



## Hahn Horticulture Garden Event Rentals

### Garden Rentals include:

- Full use of the Garden, Pavilion, Terrace and Garden Marquee (additional fee) to design your event
- Ability to use any vendors your prefer (caterers, rentals, music, etc.)
- Use of garden's ten 6' rectangular banquet tables, six high-top cocktail tables, six 5'-diameter round tables and 50 chairs (Please note that our tables and chairs can only be used indoors. Plan on renting tables/chairs for outdoors or under the Marquee from a local rental company)
- A Hahn garden staff member to fill out and file the necessary Virginia Tech paperwork



### Peggy Lee Hahn Garden Pavilion

- 40-48 people fit comfortably for a seated meal (maxed out at 48 with 6, 5' diameter tables)
- 50+ people for cocktail style reception
- 85" wall mounted TV (HDMI input only)
- 50 people for rows of chairs arranged classroom style
- 660 sq. ft. great room with projector screen, lectern, and two recessed counter tops
- Gallery kitchen (includes electric range and stove, sink, and refrigerator)
- All interior spaces have full heating and cooling climate control
- Multi-stall restrooms and bridal changing room in women's restroom



### Terrace (adjacent to Pavilion)

- Extend your event outdoors onto this patio
- Easy access to the Pavilion through multiple doors
- Three 4'-diameter round teak patio tables with 4 chairs per table
- Additional tables/chairs can be added
- Access to electrical outlets
- Please note that we are no longer able to install a tent onto the terrace



### The Garden Marquee

- Included for large events, optional for smaller events
- 40x70' covered space with a concrete floor, lights, fans, and power outlets
- We are estimating that this will be able to handle up to 23 5'-round tables and 184 chairs
- Please note that you will need to rent tables and chairs from a local rental company for this space

# Rental Rates

Please note that rental time frames **include setup and cleanup** for your event. For example, a 2 hour event typically requires at least 1 hour of setup and 30 minutes to 1 hour for clean up afterwards.

<b>Weekday Small Meetings</b>		
Small group meetings of less than 20 people, must end and be off site by 4:00pm		
<i>inside and terrace only</i>		
4 hours		\$175
8:00am-4:00pm		\$280
<b>Small Events, Less Than 50 People</b>		
<i>In an effort to keep costs down, small rentals only include the use of indoor space and the terrace. If you want to use the Marquee, it is available for an additional fee</i>		
<b>Monday-Friday, events that are cleaned up and off site before 5:00pm</b>		
	<i>Rental fee</i>	<i>Additional fee to add Marquee</i>
4 hours	\$300	\$250
8 hours	\$450	\$400
<b>Monday - Thursday, events that end after 5:00pm</b>		
	<i>Rental fee</i>	<i>Additional fee to add Marquee</i>
4 hours	\$350	\$250
8 hours	\$500	\$400
<b>Friday events that end after 5:00pm and all Weekend Rentals</b>		
	<i>Rental fee</i>	<i>Additional fee to add Marquee</i>
4 hours	\$400	\$350
8 hours	\$600	\$500
<b>Large Events, More Than 50 People</b>		
<i>Large rentals includes use of the indoor space, the terrace and the Marquee</i>		
<b>Monday-Friday, must be cleaned up and off site before 5:00pm</b>		
4 hours	\$700	
8 hours	\$1,000	
<b>Monday - Thursday, rentals ending after 5:00pm</b>		
4 hours	\$760	
8 hours	\$1,060	
<b>Friday rentals that end after 5:00pm and all Weekend Rentals</b>		
4 hours	1,200.00	
8 hours	1,700.00	

## Deposits

50% deposits are required for rentals that are not associated with Virginia Tech departments. All deposits are non-refundable, however the HHG will work with you to reschedule your event to a later date.

**All rental revenue goes directly into the garden's daily operations fund. This money is used to purchase plants, materials, and equipment and pays for our hard-working student workers. Renting our facility helps keep the Garden growing and beautiful!**

**Questions? Contact us via email: [vtgarden@vt.edu](mailto:vtgarden@vt.edu)**

# Popular event layouts inside the Pavilion

These are the typical variations of furniture layouts inside the pavilion. We can customize any of these setups to your specific needs.



Reception Style - High-top cocktail tables and tables for food.



Rounds - Up to six 5' Diameter Round Tables for up to 48 people (8 per table)



Cafeteria Style for up to 54 people (6 per table)



Meeting U-shape for up to 24 people (3 per table)



Classroom Seating for up to 50 people

# The Garden Marquee, our new covered open-air space



The Garden Marquee is a 40' x 70' open air structure on the former tent lawn adjacent to the Peggy Lee Hahn Garden Pavilion.

The Garden Marquee features:  
-A concrete floor (no more grass and mud!)

