



A Property of NOVA Parks  
9750 Meadowlark Gardens Court, Vienna, VA 22182  
Phone: 703.255.3631, Ext. 105 | Email: atrium@nvrpa.org



## RENTAL GUIDELINES 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.
- Please note: That the Gardens are a shared space, and the grounds remain open to the public during events and reservations. Please be courteous to other Garden Guests and Patrons.

### Rental Fees for Gazebos | In-Jurisdiction

| Gazebo               | Max Capacity* | Rental Rate                                 | Security Deposit         | Total with Tax  |
|----------------------|---------------|---|--------------------------|-----------------|
| <i>Azalea Woods</i>  | 80 guests     | \$350.00<br>+ (\$21.00) 6% tax<br>(2 hours) | \$100.00<br>(refundable) | <b>\$471.00</b> |
| <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](mailto: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.

Initials: \_\_\_\_\_ 1

### **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 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, small battery operated speakers, that require 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.



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## *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 Guidelines and Procedures'.

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Renter*

Accepted For NOVA Parks:

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Atrium Events Office*



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## Payment Authorization Form

I, (Print Your Name) \_\_\_\_\_  
authorize 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: \_\_\_\_\_