



Room & Private 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.

Spaces Available:

Accommodates (By Function):

Please check all that apply:

	Space	Theater/Classroom	Cocktail/Strolling	Banquet
<input type="checkbox"/>	Classroom	125	150	75
<input type="checkbox"/>	Conference Room	30	35	20
<input type="checkbox"/>	Gallery	25	75-100	25
<input type="checkbox"/>	Café	60	75	45
<input type="checkbox"/>	Patio	50	50	50
<input type="checkbox"/>	All Areas	200	500	N/A

Space	Minimum Rental (Up to 3 hours)	Each Subsequent Hour	Full Day (During Store Hours)	Morning/Evening Hours Outside of Regular Store Hours*
Classroom	\$85	\$25	\$170	\$500/hr
Conference Room	\$65	\$25	\$130	\$250/hr
Gallery	\$85	\$25	\$170	\$250/hr
Café	N/A	N/A	N/A	\$250/hr
Patio	N/A	N/A	N/A	\$250/hr
All Areas	N/A	N/A	N/A	\$750/hr

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

- ◆ 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 indoor rentals include use of our tables and chairs **as available on the day of your event.**
- ◆ Light, homemade snacks are fine to bring for club or society meetings. You may enjoy breakfast or lunch in our Café before or after your meeting, or you may **see the attached catering menu** to have breakfast or lunch set up in the room for your event.
- ◆ **Your event date is secured with a returned, signed contract and a deposit for 50% of the total rental & catering amount 4 weeks prior to your requested date.** The balance 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 the cost of basic staff so that purchases can be made and questions answered. If your group is interested in adding a presentation or workshop to your event, please see the attached menu of options.

Thank you for considering North Haven Gardens for your private event!



Speakers & Workshops are available on a number of different gardening-related topics at the following rates:

'POP-Up' Presentations (\$25 flat fee)

- Seasonal gardening topic on what's in the store, such as planting fruit, bulbs, tomato success, pollinators, etc.
 - Tips for mulching & fertilizing properly
 - Houseplant care and maintenance
 - Tips on caring for different shrubs and trees
 - 3 favorite plants for sun, shade or other garden area
- Guided tour of a specific part of NHG: tropical greenhouse, gallery, display gardens, etc.

Gardening Lecture with Slide Presentations (\$50 flat fee for listed topics, \$150 for custom topic)

- Hardscape Design for Water Conservation
 - Habitat Gardening
 - Spring Vegetable Gardening
 - Fall Vegetable Gardening
 - Tomato Success
 - Succulent Container Design

Hands-On 'Make & Take' Workshops (list price shown plus \$50 flat fee for setup/breakdown)

Vertical Mini-Landscapes: Air Plant Dioramas

Create your own living diorama! Combine branches, stones, mosses and 3 assorted air plants to create a perfect bit of nature to enjoy at home or in the office. Each participant receives a 10" wooden box and all accessory materials needed. *Workshop involves the use of hot glue guns and is best suited for participants over 12 years of age.*

SKU: 907013 \$50.00 per participant. Limited to 25 participants.

Mini-Succulent Gardens

Succulents are trending! This workshop is designed for beginners who want to start their own small succulent container garden. Each attendee receives a 8" container, up to 8 assorted small succulent plants, assorted mosses, stones and branches for embellishing along with step-by-step instructions and demo. Suitable for participants over 7 years of age (or younger with parent accompanying.) **SKU: 907008 \$30 per participant. Limited to 25 participants.**

Fairy Gardens: Visitors from the Greener Realm

Create your own world in miniature in a workshop that's designed for parent and child to have fun together! All materials for your miniature garden are included: a 12" terra cotta container with liner, potting soil, moss, a selection of stones, and your choice of 5 tiny terrarium plants. Just add accessories! Best for children up to 12 years of age. **SKU: 907003. \$30 per participant. Limited to 25 participants.**



I. General Rental 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 after hours events, NHG has a total of 99 available free parking spaces. If valet service is desired, it must be organized with an 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 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.

III. Food & Beverage:

- **Per TABC rules, no alcoholic beverages may be brought onto the premises for private events.** Alcoholic beverages including beer, wine, and cocktails 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 4 weeks prior to your requested date.** The balance is due two weeks prior to your event.

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



Group or Event Name _____

Contact Name _____ Contact Phone (s) _____

Contact Email _____

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

Total # Attendees _____ Cafe Catering? Y N Total # Dining _____ Dining in Café / Room
(Please circle) (Please circle)

Desired Arrival Time _____ a.m./p.m. Desired Event Start Time _____ a.m./p.m. Estimated Event End Time _____ a.m./p.m.

Speaker? Y N Pop Up Presentation Lecture Presentation Workshop Total # Participating _____

Topic: _____

Speaker/Program Start Time: _____ Fees: Room Rental Total: \$ _____

Dining Start Time: _____ Catering Total: \$ _____

Speaker Total: \$ _____

A/V Equipment charge: \$ _____

Total Rental Charge: \$ _____

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 polices for private events and 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!



