



A Property of the Northern Virginia Regional Park Authority
 9750 Meadowlark Gardens Court - Vienna VA 22182
 Phone: 703.255.3631, Ext.105 | Email: atrium@nvrpa.org

Gazebo

RENTAL POLICIES AND PROCEDURES

There are 3 Gazebos in Meadowlark Botanical Gardens available for intimate event rentals.

- The *maximum* rental period is two (2) hours between the hours below:
 - **10AM - 6PM** / April through September
 - **10AM - 5PM** | October
 - **10AM - 4PM** | November through March
- The two (2) hour rental period must include time for decorating/setup, the event, photographs, and cleanup, nothing may be left behind.
- All Rentals (including *Atrium* rentals) are scheduled so that there is only one wedding at a time in the Gardens, unless previously arranged by the Atrium Events Office.
- All participants in a Gazebo Rental (wedding party and guests), *may not enter* the Gardens *prior* to the start of your rental period, and *must exit* The Gardens at the end of your rental period.
- The security deposit may be applied toward recovery of damages for any breach of the Gazebo Rental Policies and Procedures.
- A one (1) hour Rehearsal may be scheduled, and is subject to availability. (*\$100 plus \$6 tax*)
- Please note: There is no inclement weather location. Please plan accordingly.
- Please note: The only public restrooms in the Gardens are located in the Visitor Center.

Rental Fees for Gazebos | In-Jurisdiction

Gazebo	Max Capacity*	Rental Rate	Security Deposit	Total with Tax
<i>Azalea Woods</i>	80 guests	\$350.00 + (\$21.00) 6% tax (2 hours)	\$100.00 (refundable)	\$471.00
<i>Hillside</i>	120 guests			
<i>Lake Caroline</i>	50 guests			

**Each capacity is listed as “in and around”, meaning that not all guests will fit within the Gazebo.*

To Place a Hold on Date

To place a Gazebo on a complimentary 7-day “hold”, please contact *the Atrium* at:

- atrium@nvrpa.org or 703.255.3631 x105

To Book the Gazebos

You must return this Rental Application within seven (7) days of confirming your hold date in order to secure the date; along with your payment in full. See below for payment options.

Payment Options

You may pay using any major credit card, or submit a check payable to “NOVA Parks” for the amount in full. The security deposit will be refunded within thirty (30) days after the rental date, provided all the obligations stated herein are met. A copy of the fully executed application will be returned to you as confirmation.

Rental Area

The private rental area includes the selected Gazebo and the surrounding area immediately around the Gazebo. Please keep in mind that the Gardens are still open to the public. Event signage is *not* included in the rental.

Parking

Parking is on a “first-come-first-served” basis in the Visitor Center parking lot. This is a shared space and the grounds remain open to the public during events. Vehicles are **prohibited** inside the deer exclusion fence of the Gardens. Gazebos may be accessed *only* on foot, or by mobility devices (wheelchairs, strollers, etc.).

Decorations

Ribbons and flowers may be used to decorate the gazebos. Use of tape, wire, screws, nails, or other fasteners are **not permitted**. Gazebos may not be decorated prior to the rental period, and all decorations must be removed by the end of the rental period. Your guests **may not** throw rice, bird or grass seed, or confetti. Real flower petals and soap bubbles are permitted. Balloons, candles, food and alcoholic beverages are **prohibited** in the Gardens. You are responsible for any trash or damage to the Gardens caused by your wedding party or guests.

Music

There is no electricity at the Gazebos. Acoustic music, small musical instruments, or pre-recorded music that requires no A/C power is permitted. Heavy equipment such as pianos, large batteries, or power generators is **prohibited**.

Seating

Seating is limited to the built-in benches in the Gazebos only. Chairs, tables, and other furniture are **not permitted**. Tents and other portable shelters are **prohibited**.

Cancellation

Your rental fee will be refunded *if* you notify *the Atrium* by email of the cancellation sixty (60) days *prior* to your rental date *OR* in the case of *inclement* weather, within two weeks *after* your rental date. Rental fees *are not refunded* for any other reason. Security Deposits will be refunded in full whenever a rental date is cancelled. Please be aware, there are no alternative sites in the Gardens for your event in the case of inclement weather.



A Property of the Northern Virginia Regional Park Authority
9750 Meadowlark Gardens Court, Vienna, VA 22182
PHONE: (703) 255-3631 x105 | FAX: (703) 255-2392 | E-Mail: Atrium@NVRPA.org

Gazebo

RENTAL APPLICATION

Requested Event Date: _____
Day of the Week Month Date Year

Gazebo Requested: _____
(Azalea Woods | Hillside | Lake Caroline)

Rental Hours: _____ **Estimated # of Guests:** _____
(Two (2) Hour Time Block)

Add Optional One (1) Hour Rehearsal (\$100 + \$6 tax = \$106.00)

Rehearsal Date and Time Requested: _____

Renter Name: _____

Phone: _____ **Email:** _____

Client 1 Name: _____ **Role:** _____
(Bride | Groom | Etc.)

Client 2 Name: _____ **Role:** _____
(Bride | Groom | Etc.)

Address: _____

Type of Event: _____
(Wedding Ceremony | Celebration of Life | Etc.)

How Did You Learn of The Gazebos? _____

Payment

Please fill out and return the Payment Authorization Form below.

Signatures

I, the undersigned, have received, read, understood, and agree to abide by all rules, regulations, policies, and procedures as outlined in the 'Gazebo Rental Policies and Procedures'.

BY: _____ DATE: _____
Renter

Accepted For NOVA Parks:

BY: _____ DATE: _____
Atrium Events Office



A Property of the Northern Virginia Regional Park Authority
9750 Meadowlark Gardens Court, Vienna, VA 22182
PHONE: (703) 255-3631 x105 | FAX: (703) 255-2392 | E-Mail: Atrium@NVRPA.org

Payment Authorization Form

I, *(Print Your Name)* _____
authorize the Northern Virginia Regional Park Authority (NOVA PARKS) to
process payment in the amount of \$ _____ towards my event at
The Gazebos on the following date:

Please Print Entire Event Date (Day, Month, Date, Year)

Payment Type: American Express Discover MasterCard Visa

**Last 4 Digits* of Card Number: _____

Card Expiration Date: _____ Card Security Code: _____

**Please Note: Do not send this form back with your entire credit card number, please write down the last four digits, the expiration date, and the security code; then email or call us with the remaining digits. Please feel free to leave the numbers in our Voicemail in the case we are not in the office. Please remember to leave your full name and event date.*

Name on Card: _____

Card Billing Address: _____

Signature: _____

Phone: _____ Email: _____