

elegant events

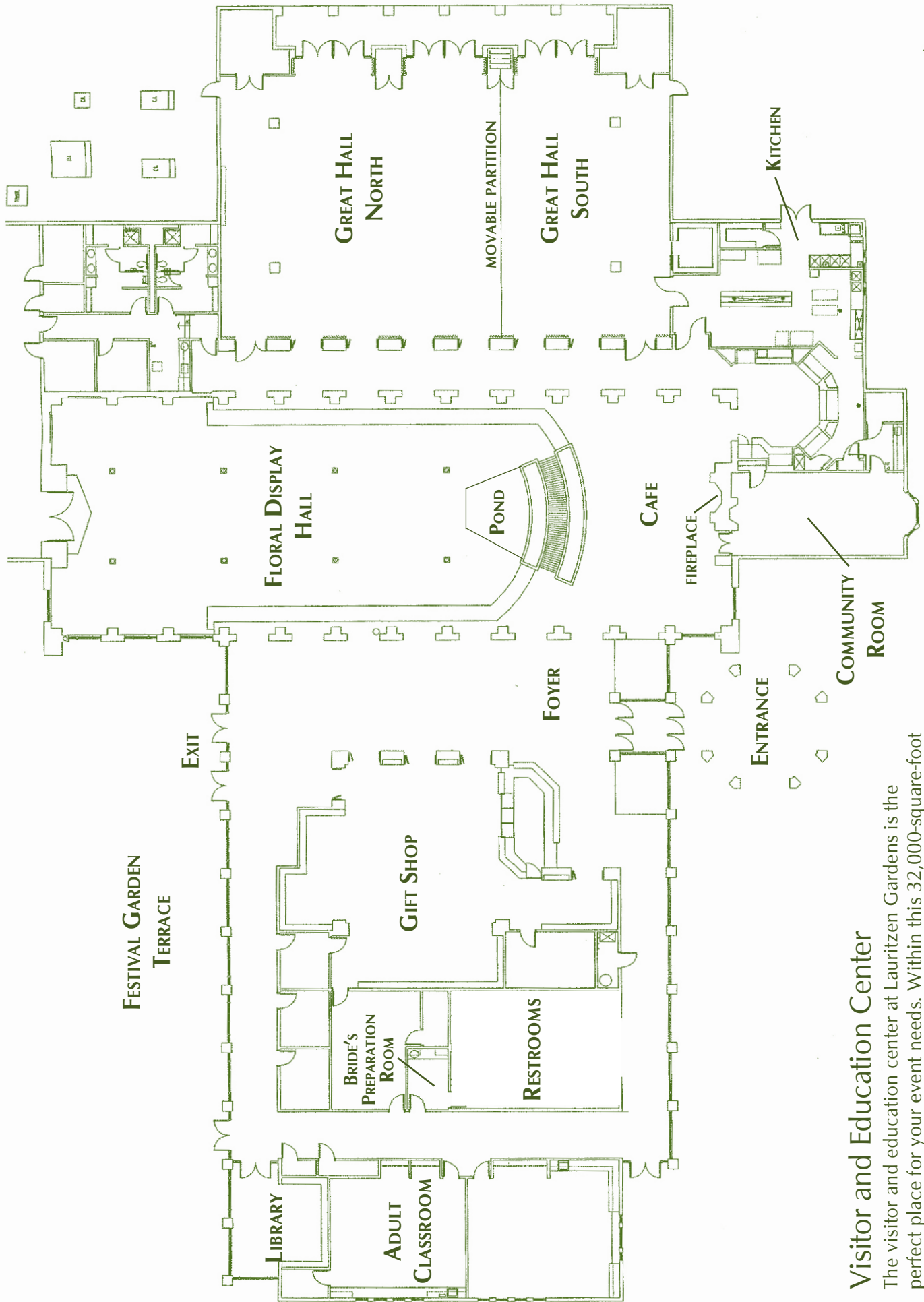


LAURITZEN GARDENS

OMAHA'S BOTANICAL CENTER

100 BANCROFT STREET • OMAHA, NE 68108 • 402.346.4002 EXT. 261

WWW.LAURITZENGARDENS.ORG



Visitor and Education Center

The visitor and education center at Lauritzen Gardens is the perfect place for your event needs. Within this 32,000-square-foot building you will find several stunning rooms that are designed to accommodate large celebrations or small, intimate gatherings.

community room

daytime rental



The community room is perfect for traditional board meetings, luncheons and other corporate events. Complete with Stickley furniture and a fireplace, the community room offers a unique and inviting atmosphere. The room provides a quiet, private space for your event.

