



Room / Special Event Request

Please complete this form if your organization desires a meeting space or event at North Haven Gardens.

Kindly direct all contact to: **Rusty E. Allen, Education & Outreach Coordinator.**

This completed form is required for all requests to be processed.

Rooms Available (please check room(s) needed):

Classroom

Accommodates up to 125 guests

Rate: **\$85 for up to 3 hours**

Each additional hour at \$15

Fee for full-day rental is \$170.00

Conference Room

Accommodates 25 guests

Rate: **\$65 for up to 3 hours**

Each additional hour at \$15

Fee for full-day rental is \$130.00

Event Date(s) _____ Day s) _____ Today's Date _____

Group Name _____

Contact Name _____ Contact Phone (s) _____

Contact Email _____

Arrival Time _____ Start Time _____ Program Time _____ End Time _____

- Rooms are not open until 9am or other retail time, and must be cleared by 5:30pm on Saturdays, and 4:30pm on Sundays due to our store hours, which vary seasonally. We will be happy to assist you with this variability.
- Please have all your attendees park in our West lot adjacent to our Loading Zone.
- For meeting use, we are unable to assist you with the moving of your materials in or out of the rooms.
- Light, homemade snacks are welcome. You may enjoy breakfast or lunch in our Café. Visit nhg.com for our full menu.
- Tablecloths or protective coverings are required *at all times* to ensure the life of our furniture. They are not supplied.
- The room must be returned to its prior state. Help us to recycle, and remove any trash upon conclusion of your event.

Number Attending _____ Dining in Café _____ in Room _____ For Number _____

Room _____ Hours Needed _____ @ Rate: _____ Total Due: _____

Notes/Comments: _____

Rusty E. Allen

Education & Outreach Coordinator
North Haven Gardens
214-360-1580 fax 214-360-1565
rallen@nhg.com

I have read and understand the rules of room use.
Contact Signature

Printed Name

Please sign, then email, fax or mail this completed form to Rusty E. Allen at least 4 weeks prior to your requested date.

You will receive a call back to approve your date, confirm all details and arrange payment.

Note that payment is required to guarantee your date and time.

Note that if the requested date is not available, we will attempt to work to accommodate you on another day. Thank you!