

# CYLBURN ARBORETUM & RAWLINGS CONSERVATORY

## Rental Guide

### Special Package Options:

Elolements	Tuesday-Thursday	Fridays	Saturdays/Sundays
Any available space. (1 hour, up to 35 people. Start time is based on individual facility closing times.)	\$415	\$700	\$825

#### Elopement Package:

Weekends may be booked 60-90 days in advance.

1-hour standing ceremony with private use of facility for up to 35 guests. Exceptions for limited furniture can be made for those with special needs.

Availability is limited and reservations must start no later than the closing of the facility.

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-Thursdays, 8AM-4PM at the Greenhouse Classroom and Vollmer Center.

### Additional Fee Considerations:

Security Deposit/Damage Waiver - \$1000 (refundable; separate from rental fees; see page 10 for more information)

Additional Event Security Deposit - \$600

- Events hiring a caterer for drop-off or food service only will be required to pay an additional security deposit.
- This security deposit is refundable within 60 days of the event assuming the facilities are left clean and tidy with furniture placed appropriately in storage.
- In this case, the client or coordinator must sign the check-out sheet with venue staff prior to leaving the facility.

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

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