

Meadowlark Botanical Gardens

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

Korean Bell Garden RENTAL GUIDELINES AND PROCEDURES

The Korean Bell Garden is located in the Meadowlark Botanical Gardens and is available year-round for private rentals for up to 150 guests.

- 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 Korean Bell Garden 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 Korean Bell Garden Rental Policies and Procedures.
- A one (1) hour Rehearsal may be scheduled, and is subject to availability. (*\$125 plus \$7.50 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 Korean Bell Garden | In Jurisdiction

All Dates Year-Round	\$500.00 rental + \$30.00 tax (6%) + \$1,000.00 security deposit (refundable) Total = \$1,530.00
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**The capacity of 150 guests is listed as "in and around the areas surrounding the Korean Bell Garden".*

To Place a Hold on Date

To place the Korean Bell Garden on a complimentary 7-day "hold", please contact *the Atrium* at:

- atrium@nvrpa.org or 703.255.3631 x105

To Book the Korean Bell Garden

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.

Initials: _____

Rental Area

The private rental area includes the Korean Bell Garden and the surrounding area immediately around the Korean Bell Garden. 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. The Korean Bell Garden may be accessed *only* on foot, or by mobility devices (wheelchairs, strollers, etc.).

Decorations

Under no circumstances are any decorations permitted on ANY structures within the Korean Bell Garden.

Ribbons, flowers, and free-standing decorations may be used to decorate the surrounding areas of the Korean Bell Garden structure. The Korean Bell Garden may not be decorated prior to the rental period, and all decorations must be removed by the end of the rental period.

No signs are included in the rental. Please provide your own.

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.

Failure to adhere to set conditions regarding decorating at the Korean Bell Garden will result in forfeiture of the security deposit.

Music

There is no electricity at the Korean Bell Garden. Acoustic music, small musical instruments, or 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 no available seating at the Korean Bell Garden. Chairs, tables, and other furniture are **not permitted**.

Tents and other portable shelters are **prohibited**.

Guests are required to remain in the grass areas surrounding the Korean Bell Garden, and are not permitted to walk through, or stand in the planted garden beds.

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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Korean Bell Garden
RENTAL APPLICATION

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

Rental Area: _____ **KOREAN BELL GARDEN** _____

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

Add Optional One (1) Hour Rehearsal (\$125 + \$7.50 tax = \$132.50)

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 Korean Bell Garden? _____

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 'Korean Bell Garden 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 Korean Bell Garden* on the following date:

Please Print Entire Event Date (Day of Week, 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 and the expiration date, and security code; then email or call us with the first 12 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 Number: _____

Email: _____