Thank you for considering North Haven Gardens for your private event!

Please keep in mind that if there is any cuisine you don't see offered, our Chef can customize any event for your needs.

Brunch Offerings:

- Choose: 1 appetizer item and 1 main item for \$15.00 per person
 - 2 appetizer items and 3 main items for \$35.00 per person
 - 3 appetizer items and 4 main items for \$50.00 per person
- *Mimosa and Champagne Packages Available

Appetizers:

- Avocado Toast:** fresh smashed avocado with lime, chili flakes, Hawaiian black salt and extra virgin olive oil on hippie health wheat bread.
- House made scones:** available in many flavors including cherry, blueberry, lemon and chocolate
- House made muffins:** available in many flavors including raspberry, gingerbread, pumpkin & blueberry
- Artisanal Cheese Board:** assorted gourmet cheeses served with parmesan lavash, pickles, fig spread and fruit
- Fresh Fruit tray:** assortment of fresh local fruits

Mains:

- Autumn French Toast:** hippie health bread in a cinnamon egg batter, with caramelized apples, cinnamon whipped cream and roasted almonds
- North Haven Migas:** scrambled farm eggs, house made salsa, aged cheddar cheese, avocado and tortilla strips
- Spinach & Arugula Frittata:** baked farm eggs with sautéed spinach and arugula & smoked gouda cheese
- Bacon and Cheddar Frittata:** baked farm eggs with Applewood smoked bacon and aged cheddar
- Breakfast Taco Bar:** farm eggs, aged cheddar, salsa, jalapenos and corn and flour tortillas
- Omelet Station:** custom omelets made to order with a variety of fixings including aged cheddar, tomato, bacon, & Portobello mushroom

Happy Hour Offerings:

*Wine and Beer packages available

3 items for \$22.00 per person/ 4 items for \$30.00 per person/ 5 items for \$40.00 per person

- Artisanal Cheese board:** assorted gourmet cheeses served with parmesan lavash, pickles, fig spread and fruit
- Custom Pita Pizzas:** veggie options as well as meat options
- Avocado Toast:** fresh smashed avocado with lime, chili flakes, Hawaiian black salt and extra virgin olive oil on hippie health wheat bread
- Ahi Tuna Crudo:** raw Ahi tuna marinated in soy and sesame
- Crudité with Hummus and Avocado Ranch:** assortment of fresh vegetables with two spreads
- Hummus and Pita:** house made hummus with warm pita
- Salmon sliders:** grilled salmon with ginger slaw on brioche
- Bourbon Meatballs:** maple bourbon glazed beef meatballs
- Beet Salad:** braised beets, arugula, honey goat cheese & walnut
- Grilled Cheese Bites:** fig spreads, smoked gouda & cheddar on hippie health bread
- Signature chicken salad:** house recipe on hippie health bread

Dinner Offerings:

Choose: 1 appetizer item and 1 main item for \$25.00 per person

2 appetizer items and 3 main items for \$45.00 per person

3 appetizer items and 4 main items for \$65.00 per person

Appetizers:

Artisanal Cheese board: assorted gourmet cheeses served with parmesan lavash, pickles, fig spread and fruit

Custom Pita Pizzas: veggie options as well as meat options

Avocado Toast: fresh smashed avocado with lime, chili flakes, Hawaiian black salt and extra virgin olive oil on hippie health wheat bread

Ahi Tuna Crudo: raw Ahi tuna marinated in soy and sesame

Crudit  with Hummus and Avocado Ranch: assortment of fresh vegetables with two spreads

Hummus and Pita: house made hummus with warm pita

Salmon sliders: grilled salmon with ginger slaw on brioche

Bourbon Meatballs: maple bourbon glazed beef meatballs

Beet Salad: braised beets, arugula, honey goat cheese & walnut

Grilled Cheese Bites: fig spreads, smoked gouda & cheddar on hippie health bread

Build your own Mac n Cheese Bar: customize aged cheddar mac n cheese with bacon, green onion, jalapeno, blue cheese, tomato & Portobello mushroom

Mains:

Applewood BLT: Applewood smoked bacon, alfalfa sprouts, lettuce & tomato with a black pepper and garlic aioli

Toasted Caprese Sandwich: fresh mozzarella, tomato and basil on a ciabatta bun with basil pesto

Salmon Wrap: grilled salmon with avocado, onion tomato and baby greens

Hand Sliced Turkey Sandwich: slow roasted maple glazed turkey with avocado, honey mustard, onion, lettuce & tomato

Beet Salad: braised beets, arugula, honey goat cheese & walnut

Greek Salad: mixed baby greens, olives, feta, tomato and cucumber with a lemon vinaigrette

Caprese Salad: fresh mozzarella, tomato and basil over baby greens with fig vinaigrette

Homestyle Meatloaf: house recipe served with roasted fingerling potatoes

Lemon Chicken Bruschetta: marinated organic chicken breast served with fresh tomatoes over pasta