



Hahn Horticulture Garden Event Rentals

Garden Rentals include:

- Full use of the Garden, Pavilion, Terrace and upcoming open-air structure 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 or on outdoor paved surfaces only, chairs and tables for turf areas will have to be rented from a rental company)
- A Hahn garden staff member to fill out and file the necessary Virginia Tech paperwork



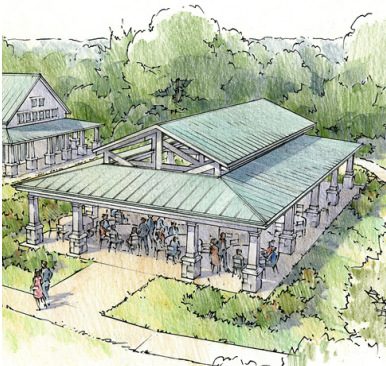
Peggy Lee Hahn Pavilion

- 40-48 people fit comfortably for a seated meal (maxed out at 48 with 6, 5' diameter tables)
- 50+ people for cocktail style reception
- 50 people for rows of chairs arranged auditorium 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



Upcoming open-air structure, the "Garden Marquee!"

- Breaking ground in 2024!
- Completion date is to be determined due to unexpected delays.
- 40x70' covered space with a concrete floor, lights, fans, and power outlets.
- We are estimating that this will be able to handle up to 22 5' round tables and 177 chairs, but will need to verify once construction is complete.
- 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.

Weekdays				
Small group meetings less than 20 people, must end and be out by 4:00pm				
	<i>inside and patio only</i>			
4 hours	\$175			
8:00am-4:00pm	\$280			
Based on when rental ends, cleaned up and out of building	<i>before 5:00pm</i>	<i>after 5:00pm</i>		
Less than 50 people	<i>inside and patio only</i>		<i>Tent permitting fee</i>	<i>add marquee if available</i>
4 hours	\$300	\$350	\$100	\$250
8 hours	\$450	\$500	\$100	\$400
More than 50 people	<i>inside and patio only</i>			<i>add marquee if available</i>
4 hours	\$350	\$400	\$100	\$350
8 hours	\$500	\$550	\$100	\$500
Note, events that end after 5:00pm on Friday will be billed the Weekend rate below				
Friday events ending after 5pm and Saturday/Sunday				
Less than 50 people	<i>inside and patio only</i>			<i>add marquee if available</i>
4 hours	\$400		\$100	\$350
8 hours	\$550		\$100	\$500
More than 50 people, includes use of inside, patio and the tent permit fee				<i>add marquee if available</i>
4 hours	\$700			\$500
8 hours	\$900			\$800