CAPACITY: 24 as shown • **DIMENSIONS:** 17' x 33'

FEE: \$300

IDEAL FOR

- Bridal luncheons • Board meetings • Showers
- Small off-site meetings • Training meetings

All of the rooms in the visitor and education center are exquisitely furnished and are available for individual rental during normal business hours, 9 a.m. to 5 p.m. All rental rates include garden admission for your guests.



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horticulture library

daytime rental



Our beautiful horticulture library is available for small gatherings. It is furnished with traditional Stickley furniture and mica fixtures. Floor-to-ceiling windows on two sides offer a breathtaking view of our festival garden.

CAPACITY: 8 as shown • **DIMENSIONS:** 19' x 24'
FEE: \$300

IDEAL FOR

- Office retreats • Strategic planning meetings
- Small meetings • Small luncheons

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adult classroom

daytime rental



Our adult classroom offers a classic learning environment and is equipped with five-foot rectangular tables, chairs and a white dry-erase board covering one wall. Flip charts and audio/visual equipment may be available on a limited basis.

CAPACITY: 30 • DIMENSIONS: 27' x 30' • FEE: \$300

IDEAL FOR

- Training sessions
- Meetings
- Retreats

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great hall

daytime rental

This spacious grand room adjoins the floral display hall and provides a warm and gracious setting for a wide variety of events, meetings and parties. With Colorado red sandstone and wood flooring, this space has been designed for many flexible uses. You may decide to use the entire room or divide the room into a smaller space depending on your event.

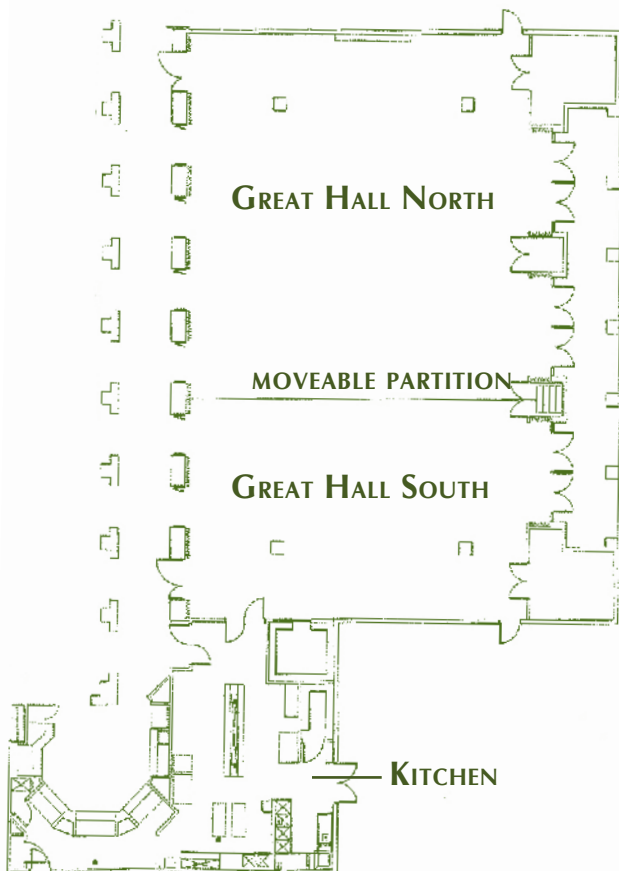


IDEAL FOR:

- Seminars • Luncheons • Business meetings
- Training events • Conferences
- Award ceremonies

All of the rooms in the visitor and education center are exquisitely furnished and are available for individual rental during normal business hours, 9 a.m. to 5 p.m. All rental rates include garden admission for your guests.

DAY TIME RENTAL FEES



GREAT HALL NORTH **\$1,000**
 CAPACITY: 200 - Theater style
 125 - Rounds
 DIMENSIONS: 52' x 55'

GREAT HALL SOUTH **\$500**
 CAPACITY: 100 - Theater style
 64 - Rounds
 DIMENSIONS: 52' x 30'

ENTIRE GREAT HALL **\$1,500**
 CAPACITY: 320 - Theater style
 275 - Rounds
 DIMENSIONS: 52' x 85'

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great hall

evening rental



The visitor and education center at Lauritzen Gardens is available for receptions, corporate banquets and other evening parties. Exclusive use of the entire facility affords you many set-up options and ensures a private event.

