



GARDEN RENTAL RATES- DAYTIME MEETING

(Subject to change at any time)

Daytime Meeting				
	Available Times	Fri-Sun	Mon-Thurs	Capacity
Julia Morgan Hall Meeting Includes: <ul style="list-style-type: none"> Wi-Fi/AV Package (projection screen, projector, lectern, microphone, speakers and audio jack) 10 Parking spaces Gas fireplace 12 Round Tables (60in diameter X 24in tall) 10 Rectangular Tables (72in long X 30in wide X 29in tall) 2 Small Rectangular Tables (48in long X 24in wide X 29in tall) 4 Patio Umbrellas 82 Chairs 	4-hour minimum with event start time as early as 8:00 am <i>Caterer/vendors allowed in 1.5 hrs prior to rental start time</i> *Last hour of rental period is reserved for clean-up*	\$1500 each 4-hour block	\$1300 each 4-hour block	82 (72 indoors)
Optional Cocktail Hour (5:00pm-6:00pm)	Tour Deck or Entrance Plaza	\$500	\$500	82
Additional time - A second 4-hour block of time can be added to extend meeting time; no hourly rate available \$250 - for every 15 minutes over contracted time Note: All rentals include two site visits. Additional site visits are \$50 per 1/2 hour				
Additional Requirements: \$750 rental deposit (refundable upon successful rental; non-refundable if renter cancels) event liability Insurance				

Parking details:

- Events with over 25 people required to rent a shuttle
- Only 10 parking spaces in the Botanical Garden lot may be used for the event and are included in the rental package. Meetings requiring more than the allotted 10 spaces will need to utilize a shuttle for off-site parking
- The Rental Team assists with reserved parking requests for nearby UC lots (Witter Lot or Lawrence Hall of Science)

Additional rental details:

- Due to construction on Centennial Bridge there may be unforeseen noise impacts to weekday rentals before 4:00pm
- An in-person tour is required before entering into a contract. We will hold a date for you until your tour. Once you complete your tour we will hold your event date for 48 hours with no deposit. After that time we require contract details and deposit.
- Rental fee due one month after the contract signed and deposit paid
- Outdoor amplified music is only allowed in the main Garden after 5pm, a sound system is not provided



<i>Rental Deposit Penalty Fees</i>	
Vaping, smoking and/or littering of cigarette butts	\$250
Dumping of ice or liquids in plant beds	\$250
Clean up of decorations, flowers, plants, flower petals or trash in the Redwood Grove, Julia Morgan Hall, Tour Deck, or Entrance Plaza	\$75/hr
Persons entering plant beds	\$250 and up
Open flame of any kind in Redwood Grove, JMH, TD, or ENT	\$250 and up
Placing, removing, or moving items in plant beds	\$250 and up
Departure after contracted rental period	\$250 per every 15 minutes

Approved Caterers		
Caterer	Phone	E-mail address
ACT Catering	510-654-0148	Kristine@actcatering.com
Blue Heron Catering	510-533-0781	info@blueheroncatering.com
Carrie Dove Catering	415-460-9995	adam@carriedovecatering.com
Havana Catering	925 899-0083	catering@havanarestaurant.net
Le's Kitchen Catering	415-943-3608	inquiries@leskitchen.com
Los Moles Catering	510-285-6635	litosaldana@gmail.com
The Mixing Bowl Catering	510-655-5630	events@mixingbowlcatering.com
S+S Gastro Grub Catering	510-969-9434	simone@ssgastrogrub.com
Toast	415-425-5532	info@toastbayarea.com
Trumpetvine Catering	510-848-7268	info@trumpetvineevents.com

**You must contract with an approved caterer. Self-catering is not permitted.
Renters may bring in their own alcohol in partnership with the caterer.**



GARDEN CONTACTS

Danielle Carco

Rental and
Events Manager

Kelly Kappmeyer

Rental Coordinator

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