-Overhead lights and ceiling fans

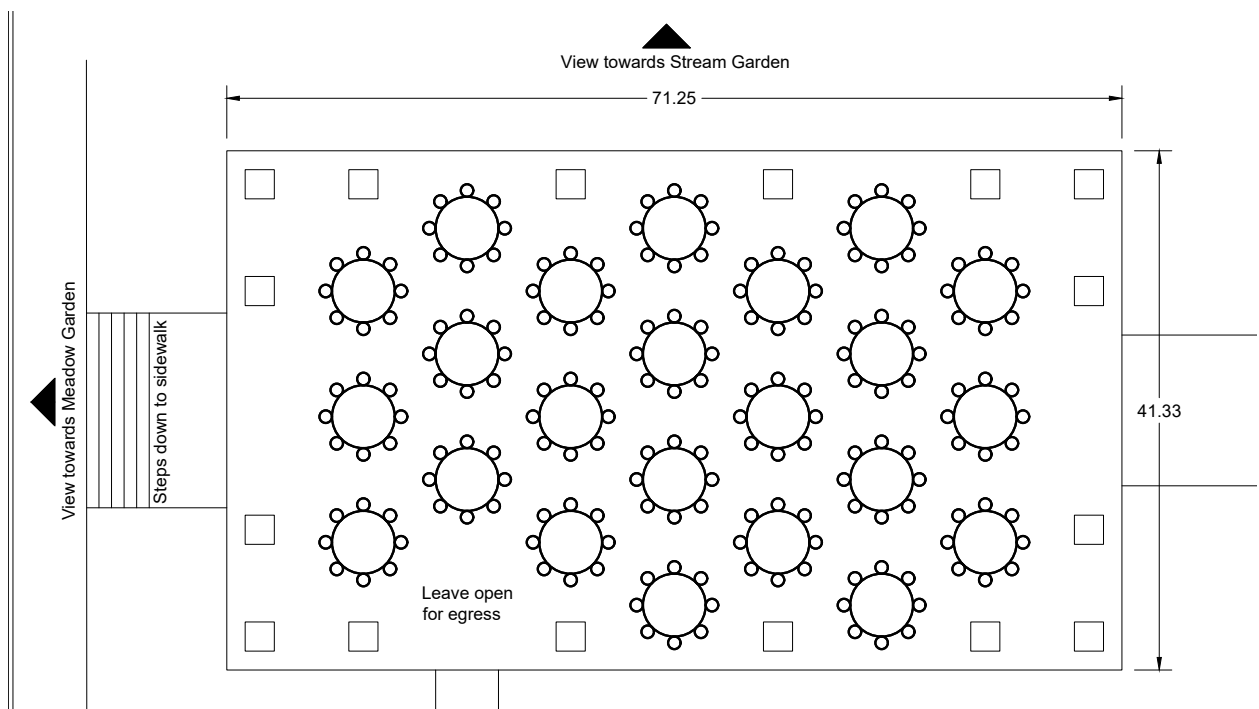
-Power plugs on dedicated 20amp circuits for bands/DJ's, accent lighting, etc.



The Marquee is included in the price of larger rental events, however there is an additional fee for smaller events to use this space.

You will also need to rent tables and chairs from a local rental company for use in the Marquee.

Below is an estimated table layout of 23 5' round tables with 8 chairs at each (184 seats).



# Frequently Asked Questions

## Technology inside the pavilion building

**Video:** The Garden Pavilion features an 85” TV that is permanently mounted on the wall. The TV only accepts HDMI input, so please bring any adapters necessary to connect your specific computer.

**Audio:** The Garden does not provide any audio equipment. Something as small as a portable blue tooth speaker would be enough to provide background music inside the pavilion.

Please note that we do not provide any technology for the Marquee structure, but it has plenty of electrical outlets to support your needs.



## Alcohol

If your event is private (not open to the general public) and alcohol isn't purchased from a wholesale company, then no ABC license is required.

If your event is open to the public or your alcohol will be purchased from a wholesale company, then an ABC license is required.

If your alcohol is provided by a caterer, then a copy of their ABC license is required.

A copy of any required ABC license must be submitted at least 30 days prior to event so that appropriate VTPD paperwork can be submitted and approved.

## Insurance

Event Insurance is required for all events not affiliated with a Virginia Tech department. Minimum general liability coverage (commercial general liability) amount of \$1,000,000 per occurrence. The policy MUST name “Virginia Polytechnic Institute and State University” and the “Commonwealth of Virginia” as additional insured and certificate holders. You can get a policy from your personal insurance company or try Urmia Tulip Plus via this link: <https://tulip.ajgrms.com/> Go to Quick Quote and select Virginia Polytechnic Institute and State University

## Linens and decorations

The Garden does not provide linens or any decor for your event, you can rent those for your event.

You may bring decorations for the table tops and counters. Please do not expect to be able to hang anything inside the Pavilion or the Marquee. You cannot tape anything to the walls of the Pavilion or the Marquee columns.

The art hanging inside the pavilion must stay in place. We rotate artists every two months, but we will make sure that all of the artwork is tasteful.