Our great hall accommodates up to 320 guests. Larger parties may expand into the café, floral display hall and other outdoor terrace areas.

Exclusive rental of the facility is from 6 p.m. to midnight. A \$50 fee is charged for every five minutes clients are on the premises after midnight.



EVENING RENTAL FEES

FRIDAY EVENING
FEE: \$3,000

SATURDAY EVENING
FEE: \$3,250

SUNDAY THROUGH THURSDAY EVENING
FEE: \$2,500

ADDITIONAL FEE FOR ON-SITE WEDDING CEREMONY
FEE: \$1,000



RENTAL FEE INCLUDES

- A private bridal preparation room
- Guest access to the outdoor gardens after 6 p.m.
- 40 sixty-inch round tables
- 300 designer chairs for indoor use
- Set-up and removal of specified configuration within the great hall
- CD player, wireless microphone and sound system in the great hall
- On-site security
- Parking for 350 cars in the main parking garden

evening rental deposit



A damage deposit in the amount of \$1,000, paid via cash, check or credit card, is due 30 days prior to your event. Payment will be deposited by Lauritzen Gardens and refunded based on the condition of the facility and grounds following your event. Any additional charges will also be deducted from this deposit. See the following list for additional fees and options. *Damage includes but is not limited to: holes, dents and scratches on property, damage to plants or flowers and damage due to candle wax, broken glass, etcetera.*

In addition, we also require proof of homeowner's insurance, which would requires us to have a copy of your declaration page on file in our offices one month prior to your event. If you do not have homeowner's insurance, we will add you to our policy for the evening at the following rates:

- 1 to 25 guests - \$35
- 26 to 50 guests - \$65
- 51 to 500 guests - \$80
- More than 500 guests - \$150

IDEAL FOR

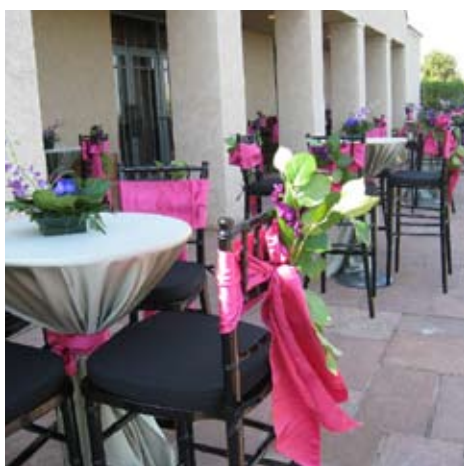
- Wedding receptions • Anniversary parties • Galas
- Class reunions • Holiday parties • Corporate events
- Lectures • Cocktail parties • Dinner parties



ADDITIONAL OPTIONS

For your convenience, we have added the following options to make your event memorable:

- Removal or set-up of furniture outside the great hall - \$35 per man hour
- Use of Young Chang baby grand piano - \$50
- Tuning of piano (optional) - \$85
- The gift shop may stay open for your guests to shop at a rate of \$35 for every hour open after 6 p.m.
- Private use of our tram - \$100 per hour after 6 p.m. (One tram available)



wedding ceremonies



Weddings and receptions at Lauritzen Gardens are held in the evenings only and may start as early as 6 p.m., ensuring a private event. We are open to the public until 5 p.m.

Ceremony-only events can be booked within six months of the date of the event. If the ceremony is more than six months out, we require a reception to be booked as well.

The ceremony rental fee is \$1,000. Chairs must be rented for outside weddings; in some instances, we can supply chairs for inside ceremonies. You have your choice of ceremony space indoors or garden spaces. For a ceremony-only event, the facility is yours exclusively from 6 to 9 p.m., and all reception activities take place at an off-site location.



Indoor weddings are permitted after 6 p.m. only if you have also rented the facility for the entire evening. Capacity is 200 from mid-May through mid-September in our floral display hall and 100 year-round in our café area. We can provide a limited number of chairs or you may rent your own.



policies

SECURING YOUR DATE

You must provide the full rental fee to secure your date on our calendar. If, for any reason, you decide not to use our facility, we will refund your payment on the following schedule.

CANCELLATION

12 months prior to your event - 100% refund

9 months prior to your event - 75% refund

6 months prior your event - 50% refund

Within 6 months of your event - no refund

LIMITATIONS

Your event is limited to the space and time you have rented. Guests arriving prior to your specified rental time will be subject to admission fees.

