

Meadowlark Botanical Gardens

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

Lilac Pavilion

RENTAL POLICIES AND PROCEDURES

The Lilac Pavilion is located in the Meadowlark Botanical Gardens and is available year-round for private rentals.

- The *only* rental period is for eight hours from **10AM-6PM**, to include all set-up and clean-up.
 - The eight-hour rental period must include time for decorating and set-up, and clean-up; making sure nothing is left behind.
- All guests of the Lilac Pavilion rental area *may not enter* the Lilac Pavilion or Lilac Pavilion rental areas *prior* to the start of your rental period and *must exit* the Lilac Pavilion at the end of your rental period.
- The Security Deposit may be applied toward recovery of damages for any breach of the Lilac Pavilion Rental Policies and Procedures.
- Please note: There is no inclement weather plan. Please plan accordingly.
- Please note: The only public restrooms in the Gardens are located inside the Visitor Center.

Rental Fees for Lilac Pavilion

MONDAY-THURSDAY	\$350.00 rental + \$21.00 tax (6%) + \$250.00 security deposit (refundable) Total = \$621.00
FRIDAY-SUNDAY <i>(and Federal Holidays)</i>	\$550.00 rental + \$33.00 tax (6%) + \$250.00 security deposit (refundable) Total = \$833.00

The capacity for the Lilac Pavilion is 80 guests seated under the covered area and 200 guests picnic style open field.

To Place a Hold on Date

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

- atrium@nvrpa.org or 703.255.3631 x105

To Book the Lilac Pavilion

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 Lilac Pavilion and all surrounding grassy turf areas within the asphalt walkway. Areas outside the asphalt walkway (closer to Beulah Road) and the picnic area are not included.

Beverages

Client understands that all alcoholic beverages must be obtained and served through the Atrium's Catering Department, Great Blue Heron Catering. Clients are **NOT** permitted to bring in their own alcohol. All alcohol must stay within the Lilac Pavilion rental area and cannot enter the Meadowlark Gardens parking lot, Meadowlark Gardens Visitor's Center, or inside Meadowlark Gardens.

Clients are permitted to provide their own non-alcoholic beverages.

Initial _____

Food

Clients are permitted to provide their own ready-to-eat food, or hire an approved outside caterer or food vendor. There is no cooking allowed on the property, and all food must arrive ready-to-eat.

Staffing

Client understands that Full Service Event Staffing must be hired to set-up and break-down any equipment provided. See more information below.

Client understands that Great Blue Heron Catering will provide staff to set-up and break-down the bar area if an alcoholic package is obtained.

Trash Removal

Client is responsible for removing all trash from the Lilac Pavilion at the end of the event. Any leftover trash and debris may incur loss of the Security Deposit. If the client hires an outside caterer, food vendor, or the client is providing their own food and beverage they are responsible for bringing their own trash bins, and trash bags. All trash must be taken by the outside caterer, food vendor, or client and disposed of with their trash vendor.

Equipment Provided

If client wishes to use Lilac Pavilion equipment, it must be set-up and broken-down by:

- An approved outside caterer or food vendor
- Or by Full Service Event Staff
 - *Please contact the Atrium for additional Staffing information*
atrium@nvrpa.org or 703.255.3631 x105

If client wishes to provide their own equipment and no Lilac Pavilion equipment is used, the client is permitted to do the set-up and break-down of their own equipment.

The following Lilac Pavilion equipment is available for use (no linens are included)*:

- (12) 5' round tables
- (3) 4' round tables
- (3) 3' round tables
- (5) cocktail tables
- (6) 8' rectangular tables
- (4) 6' rectangular tables
- (80) white resin folding chair

* Based on availability. Subject to change.

Initial _____

Decorations

All Lilac Pavilion decoration requests must be submitted in writing and approved by the Atrium Events Office prior to event. Client understands that failure to adhere to set conditions regarding decorating at the Lilac Pavilion will result in forfeiture of the security deposit.

Initial _____

Music

There is no electricity at the Lilac Pavilion. Acoustic music is permitted within the Lilac Pavilion rental area (amplified music is not permitted). Heavy equipment such as pianos, or power generators are **prohibited**.

Outside Vendors

All outside vendors must be approved by the Atrium Events Office. This includes any catering or food vendors. Amusement equipment and inflatables (moon bounces, bounce houses) are not permitted.

Seating

Tables and chairs are available for up to 80 guests with rental. Additional tables and chairs may be rented through our Catering Department, Great Blue Heron Catering.

Guests are required to remain in the grass areas surrounding the Lilac Pavilion and are not permitted to walk through or stand in planted beds.

Restrooms

Public Restrooms are located within a short walking distance in The Visitor Center. Restrooms are a shared space and cannot be reserved for private use.

For groups of 80 or larger, the client is required to rent a minimum of one portable bathroom (Porta Jon).

For groups of 160 or larger, the client is required to rent a minimum of two portable bathrooms.

Rental of portable bathrooms are required to be obtained through NOVA Parks. Please contact the Atrium for more information.

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 ceremonies. Vehicles are **not** permitted inside the deer exclusion fence of The Gardens. The Lilac Pavilion may be accessed *only* on foot or by mobility devices (wheelchairs, strollers, etc.).

Cancellation

No refunds will be issued for a cancellation with less than ten (10) days advanced notice.

A cancellation ten (10) days or more in advance of the reservation date entitles you to a full refund less a 25% administrative fee.

Access to the Meadowlark Botanical Gardens

All admission fees to enter Meadowlark Botanical Gardens are included with the Lilac Pavilion rental for your guests.

*Please note: This ***does not*** apply to Wedding events at The Lilac Pavilion.

Wedding events and guests are restricted to The Lilac Pavilion private rental area only. Client may schedule an additional wedding photography session within Meadowlark Botanical Gardens. This is an additional fee and separate contract, and is subject to availability and not guaranteed. Scheduling and contracting a wedding photography session does not guarantee exclusive use of Meadowlark Botanical Gardens.

Please contact the Atrium for more information:

atrium@nvrpa.org or 703.255.3631 x105

Entrance and exit to Meadowlark Botanical Gardens will be through the wrought-iron pergola located next to the Lilac Pavilion, or through The Visitor Center. All loading and unloading will take place from The Visitor’s Center parking lot.



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Lilac Pavilion

RENTAL APPLICATION

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

Renter: _____

(mobile) _____ (other) _____

(email) _____

Address: _____

Other Contact(s): _____

Rental Hours: 10AM-6PM* **Estimated # of Guests:** _____
*Only time block available

Type of Event: _____
(Wedding Ceremony | Wedding Reception | Wedding Ceremony & Reception | Birthday | Shower | Picnic | Fundraiser, etc.)

How Did You Learn of The Lilac Pavilion? _____

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 'Lilac Pavilion Rental Policies and Procedures'.

BY: _____ **DATE:** _____
Renter

Accepted For NOVA Parks:

BY: _____ **DATE:** _____
Atrium Events Office



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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 Lilac Pavilion on the following date:

Please Print Entire 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 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: _____