Events

at the Arboretum
**SOCIAL EVENTS**
Celebrate special milestones in our social rooms or gardens! From family reunions to anniversaries, showers, birthdays, celebrations of life or anything else you can dream up – let us know.

**CORPORATE & NONPROFIT MEETINGS & EVENTS**
We have the perfect space to host your company meeting, luncheon, happy hour, holiday party, retreat and more!

**TEAMBUILDING EXPERIENCES**
Bring your team together with a Guided Walking Tour, Self-Guided Walking Tour, Arboretum Trail Hunt, Tram Tour, Educational Class and more!

**GROUP TOURS**
Gather your gardening club, book club, church group or a bunch of friends for a special walking tour or tram tour of the Arboretum grounds.
MacMillan Auditorium
This flexible, modern space is great for large presentations, meeting or social gatherings. The largest indoor gathering space.
Day use up to 4 hours .................................... $500
Day use 5 to 8 hours .................................... $900
Saturdays .................................................... $2,500

Half of MacMillan
The MacMillan Auditorium can be split in half to accommodate smaller groups or break out session.
Day use up to 4 hours .................................... $400
Day use 5 to 8 hours .................................... $600
Saturdays .................................................... $2,500

Teaching & Azalea Classrooms
Lead a focused, productive meeting in either of these classrooms, which can be set up to facilitate a presentation or encourage discussion.
Day use up to 4 hours .................................... $150
Day use 5 to 8 hours .................................... $200

Carlson Dining Room
This space is perfect for smaller, intimate gatherings and is ideal for a brunch or lunch meeting.
Day use up to 4 hours .................................... $100
Day use 5 to 8 hours .................................... $150

Snyder Auditorium
A charming space perfect for medium size gatherings. The Snyder Auditorium is great for open house-style events, as well as sit-down dinners and meetings.
Day use up to 4 hours .................................... $300
Day use 5 to 8 hours .................................... $500
Saturdays .................................................... $2,000

Tea Room & Terrace
Beautiful views and easy access to Arboretum grounds make this an ideal place for gatherings that are both indoors and out!
Day use up to 4 hours .................................... $250
Day use 5 to 8 hours .................................... $300
Saturdays .................................................... $600

Fireplace Room
This quiet, cozy space with beautiful views is perfect for any kind of gathering.
Day use up to 4 hours .................................... $250
Day use 5 to 8 hours .................................... $300
Saturdays .................................................... $600

Classroom I
A quiet space located on the second floor of the Snyder Building. Great for break out sessions.
Day use up to 4 hours .................................... $100
Day use 5 to 8 hours .................................... $150

Margot Picnic Shelter
Plan a picnic without worrying about a few raindrops when renting this covered picnic shelter. There are tables both indoors and out.
Day use up to 4 hours .................................... $250
Day use 5 to 8 hours .................................... $400
## Audio & Visual Add On

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<th>Item</th>
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<td>Wireless Handheld Microphone</td>
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Amazing Race
Experience the Arboretum in a unique way, while putting your teamwork skills to the test. Solve problems, in a fast paced, high energy scavenger hunt.
$400 with a room rental
$300 + Group Rate Admission per person

Outdoor Lunch Space
Get outside and experience the beauty of the Arboretum grounds with lunch in one of our covered picnic shelters.
$200 Per Shelter

Tram Tour
Enjoy a narrated tram tour, highlighting our varied plant collections, display gardens and demonstration gardens.
$6 per person, up to 48 people

Terrace, Garden, or Red Barn Happy Hour
Our new Farm at the Arb will make your social gatherings memorable. Events can be scheduled for up to 3 hours and must end by 8 p.m. High top tables and outdoor speakers are available upon request. Indoor options are available in case of rain or poor weather.
Newtown or Morgan Terrace ......................... $300
Garden ...................................................... $400
Red Barn .................................................... $400

Self-Guided Walks
Ask us more about maps and guided walks.