Anyone providing a service to you or any other contracted rental company must contact our director of visitor services two weeks prior to your event to arrange a delivery and set-up time. **It is your responsibility to inform your contracted vendors of our policies and expectations.** Food items and tableware deliveries may be made through the southeast doors to the kitchen. All other deliveries, including flowers, tables, chairs and sound equipment, without exception, must be made through the large garage door near the loading dock along the east access road. No vendor vehicles may be parked on the east access road or in the garage at any time.

CONDUCT OF EVENT

Any client seeking to use Lauritzen Gardens for an event will assume full responsibility for the conduct of all persons attending the event. The client will be responsible for any damage done to the premises by the client's guests or independent contractors. All clients will be required to conduct the event in an orderly manner in full compliance with all applicable laws, rules, codes and regulations. No animals are allowed with the exception of those aiding the visually or physically impaired. No bicycles, scooters, skateboards, rollerblades or sleds may be used on the grounds.

DECORATIONS

The visitor and education center features plant and floral displays. These assets are not to be moved, removed, changed or destroyed in any way. Other than table decorations, no decoration of the facility or gardens is allowed. All linens, tableware, centerpieces, etcetera, must be rented. Nothing, including chart-pak paper, may be tacked, pinned, nailed, taped, or attached to in any way, to any surface of the building or in any garden. No signage of any kind is allowed in or outside of the building. Candles are allowed only if hooded, drip-less or in glass containers. No environmentally harmful, unsightly products or potentially dangerous materials may be use such as rice, glitter, confetti or fireworks, including sparklers.

policies and catering

PHOTOGRAPHY POLICY

Photography for your function may take place only during the time of your rental unless other acceptable arrangements have been made with the director of visitor services in advance at (402) 346-4002 ext 204. It is your responsibility to inform your photographer of our policies regarding photography. Please request a copy of our complete photography policy from the director of visitor services.

LOST OR STOLEN ITEMS

Lauritzen Gardens is not responsible for lost, stolen or missing items. It is your responsibility to remove all personal effects within 48 hours of your event. Items left behind will be disposed of after that time.

SMOKING POLICY

The visitor and education center promotes a smoke-free environment. Smoking is strictly prohibited indoors, and is only permitted in designated outdoor areas. It is your responsibility to inform your guests of our policy.

ALCOHOL POLICY

Between the hours of 9 a.m. and 5 p.m., alcohol for your event must remain in the room you have rented. For serving possibilities or an estimate, please feel free to contact our preferred caterer.

DISPOSABLES POLICY

In the interest of being a “green industry” Lauritzen Gardens does not allow the use of disposable china or glassware at its facility.

CATERING



Abraham Catering Service is our preferred caterer. Their staff is available to prepare breakfasts, lunches, snacks and beverages. Arrangements can be made by calling Abraham Catering Service at (402) 331-6610. You will receive a separate bill for catering. If you would like to use another caterer, other than our preferred caterer, a \$1,000 buyout fee is required 30 days prior to the event.

Abraham Catering Service has more than 50 years experience in the catering industry. They have grown from two employees to 150 employees today. Abraham Catering Service strives to stay on top of the current trends in the culinary world, allowing them to design a menu to suit any budget or need.

Visit www.abrahamcatering.com for details.

about the garden



Lauritzen Gardens is an urban oasis of beauty and tranquility. This 100-acre botanical garden creates a living museum of unique four-season plant displays, maintained to the highest standards consistent with environmental stewardship. The visitor and education center includes a 5,000-square-foot floral display hall, café, gift shop, horticulture resource library, classrooms, banquet areas and a community room.



Lauritzen Gardens is open 9 a.m. to 5 p.m., and the café serves lunch from 10 a.m. to 2 p.m., every day except Thanksgiving, Christmas and New Year's Day. Admission to Lauritzen Gardens is \$7 for adults (\$6 November through March), \$3 for children age six to 12, and free for members and children under six years old.

Lauritzen Gardens is conveniently located off Interstate 80 (13th Street exit) in Omaha, Nebraska's beautiful riverfront hills at First and Bancroft streets, and is close to the Henry Doorly Zoo and the Old Market. For more information, visit www.lauritzengardens.org or call (402) 346-4002.



CONTACT

All information in this packet is subject to change. Please contact the rental coordinator for further details.

Stephanie McMahon
Rental Coordinator
(402) 346-4002 ext. 261
s.mcmahon@omahabotanicalgardens.org
100 Bancroft Street
Omaha, NE 68108