House. These are typically used for lighting or a small audio system.

Reception tents typically require a larger power source for items such as lighting, sound and cooking equipment, fans and heaters. We recommend a generator be rented for all tented receptions (ex., Whisper Watt).

Tenting:

Tenting is ONLY permitted for wedding receptions and ONLY in designated areas on the Venue grounds. Designated areas include the Stone Patio, East and West Lawns at Cylburn Arboretum and the North Lawn at the Howard P. Rawlings Conservatory. Tents are not permitted in the Formal Gardens at either location.

- Framed tents only are permitted on the Stone Patio at Cylburn
- Tent stakes must remain at least 15' away from all garden beds and trees
- Tents may be installed for a maximum of 4 days (2 days is recommended) depending on availability. Installation and strike must be scheduled ahead of time with the Rental Team. Early installation should not include dance floors, stages, or delivery of furniture. It may include lighting. Vehicles are not permitted on the grass without preapproval and landscape mats. Tenting companies should plan for this ahead of time.
- Should two or more weddings be hosting an outdoor tented reception in one weekend, the same tent must be used. The Rental Team will assist in coordinating with multiple clients.
- In most cases, a generator will also be required to power the tent lighting, temperature control, cooking, and sound equipment.



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Tenting continued...

- Tents are not provided by the Venue and must be rented through an outside vendor. Approval of the tent rental company is required prior to signing a contract. For a list of pre-approved vendors, please coordinate with the Rental Team.
- Vehicles are not permitted on the grass or blue stone pathways. In certain instances where a vehicle must be used in these areas to deliver equipment, landscape mats are required as is pre-approval and planning with the Rental Team. Some areas are inaccessible by vehicle.

Rain Plan:

In the event that you are planning to host an outdoor wedding ceremony or reception, it is important to coordinate a rain plan with the Rental Team as well as your event coordinator and any affected vendors. In the event that weather makes an outdoor ceremony or wedding prohibitive, the time permitted outdoors may be applied to an indoor location depending on availability. If additional time is needed indoors, a charge will be applied at the indoor rate. The Venue does not guarantee indoor space availability and is not responsible for weather related incidents. We encourage you to consider your rain plan before committing to an outdoor space.

Privacy & Security:

Cylburn Arboretum and the Howard P. Rawlings Conservatory are public facilities, therefore the gardens and grounds are open to the public during regular hours of operation. While most garden visitors are respectful of private events, the Venue is not responsible for the behavior of garden visitors or for monitoring the guest list. Staff will be on hand during your event to manage the property and will strategically place signs/people to help define your rental space and deter uninvited guests.

Similarly, the Venue does not provide on-site security officers. However, the Venue reserves the right to require the client to provide additional security depending on the size or type of event. The Venue also reserves the right to call proper legal authorities if anyone is found possessing illegal substances, weapons, or trespassing in any areas deemed "off limits" to the public on Venue grounds.



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Pets and Other Animals:

Service animals and pets are permitted on the grounds as long as they are on leash. With prior approval from the Rental Team, pets may also be permitted indoors however, they must follow all guidelines below:

- Caretaker (separate from the client, wedding party or guest of honor) identified prior to arrival to care for the animal, clean-up messes and spills.
- Pet must remain on leash.
- Arrangements must be made ahead of time to return the pet 'home' following the ceremony or photos. Pets may not be left in your vehicle(s) during the event.
- Pets are not permitted in the garden beds.

Other animals such as horse(s) (and carriage), Zoo Ambassadors, or educational animal groups must provide an animal handlers license or permit and certificate of liability insurance at least 60 days prior to the event.

Ticketed Events:

Ticketed events are permitted for non-profit events only and are at the discretion of the venue. All ticketed events (fundraising events, galas, breakfasts, etc.) must sell their tickets in advance of the event. No tickets may be sold at the door. Any renter found selling tickets at the door will be asked to leave the facility immediately and will lose their deposit and all fees in their entirety. Horticultural events may request an exception under limited circumstances.

Entertainment:

Amplified music, through a DJ or Live Band, is permitted both indoors and outdoors at the Venue. Due to Baltimore City Noise restrictions, music played outdoors cannot exceed reasonable levels in volume, and must end by 9:00pm Tuesdays - Thursdays and Sundays; by 11pm Fridays and Saturdays. The Venue will evaluate on a case-by-case basis whether music at a particular event may be extended through the use of non-amplified sound.