## Local rental companies

Tents-R-Us  
(540) 808-8237  
<https://tentsrusnr.com/index.html>

Aztec Rentals  
(540) 251-3194  
<https://www.aztecrental.com/>

We can also provide recommendations for other vendors, such as caterers, as well. Please contact our staff for more suggestions.

## Parking

The Hahn Garden has 16 parking spots as well as 2 handicapped parking spots in the pavilion visitor lot. There are other campus parking lots within a short walk of the Garden, including: along Garden Lane, along Washington Street and around the Food Science Building.

Please note that VT requires parking permits Monday-Friday between 7:00am and 10:00pm. Parking passes are not required on weekends.

VT Staff may be ticketed if parked in the Garden Parking Lot, even if they are at a rental event. We have no control over ticketing!

Please contact VT Parking Services at [parking@vt.edu](mailto:parking@vt.edu) or 540-231-3200 to coordinate passes for your weekday event.

# Facility Use Agreement

Name of event \_\_\_\_\_

Day and date of event \_\_\_\_\_

Length of rental :  4 hours       8 hours       Other, see comments below

Time of reservation (includes set-up and clean-up) \_\_\_\_\_

Time event actually starts \_\_\_\_\_ Time event will end \_\_\_\_\_

Number of people attending \_\_\_\_\_

Spaces you plan on using (select all that apply to your event):

Pavilion       Terrace       Marquee       Wedding Lawn       Other, see comments below

Furniture arrangement inside Peggy Lee Hahn Garden Pavilion: (select from below)

- |  |   |
|--|---|
| <input type="checkbox"/> Reception Style | <input type="checkbox"/> No furniture inside, everything is outside in the Garden Marquee |
| <input type="checkbox"/> Rounds          | <input type="checkbox"/> On the Terrace, see comments below                               |
| <input type="checkbox"/> Cafeteria       | <input type="checkbox"/> Other, see comments below  |
| <input type="checkbox"/> U-shaped        |   |
| <input type="checkbox"/> Classroom       |   |

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Food and Drinks

Caterer name and contact \_\_\_\_\_

Alcohol served? \_\_\_\_\_ Provided by caterer or you? \_\_\_\_\_

## Marquee

If you are using the Marquee, how many tables and chairs will you be renting? \_\_\_\_\_

Rental company you are using \_\_\_\_\_

Other equipment being rented \_\_\_\_\_

## Other

Will you be using the TV display?  Yes       No

Will you be having an open flame at your event (if so, what type)? \_\_\_\_\_

(Candles, sparklers, or other open flames require a VT Burn Permit, which we can submit for you)

Billed to Name/Department Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Email \_\_\_\_\_

Day of Event Contact Name and Number \_\_\_\_\_

**Other Rental Details:**

**1. Parking: The lot in front of Peggy Lee Hahn Pavilion is a Visitor only lot. Visitor passes are required (between 8:00 a.m. and 10 p.m. M-F). Faculty and Staff must park in designated F/S lots and students in student lots. Faculty and students may be ticketed by parking services in the Garden Visitor Lot, even if they are participating in an event at the Garden. Please talk with Virginia Tech Parking Services regarding parking for your event parking@vt.edu or 540-231-3200.**

2. We are unable to restrict garden access to classes, students, and the general public who may be passing through the gardens. We try to alert people to possible university/community conflicts that will increase traffic to the garden, but it is ultimately your responsibility to check before booking. Events that might increase garden traffic include high school dances, university athletic events, and more. It is your responsibility to be sure there is not a large event taking place at the university or the surround communities on your chosen date.

3. If your event is private and alcohol isn't purchased from a wholesale company, no ABC license is required. If your event is open to the public or your alcohol will be purchased from a wholesale company, then an ABC license is required. If your alcohol is provided by a caterer, then a copy of their ABC license is required. A copy of ABC license must be submitted at least 30 days prior to event so that appropriate VTPD paperwork can be submitted and approved.

4. Event insurance must be obtained for any events that are not sponsored by Virginia Tech or at a Virginia Tech Department. A copy of this must be submitted to the garden two weeks before the event. Any outside vendors (caterers, bands, etc.) will be required to send a copy of their certificate of liability insurance or sign a waiver.

5. The Garden Pavilion should be left as it is found. Trash should be disposed of in the large dumpster at the far end of the Pavilion parking lot. Brooms and other cleaning necessities can be found in the hall closet between the men and women's restrooms. The garden reserves the right to charge an extra fee if excessive clean-up is required.

6. If a key is issued, the person the key is issued to is responsible for leaving the pavilion as found and locking the building after use (after 5 p.m.). Please make sure ALL doors are shut and locked.

7. All deposits for rentals outside Virginia Tech are non-refundable. The HHG will work with you to reschedule your event to a later date.

**I have read and understand the above notes.**

Rental Fee - based on fee schedule on page 2 \_\_\_\_\_ (Small events please include the Marquee fee if you are planning to use it)

Authorized by (may type name instead of signing): \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use:

Invoice Sent \_\_\_\_\_ Payment Received \_\_\_\_\_