



Private Event Rentals - Policies and Rates

*We're happy to facilitate café reservations (including custom menus) for parties of more than 10. If you would like to make a reservation in the café for up to 10 persons, please call the café directly at **972-338-2233**.*

To inquire about private events, check room availability, or schedule an activity, please direct all contact to:
Dana Wilson, Events Coordinator: dwilson@nhg.com or 214-360-1590

Accommodations:	Lecture:	Strolling:	Banquet/ workshop:
Classroom	125	150	75
Conference Room	30	35	25
The Gallery	50	75-100	40
The Café	60	75	45
Patio	50	50	50
All areas	200	500	N/A

Space:	Minimum 3 hr. rental	Each extra hour:	Full day:	* Before/ after hours:
Classroom	\$95	\$50	\$200	\$500
Conference Room	\$75	\$35	\$150	\$750 (allows access to all four spaces)
The Gallery	N/A	N/A	N/A	
The Café	N/A	N/A	N/A	
Patio	N/A	N/A	N/A	
All areas	N/A	N/A	N/A	

** Billed until 30 minutes after the last guest leaves for closing procedures.*

- ◆ 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.
- ◆ Free parking is available in our **west parking lot adjacent to our loading zone**. For safety and security, we ask that all private event attendees use this lot and the west entry gate.
- ◆ All rentals include use of our tables and chairs **as available on the day of your event**.
- ◆ Catering from our café is available for groups of 10 or larger. All food and beverage, including alcohol, must be purchased through the Café.
- ◆ **Your event date is secured** with a returned, 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. Please see full list of rental policies attached.
- ◆ Hourly rates for **meetings outside of regular business hours** include basic staffing.



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

- 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 5 p.m. **Morning rentals** can be scheduled to begin as early as 7:30 a.m. and must be concluded by 9:30 am. **Evening rentals** may begin as early as 6 p.m. and must be concluded by 10 p.m.
- For before/after-hours events, NHG has a total of 99 available free parking spaces. If valet service is desired, it must be organized with a licensed outside provider who can provide NHG with proof of liability insurance.

II. Tables, Chairs & Linens:

- If you require tables and chairs beyond what is available, they must be brought in from an outside rental company.
- Rental companies are responsible for the setup, tear down, and removal of their property. All items must be delivered and removed the same day as the event. **NHG staff cannot sign for nor are liable for privately rented equipment from outside companies.**
- For meeting use, we are **unable to assist you with the moving of your materials** in or out of the rooms.
- **Time needed for fixture setup and tear down will be billed as part of the overall event time** for events taking place outside of normal business hours (mornings or evenings).
- **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.
- **The room must be returned to its prior state.** Help us to recycle and remove any trash upon conclusion of your event. We are not responsible for any items left behind.

III. Food & Beverage:

- **Per TABC rules, no alcoholic beverages may be brought onto the premises for private events.** All food and beverage, including alcoholic beverages, must be purchased through the Café.

IV. Audio/Visual Equipment:

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

V. Liability Insurance:

- Clients with **events outside of normal business hours are required to provide a copy of valid liability insurance** for their event. This can often be added to your homeowners insurance policy at minimal cost.

VI. Securing Your Date:

- **Your event date is secured with a returned, 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.**
- **Cancellation Policy:** Your 50% deposit is fully refundable up until two weeks prior to your event. **Room rental, speaker, and catering fees are non-refundable within 2 weeks of the event.**

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