

## Hardin Hall Event Rentals

Hardin Hall offers magnificently detailed space configurations of up to 5500 square feet—from intimate dinner parties to cocktails on the terrace, for seminars, banquets, meetings, wedding receptions, trade shows, or fund-raising galas. Hardin Hall can accommodate up to 350 people for seated dinners with a dance floor (400 without the dance floor) or 500 people for conferences or seminars. Should your event flow to the adjoining terrace and into the Garden, even more guests can be accommodated. With soaring glass panels and beautiful plantings (both indoors and out), you will be surrounded by nature's beauty. Come view Hardin Hall; we'll waive admission fees while you determine how well it meets your needs.

- A rental reservation is considered definite after Memphis Botanic Garden receives (1) a signed contract outlining the date, time and location and (2) a non-refundable deposit of \$1000.
- The lessee must provide Memphis Botanic Garden with credit card information. Should any charges remain thirty days following the event, such charges will be placed on the lessee's credit card.
- Memphis Botanic Garden provides 72 inch round tables, chairs for indoor events, and linen and skirting for buffet tables with the rental of Hardin Hall.
- Cancellation of the facility rental for any reason other than an act of nature or a public calamity shall not relieve the lessee from obligation for the non-refundable deposit.
- Memphis Botanic Garden provides security for all rental events. Depending on the size and nature of your event, additional security personnel may be required. Memphis Botanic Garden will provide and supervise these additional security personnel. Any charges incurred for additional security will be billed to lessee.
- Catering services can ONLY be provided by those caterers who have been approved by Memphis Botanic Garden. All caterers must carry proof of insurance, provide applicable health certificates and maintain a health department rating of 80 or above. A contract will be signed between the caterer and Memphis Botanic Garden which states that the caterer is responsible for a fee of \$1 per person, which will be paid to Memphis Botanic Garden for the use of Hardin Hall and the Hardin Hall kitchen.
- All catering, floral design, and entertainment arrangements and fees are the responsibility of the lessee.
- All vendors are responsible for all materials and personnel brought into the facility. No catering equipment may be left after an event for later pickup unless prior arrangements have

been made with the Hardin Hall staff. All rental equipment must be stacked neatly and returned to the loading area for pick-up.

- Musicians must bring their own equipment (sound, speakers, amplifiers, microphones, and extension cords). Please make arrangements for musical instruments and equipment to be delivered immediately before and picked up immediately after the event. Memphis Botanic Garden is not responsible for any equipment left unattended during the day or overnight.
- All vendors must provide appropriate dollies, hand trucks or other moving equipment for the set-up and removal of supplies. The special slate floor is especially susceptible to damage, so any sliding or dragging of equipment on its surface is strictly prohibited
- Table linens may be brought in from an outside vendor or the rental of linens may be arranged through the Memphis Botanic Garden with a 2 week notice. Table linens which are provided by the Memphis Botanic Garden are rented for \$5.00 per cloth.
- All arrangements for deliveries, set-up and break-down must be cleared in advance with the Hardin Hall Director of Catering Sales & Service. Any unscheduled deliveries will be refused.
- Rose petals may be thrown outside the building but throwing rice, confetti or birdseed is strictly prohibited anywhere on the grounds of Memphis Botanic Garden.
- Attachments are not permitted on any garden structure or plant material. **Decorating with glitter or confetti is not permitted.** Nails, screws, tacks, staples or tape of any kind may not be used on the wall surfaces. Only votive candles may be used for decorating. All decorations must meet fire codes.
- The artwork presented in the Goldsmith Center Hallway and the East and West Galleries may never be moved or obstructed. This art is on loan to Memphis Botanic Garden from the artist.
- The Garden is not responsible for the safekeeping of any equipment that is left unattended during the day or overnight.
- **SMOKING IS NOT PERMITTED IN THE BUILDINGS OF THE MEMPHIS BOTANIC GARDEN.**
- Rental of any necessary audio-visual equipment can be arranged through the office of Hardin Hall Catering.
- A coat closet is provided for the use of guests. A coat check attendant can be provided for a fee of \$75.
- A dance floor is available and a fee of \$100 is charged for set up and removal.
- A \$400 wedding fee will be charged when the wedding ceremony is performed in Hardin Hall or on the grounds. This fee covers use of the Bride's Room and a one-hour rehearsal. Rehearsal time will be dependent on availability. On Saturdays, day wedding receptions must end by 4:00 P.M. and evening weddings will begin no earlier than 6:00 P.M.
- Alcoholic beverages will be provided by Memphis Botanic Garden's Catering Division. By law, Memphis Botanic Garden is required to provide all alcoholic beverage service. Please see the attached sheet for beverage costs.
- Memphis Botanic Garden reserves the right to terminate a function at any time if its buildings, gardens, or staff is endangered by the actions of any guest.

- The Memphis Botanic Garden is an educational institution and living museum, therefore, the need for protection of its treasures is of primary importance. The Garden reserves the right to refuse use of its facilities to any prospective lessee, for any reason deemed appropriate at the Garden's sole discretion.

The individual or organization entering into a contract for the use of any facilities within the Memphis Botanic Garden agrees to indemnify the Memphis Botanic Garden, its staff, its Board of Directors, volunteers and the City of Memphis /Park Commission and saves them harmless from suit, damages or liability and expense, including attorney's fees, in connection with any suits, personal injury, property damage, and /or theft related to the contracted special event.

**All proceeds benefit the growing Memphis Botanic Garden for the enrichment of all.**