Volunteer Project at the Arb
With guidance from our professional horticulture staff, our 1,200 acres are lovingly maintained by outdoor enthusiasts, expert societies and those looking to learn something new. We offer many volunteer activities throughout the year – not just gardening. Ask us more about volunteer and service projects at the Arboretum!
### Event Pricing

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<th>FACILITY</th>
<th>DAY USE UP TO 4 HOURS</th>
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<th>SATURDAY PRICING</th>
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<th>Theater</th>
<th>Classroom</th>
<th>Squares</th>
<th>Rounds</th>
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### Set-Up Style

- **Bee & Pollinator Center**: $300 | $450
- **Margot Picnic Shelter**: $250 | $400
- **Newton Terrace**: $500
- **Morgan Terrace**: $500

### Event Hours
- March to October: 8 a.m. to 6 p.m.
- November to February: 8 a.m. to 4 p.m.
oswald visitor center
RENTAL FEES & DISCOUNTS
Rental fees are dependent on the day of the week. If the contract holder is a member of the Arboretum at the time of booking, a 10% membership discount rate will apply. Membership discount are only applied to private, social events. They cannot be used for corporate or non-profit event rentals.

Full payment is due at the time of booking. Payments for any additional add on throughout the planning process is due no later than the day of the event.

CANCELLATIONS
If the event is cancelled, after the payment is received, the Licensee will forfeit 50% of the payment. If the Licensee cancels the reservation within 10 calendar days of the reservation, Licensee shall forfeit the rental fee in its entirety.

INSURANCE
All events require day-of event insurance. Clients need to provide evidence of general liability insurance with limits of $1,000,000 including bodily, personal, and property damage no later than thirty days prior to the event. The certificate/binder must list the Regents of the UMN as the certificate holder as illustrated below:

Regents of UMN
3675 Arboretum Drive
Chaska, MN 55318

Additional liquor insurance is not needed even if liquor is part of the event. Clients can obtain the certificate through 1) UMN TULIP online Program, 2) Homeowner's OR Business Insurance, 3) Any other insurance company that will issue event insurance.

TIME
Event hours are March to October from 8 a.m. to 6 p.m. November to February event hours are from 8 a.m. to 4 p.m. If clients need to arrive early or extend the event past event hours, a $100 per hour fee would apply.

SMOKING
Smoking is not permitted on Arboretum grounds. Violators will be told to stop smoking. If told a second time, violators will be asked to leave.

PARKING
All event guests receive complimentary gate admission to the Arboretum for the entire day. When guests arrive, they should inform the gatehouse attendant that they are with your party and they will be waved through. Parking is permitted in designated areas only. Violators will be towed.

AUDIO & VISUAL
The rental of the MacMillan and Snyder Auditorium includes an LCD projector and one corded microphone. The Teaching and Azalea Classroom include an LCD projector. Clients must bring their own laptop. Additional microphones and equipment is available. Please see Audio visual a la carte section on page 4 for a full list of add ons.
DÉCOR
The following items are not permitted on site: sparklers, rice, confetti, fireworks, balloons, glitter or anything else considered inappropriate by Arboretum staff. Ceiling draping and ceiling décor is only permitted in the MacMillan Auditorium and, if desired, is required to go through the Arboretum. Arboretum Catering and staff will not be responsible for setting up and taking down décor items.

CANDLES: open flame candles are allowed indoors only. Candles must have a one-inch glass sleeve above flame.

PERSONAL PROPERTY
The Arboretum will not be held responsible for any personal items that are left, lost or stolen from the event. All event attendees will be responsible for their own items.

SECURITY
On-site security will be provided on behalf of the Arboretum.

CATERING
All catering is required to go through Arboretum Catering. Any Arboretum staff member is allowed to confiscate outside food or beverage that is brought into the buildings or to garden sites.

PRIVACY
The Arboretum is a public facility and privacy cannot be guaranteed. Event signs will be placed the entrance of each meeting space.

PET POLICY
No pets are allowed on Arboretum grounds, except dogs assisting people with disabilities.

OTHER AMENITIES
The Arboretum parking lots, garden paths and buildings are ADA accessible. A limited number of wheelchairs are available to use at no charge.

If guests or visitors are in need of a private nursing room or quiet space throughout the day, please let an Arboretum staff member know and arrangements will be made.

Open network WIFI is available for clients and their guests.