



## GARDEN RENTAL RATES - EVENING RECEPTION

(Subject to change at any time)

Evening Reception				
Julia Morgan Hall Reception	Available Times	Fri-Sun	Mon-Thurs	Capacity
<b>Includes:</b> <ul style="list-style-type: none"> <li>Wi-Fi/AV Package (projection screen, projector, lectern, microphone, speakers and audio jack)</li> <li>Gas fireplace</li> <li>12 Round Tables (60in X 29in)</li> <li>10 Rectangular Tables (6ft X 2.5ft X 29in)</li> <li>2 Small Rectangular Tables (4ft X 2ft X 29in)</li> <li>4 Patio Umbrellas</li> <li>82 Chairs</li> </ul>	<b>4-hour minimum with event start time as early as 6:00pm</b>  <i>Caterer/vendors allowed in 1.5 hrs prior to rental start time</i>  <b>*Last hour of rental period is reserved for clean-up*</b>	<b>\$4200</b>	<b>\$2500</b>	82 (72 indoors)
<b>Optional Parking included</b>	<i>52 parking spaces (71 in 2025)</i>	<b>\$500</b>	<b>\$500</b>	
<b>Optional Cocktail Hour</b>	<b>Tour Deck or Entrance Plaza</b>	<b>\$500</b>	<b>\$500</b>	82
<b>Additional time - \$500 per hour added hour</b> <b>\$250 - for every 15 minutes over contracted time</b> <i>Note: All rentals include two site visits. Additional site visits are \$50 per 1/2 hour.</i>				
<b>Additional Requirements:</b> \$750 rental deposit; refundable upon successful rental; non-refundable if renter cancels, Event liability Insurance, UC reserved parking (the Rental team will submit your reserved parking request)				

\* UCB/LBNL/UCOP staff/student/alumni discount available.

### Parking details:

- Renter has the option to buy out the parking lot with 52 spaces at \$500, otherwise guests must pay at the parking meter
- The Rental Team can assist with additional reserved parking requests for nearby UC lots if necessary (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 Rental fee due one month after the contract is created
- 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 is 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 (include, but not limited to)</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, JMH, Tour Deck, or any Garden area	\$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	\$200 per every 15 minutes

<b>Approved Caterers</b>		
<b>Caterer</b>	<b>Phone</b>	<b>E-mail address</b>
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

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**Kelly Kappmeyer**

Rental & Events Manager

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**510-642-3352**

**[gardenrentals@berkeley.edu](mailto:gardenrentals@berkeley.edu)**

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