



## Private Events & Room Rentals: Policies and Rates

*North Haven Gardens offers a variety of unique spaces for room rentals and private events, perfect for family gatherings, corporate team building, civic group meetings, and other special gatherings.*

*To inquire about rentals and private events, please contact*

**Dana Wilson, Events Coordinator: [dwilson@nhg.com](mailto:dwilson@nhg.com) or 214-360-1590**

<b>Rental Space:</b>	<b>Lecture capacity:</b>	<b>Strolling capacity:</b>	<b>Banquet/ workshop capacity:</b>	<b>Basic rental rates: (All rentals require a 2-hour minimum)</b>
The Community Room	30	35	25	Daytime: \$25/hour
The Classroom	125	150	75	Daytime: \$50/hour
The Dining Room	60	75	45	Daytime: \$75/hour
The Café	60	75	45	Daytime: Not available Evening events: \$300/hour includes these spaces plus the Dining Room. Evening rentals must end by 8pm.
Patio	50	50	50	

*North Haven Gardens is proud to work with **local 501(c)3 non-profits** by offering a 20% discount off the basic room rental rate during standard hours of operation with proof of non-profit status.*

### I. North Haven Gardens General Room Rental & Private Event Policies:

- **The minimum room rental is 2 hours.** Rates are billed from the time guests arrive (including set-up) until room breakdown is completed. For rentals *during regular business hours*, events may begin as early as 9 a.m. (10 a.m. on Sundays) and must be concluded by 6 p.m. **After-hours rentals** may begin at time of closing and must be concluded by 8 p.m.
- North Haven Gardens has a total of 99 available free parking spaces. If valet service is desired, it must be organized with a licensed provider who can provide proof of insurance. For safety and security, we ask that all private event attendees use **the west parking lot adjacent to our loading zone** and the west entry gate.

## II. Securing Your Date:

- **Your event date is secured** upon receipt of a signed contract and a deposit for 50% of the total rental & catering amount no less than 4 weeks prior to your requested date. The balance, along with a final catering head count, is due two weeks prior to your event. Room rental, speaker, and catering fees are **non-refundable within 2 weeks of the event**. Prior to payment of deposit, rooms are available on a first-come, first-paid reservation basis.
- Cancellation Policy: Your 50% deposit is fully refundable up until two weeks prior to your event, payable by check within 5 business days. Room rental, speaker, and catering fees are non-refundable within 2 weeks of the event.

## Room Set up:

- All room rentals include use of our tables and chairs **as available** on the day of your event (no advance reservation of tables & chairs). If you require tables and chairs beyond what is available, they must be brought in from an outside rental company, and rental companies are responsible for the setup, breakdown, and removal of their property. All items must be delivered and removed the same day as the event. **NHG staff cannot sign for nor be held liable for equipment rented from outside companies.**
- For room rental only, we are **unable to assist you with the moving of your materials** in or out of the rooms. For events requiring heavier than normal after-event clean-up, all rentals are subject to a **janitorial fee of \$50/hour**.
- Tablecloths or protective coverings are required at all times to ensure the life of our furniture. They may be requested, but availability is not guaranteed. Renters are responsible for all decorations and must coordinate with NHG staff concerning any decorations affixed to walls.
- **No open flames** or candles are allowed in event rooms. Smoking is not allowed on the North Haven Gardens property.

## III. Food & Beverage:

- **All food and beverage**, including alcohol, must be purchased through the Café. **Per TABC rules**, no alcoholic beverages may be brought onto the premises for private events.
- If your group wishes to dine onsite and does not require private group catering, please call the café directly at **972-338-2233** to make reservations.

## IV. Audio/Visual Equipment:

- **A \$50 flat fee** is assessed for the use of A/V equipment, including any or all of the following: microphone, remote control, laptop, or projector (subject to availability).

## V. Liability Insurance:

- At North Haven Garden's discretion, clients hosting events outside of normal business hours may be required to **provide a copy of valid liability insurance** at the same time the final balance is paid. This can often be added to a homeowner's insurance policy at minimal cost. Renters will be held liable for damage to artwork in The Gallery during private events.

***Please note that the policies and benefits outlined here supersede all previous editions of this agreement.***