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Preferred Caterers:

As part of our commitment to providing you the highest level of service and guest satisfaction, we have established an Approved Catering List. The caterers on the list are not only experienced in working at the Venue, they have been tried by previous clients and offer diverse food options as well as great service.

If you wish to use a caterer not on the Approved Catering List, a Maryland or Baltimore City issued Catering License, Certificate of Liability Insurance, and a walk-through with a Venue staff person must be provided/scheduled at least 3 months in advance. Upon approval, a \$750 outside catering fee will be added to your invoice. Complete catering guidelines are available upon request.



Dessert:

Desserts do not have to come from the preferred caterer. If you are ordering desserts through another vendor, we ask that you please inform your caterer in the event that they will be cutting, plating, decorating, or staging the desserts once they are delivered. Note: not all caterers will handle food from another vendors. All desserts must be delivered during the rental period.

Alcohol Policy:

All alcoholic beverages must be poured by a licensed and insured caterer or certified and insured bartender.

Not permitted:

- Self or Cabaret Service (ie, open bottle placement on tables)
- Cash Bars
- Storage of alcohol before or after your rental period

If the approved caterer or bartender agrees to accept liability on your behalf, you may opt to provide your own alcohol. All containers and bottles must be sealed as originally sold. Alcohol must be delivered and removed during your rental period. Please be sure to discuss with your caterer or bartender any need for glassware, garnish, ice and coolers or tubs.

Please note, the Venue retains the right to order removal of or denial of alcoholic beverages to any person who appears intoxicated. Failure to comply may result in the immediate closure of the site and expulsion of the renter, caterer, and any other vendors and guests, as well as forfeiture of the security deposit paid by the renter and, if deemed applicable, the renter being billed for additional damages.



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Waste Policy:

In line with the Baltimore City Recreation and Parks mission to conserve public lands, we encourage clients to think about ways to lessen their impact on the environment. Choosing reusable items such as tablecloths, napkins, glassware, flatware, and utensils is one way to do that. Alternatively, you may opt to use compostable or recyclable products to. In accordance with City and State-wide bans, Styrofoam is no longer permitted.

At the end of your event, all trash, debris, and decor must be properly removed both indoors and outdoors. The Venue provides a trash and recycling dumpster at both properties. Excessive trash and compostable items must be removed from the property by the appropriate vendor or client.

Any trash, debris, or decor left behind for the Venue to remove will incur an excessive cleaning fee. Additional charges and cleaning fees will be deducted from your security deposit or billed to the client as needed.



Vehicles & Transportation:

Parking (Guests & Vendors)

- Parking at the Venue is limited to the parking lots adjacent to the Vollmer Center and the Greenhouse Classroom at Cylburn Arboretum and along Swann Drive and Yellow Brick Road at the Howard P. Rawlings Conservatory.
- Parking and/or driving on grass, blue stone, mosaic tile, and sidewalks is prohibited. Vehicular damage to any lawn or stone areas, including areas along the roadways can result in loss of part or all of the client's security deposit.
- Guest vehicles may not be parked in the Vollmer or Mansion circle, blocking gates, roadways, or fire hydrants under any circumstances. Limited access for vendor load-in/out is permitted.
- Accommodation requests for anyone with special mobility needs should be submitted at least 2 weeks in advance.
- The venue is NOT responsible for any vehicles left overnight. Vehicles left overnight must be removed between 8-11AM the following day or may be towed at the owner's expense.



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Vehicles & Transportation (continued):

Parking (Guests & Vendors)

- Clients are free to hire a licensed and insured Valet service to accommodate the parking needs of their guests. Clients or Valet services may not charge individuals for parking on this or any park property.
- Parties or events with more than 130 guests are required to have additional venue staff to manage parking at a rate of \$100.00 per additional venue staff person.
- Additional fees may apply for parking needs that exceed lot capacity.
- Parking at the Cylburn Mansion requires pre-approval, is based on availability and limited to up to 7 vehicles after regular business hours.
- The catering area behind the Vollmer Center at Cylburn Arboretum is reserved for vendor drop-off and catering set-up only. All clients, guests, and vendor staff should park in the main parking lots. Any vehicles (other than working catering trucks/vans) parked behind the Vollmer Center or on the driveway behind the Vollmer Center will be asked to move and/or towed at the vehicle owner's expense.