Deposits

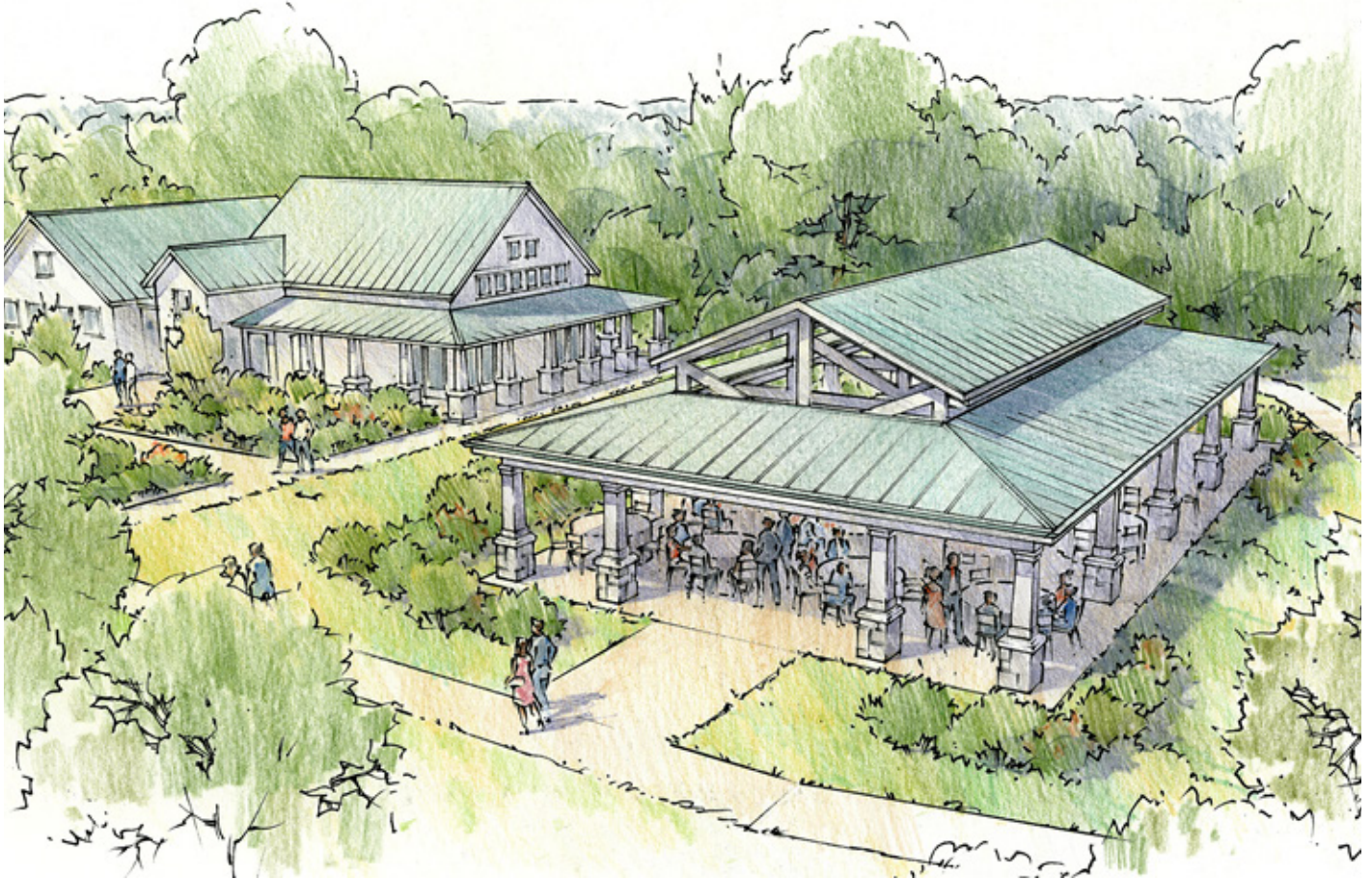
50% deposits are required for rentals that are not associated with Virginia Tech departments. All deposits are non-refundable, however the HHG will work with you to reschedule your event to a later date.

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: hahngardenrentals@vt.edu

Coming sometime in 2024!



The Garden is excited to announce that we will begin construction of a new 40' x 70' open air structure during the winter of 2024 on the area that is currently identified as the tent lawn. The construction agreement was approved in October 2023, but construction has been delayed and we do not know when it will be done.

Until further notice, all 2024 rentals should plan on renting a tent for the alternate tent location (see next page) and we will keep you posted as the Marquee project progresses.

When available, this new structure will feature a concrete floor (no more grass!), lights, ceiling fans, and power plugs for things like bands/dj's and accent lights.

You will need to rent tables and chairs from a local rental company for use in the Marquee. Below is an estimated table layout of 22 5' round tables with 8 chairs at each (176 seats). Please note that the actual maximum layout and quantity of tables and chairs could change based on fire safety review by the University Building Official.



Alternate tent location

While we tried to schedule construction during our off season, a series of unforeseen issues have caused it to most likely encroach into rental season. Here is the area that we have leveled off to use as an alternative tent site.



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

Frequently Asked Questions

Technology inside the pavilion building

Video: The Garden can provide a 70" TV on a rolling cart. 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 will not be providing any technology for the new Marquee structure, but it will have 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 building. You cannot tape anything to the walls of the Pavilion.

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://tentsrusnrv.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, 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 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 _____

Furniture arrangement: (select from below)

- | | |
|--|--|
| <input type="checkbox"/> Reception Style | <input type="checkbox"/> No furniture inside, everything is outside under a tent |
| <input type="checkbox"/> Rounds | <input type="checkbox"/> On the Patio, 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? _____

Tent

Will you be using a rental tent: _____

If yes, what size tent will you be renting? _____

Rental company _____

Other equipment being rented _____

Other

Do you need the TV display (HDMI input only)? _____

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)

Facility Use Agreement

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) _____

Authorized by (may type name instead of signing):

Date:

For Office Use:

Invoice Sent _____ Payment Received _____