

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

Lilac Pavilion

RENTAL GUIDELINES 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 and Outside Vendors 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 location. 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	\$400.00 rental + \$24.00 tax (6%) + \$250.00 security deposit (refundable) Total = \$674.00
FRIDAY-SUNDAY (and Federal Holidays)	\$600.00 rental + \$36.00 tax (6%) + \$250.00 security deposit (refundable) Total = \$886.00

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 request a complimentary seven (7) day hold for the Lilac Pavilion, please email a completed application to *the Atrium* Events Office at: atrium@nvrpa.org

To Book the Lilac Pavilion

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

Payment Options

You may pay using any major credit card. 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. Please keep in mind that the Gardens are a shared space, and the grounds remain open the public during events and reservations. Please be courteous to other Garden Guests and Patrons.

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.

Beverages

Client understands that ***all alcoholic beverages must be obtained and served*** through the NOVA Parks Catering Department, Great Blue Heron Catering. Clients are ***strictly prohibited*** to bring in their own alcohol. All alcohol must stay within the Lilac Pavilion rental area and cannot enter the parking lot, Visitor’s Center, or inside the Gardens. *Please note: Clients are required to provide appropriate equipment for the bar, including but not limited to, tables, linens, and glassware.*

- Please contact Great Blue Heron Catering at: gbhweddings@nvrpa.org or 703.255.3631 x107

Clients may 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 prepared and ready-to-eat.

Equipment

No equipment is provided with the Lilac Pavilion Rental. Client is responsible for providing all needed equipment, including, but not limited to tables, chairs, linens, etc. Heavy equipment such as power generators are **prohibited**.

Tenting is only permitted provided the Client uses an approved vendor. Please contact *the Atrium* Event Office for more information. Tents are permitted on the Lilac Pavilion lawn, or over the extended concrete area next to the Lilac Pavilion.

Staffing

No Staffing is included in the Lilac Pavilion Rental. Client is responsible for securing staffing if needed.

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 off-site with their trash vendor.

Initial _____

Decorations

All Lilac Pavilion decoration requests must be submitted in writing by email, 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 instruments and small battery powered speakers are permitted in moderation. Staff reserves the right to regulate the volume of sound, or refuse the use of sound equipment to ensure appropriate sound levels. Heavy equipment such as full size 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, carnival rides, etc.) are **prohibited**. Outside Vendors may only arrive for setup and breakdown at the Lilac Pavilion during the reserved time block. Arrival times outside of the reserved time must be pre-approved by *the Atrium Events Office*.

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.

Please note: public restrooms are only available during normal Visitor Center operating hours.

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

For groups of 150 or larger, the client is required to rent a minimum of two portable bathrooms.

Please contact the Atrium for more information: atrium@nvrpa.org or 703.255.3631 x105

Parking

Parking is on a first-come availability in the Visitor Center parking lot. This is a shared space and the grounds remain open to the public during events. Vehicles are **strictly prohibited** 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 Events Office for more information: atrium@nvrpa.org or 703.255.3631 x105

Entrance and exit to Meadowlark Botanical Gardens is through The Visitor Center. All loading and unloading must take place from The Visitor 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 Guidelines and Procedures'.

BY: _____ DATE: _____
Renter

Accepted For NOVA Parks:

BY: _____ DATE: _____
the 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 Lilac Pavilion* 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 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: _____