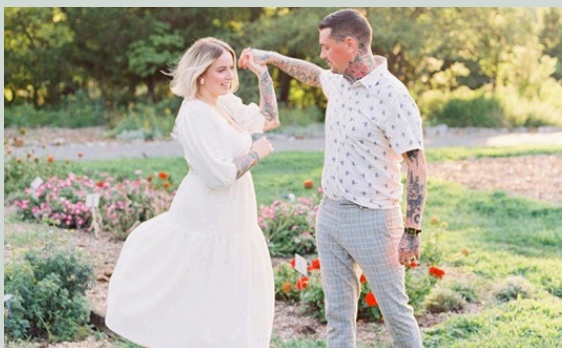
Shuttles:

If your event is in the Cylburn Mansion or in any of the Gardens adjacent to Cylburn Mansion, you may decide to provide a shuttle for your guests. The following vehicles are approved shuttle types and sizes:

- A single standard vehicle (automobile or pickup truck)
- Golf carts, horse drawn carriage or other specialty vehicle with pre-approval
- Shuttle or “party” buses no longer than 23 feet. Vehicles longer than 23 feet are unable to make the turn out of the circle without driving on the grass. Buses and shuttles 24'+ are prohibited-NO EXCEPTIONS.

Smoking:

Smoking is not permitted within fifty (50) feet of any Venue facility or on the Cylburn Mansion Porch. Smoking is permitted outside in designated areas where there are smoking receptacles.



Dancing

Dance floors are permitted indoors and outdoors, however, they are not required. Dancing is not permitted in the Cylburn Mansion except on the stone porch.



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Postponement & Cancellation Policy:

Reservation Forfeiture/Venue Cancellation (may apply under the following conditions):

- If a signed contract is not returned within two weeks of issuance,
- If a contract is returned without the required signatures and/or Deposit,
- If the contracted Facility Rental Fee is not paid in full 90 days prior to the event. In this last instance, the client forfeits the Security Deposit.
- On rare occasions, under extenuating circumstance such as mechanical failure or state of emergency as determined by local government officials, the Venue may be required to cancel a reservation. If this were to occur, the Venue will make every effort to work with the Client to postpone to a later date or move to an alternative facility. If this is not possible, a full refund will be issued, including the security deposit and rental fees paid, to the Client within 60 days. The Venue is not responsible for any fees incurred by vendors hired by the Client.

Postponement/Rebooking:

If the Client is rebooking or postponing a reservation outside of the grace period, a \$500 non-refundable fee is due within 14 days of the request. If the payment is not received within 14 days, the event will be cancelled following the cancellation policy. No fees will be incurred if the Client postpones within the grace period as referenced below. Any postponement or rebooking requests made less than 91 days in advance would be subject to the cancellation policy below.

Grace Period:

Cancellations and date changes will be accepted within 24 hours or one business day from receipt of a Booking Confirmation.

Cancellation:

Clients cancelling a reservation with the Venue are subject to the following fees:

- 10% of the Security Deposit when cancelling 121+days prior to the reservation.
- 50% of the Security Deposit when cancelling 91-120 days prior to the reservation.
- 100% of the Security Deposit when cancelling 61-90 days prior to the reservation.
- Forfeit full Deposit and Rental fees when cancelling 60 days or fewer prior to the reservation.

Public Health Policy:

As with COVID-19, it is important that you consider how any public health crisis might impact your event prior to booking. To protect public health, restrictions may be issued that you, your guests, and vendors will be required to abide by. The Venue will help to inform you of current policies however it is your responsibility to inform your vendors and guests. Anyone not following current policies and restrictions will receive warning or be asked to leave. Such restrictions will not be reason for cancellation or refund.



Rental Guide

Thank you for choosing Cylburn Arboretum and the Howard P. Rawlings Conservatory to host your event. 100% of the fees collected through the rental program support the maintenance of the gardens and facilities, as well as public programs offered at each of these properties.

We hope this won't be the last we see of you. Don't forget, we're open to the public and offer an excellent place to visit on your day(s) off!

Cylburn Arboretum is open to the public:

Tuesday-Sunday (closed on Mondays)

8AM-5PM Fall/Winter

8AM-8PM Spring/Summer

For more information about the property and events, visit:

www.cylburn.org

Howard P. Rawlings is open to the public:

Wednesday-Friday 11AM-3PM

Saturday-Sunday, 10AM-4PM

For more information and to register for tickets, visit:

<https://rawlingsconservatory.org>

