



LANDSCAPE ARBORETUM
UNIVERSITY OF MINNESOTA



EVENTS

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 how we can help.

Corporate/Nonprofit Meetings & Events

We have the perfect place to host your company meeting, luncheon, happy hour, holiday party, retreat and more!

Teambuilding Experiences

Bring your team together with unique experiences including a Trivia Trail, tram tour, educational class and more!

EVENT SPACES

MacMillan Auditorium

This flexible, modern space is great for large presentations, meetings or social gatherings. The largest indoor gathering space.

Day use up to 4 hours.....\$700
Day use 5-8 hours\$1,100
Saturdays\$3,000 May-October / \$1,500 November-April

Half of MacMillan

MacMillan Auditorium can be divided in half to accommodate smaller groups or break-out sessions.

Day use up to 4 hours.....\$550
Day use 5-8 hours\$900
Saturdays\$3,000 May-October / \$1,500 November-April

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.....\$250
Day use 5-8 hours\$400

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.....\$550
Day use 5-8 hours\$900
Saturdays\$3,000 May-October / \$1,000 November-April

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.....\$400
Day use 5-8 hours\$600
Saturdays\$900 May-October / \$600 November-April

Fireplace Room

This cozy, quiet space with beautiful views is perfect for any kind of gathering.

Day use up to 4 hours.....\$400
Day use 5-8 hours\$600
Saturdays\$900 May-October / \$600 November-April

Classroom 1

A quiet space located on the second floor of the Snyder Building, this room is great for break-out sessions.

Day use up to 4 hours.....\$150
Day use 5-8 hours\$250

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.....\$400
Day use 5-8 hours\$700



EVENT ADD-ONS

AUDIO & VISUAL ADD-ONS

Uplights (6)	\$250
Portable stage (6' x 12').....	\$200
Bluetooth Speaker/Microphone Combo.....	\$200
Projector	\$150
Smart Meeting Board	\$150
TV with VGA & HDMI Connections.....	\$100
Flipchart Set	\$30
Easels.....	\$10

EVENT ENHANCEMENTS & TEAM-BUILDING ACTIVITIES

Trivia Trail

Experience the Arboretum in a new way while putting your teamwork skills to the test. Answer trivia in a fast paced tour along our Three-Mile Walk. The Trivia Trail can be reserved in addition to a room rental or on it's own with Arboretum admission. Plan for 1.5 to 2 hours for the race.

\$400 with a room rental
\$300 + group rate admission per person

Outdoor Lunch Space

Get outdoors and experience the beauty of the Arboretum grounds with lunch in one of our covered picnic shelters.

See page 4 for pricing

Tram Tour

Enjoy a narrated tram tour highlighting our varied plant collections, display gardens and demonstration gardens.

\$9 per person, when added to a room rental or group admission; up to 44 people.

Terrace Happy Hour

Make your social gatherings extra memorable when you meet at a beautiful outdoor space, available weekdays during Arboretum grounds hours. The package includes high top tables, a covered indoor backup location and attendance of up to 75 guests.

Newton Terrace\$500

Volunteer Project at the Arboretum

With guidance from our professional horticulture staff, your team can help maintain our 1,200 acres. Great for 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

	Day Use Up to 4 hours	Day Use 5-8 hours	Saturday	SET-UP STYLE								
				AV included	Theater	Classroom	Squares	Rounds	Crescents	U-Shape	Hollow Square	Conference
MacMillan Auditorium	\$700	\$1,100	\$3,000 May-Oct. \$1,500 Nov.-April	Yes	400	200	250	256	192	—	—	—
Half-of MacMillan	\$550	\$900	\$3,000 May-Oct. \$1,500 Nov.-April	Yes	200	90	100	96	78	40	46	40
Azalea Classroom	\$250	\$400	—	Yes	50	28	40	40	30	20	18	20
Teaching Classroom	\$250	\$400	—	Yes	40	22	30	32	24	16	18	16
Snyder Auditorium	\$550	\$900	\$3,000 May-Oct. \$1,500 Nov.-April	Yes	180	80	90	96	72	50	56	—
Tea Room & Terrace	\$400	\$600	\$900 May-Oct. \$600 Nov.-April	No	50	24	40	48	—	—	—	16
Fireplace Room	\$400	\$600	\$900 May-Oct. \$600 Nov.-April	No	60	40	50	56	42	20	25	20
Classroom 1	\$150	\$250	—	Yes	50	32	30	—	—	20	20	16
McVay Learning Lab	\$300	\$450	—									
Margot Picnic Shelter	\$400	\$700	—									
Newton Terrace	\$500	—	—									
Morgan Terrace	\$500	—	—									

EVENT HOURS

SPRING

March through April
Buildings: 9 a.m.-6 p.m.
Grounds: 8 a.m.-7 p.m.

SUMMER

May through August
Buildings: 9 a.m.-7 p.m.
Grounds: 8 a.m.-8 p.m.

FALL

September through October
Buildings: 9 a.m.-6 p.m.
Grounds: 8 a.m.-7 p.m.

WINTER

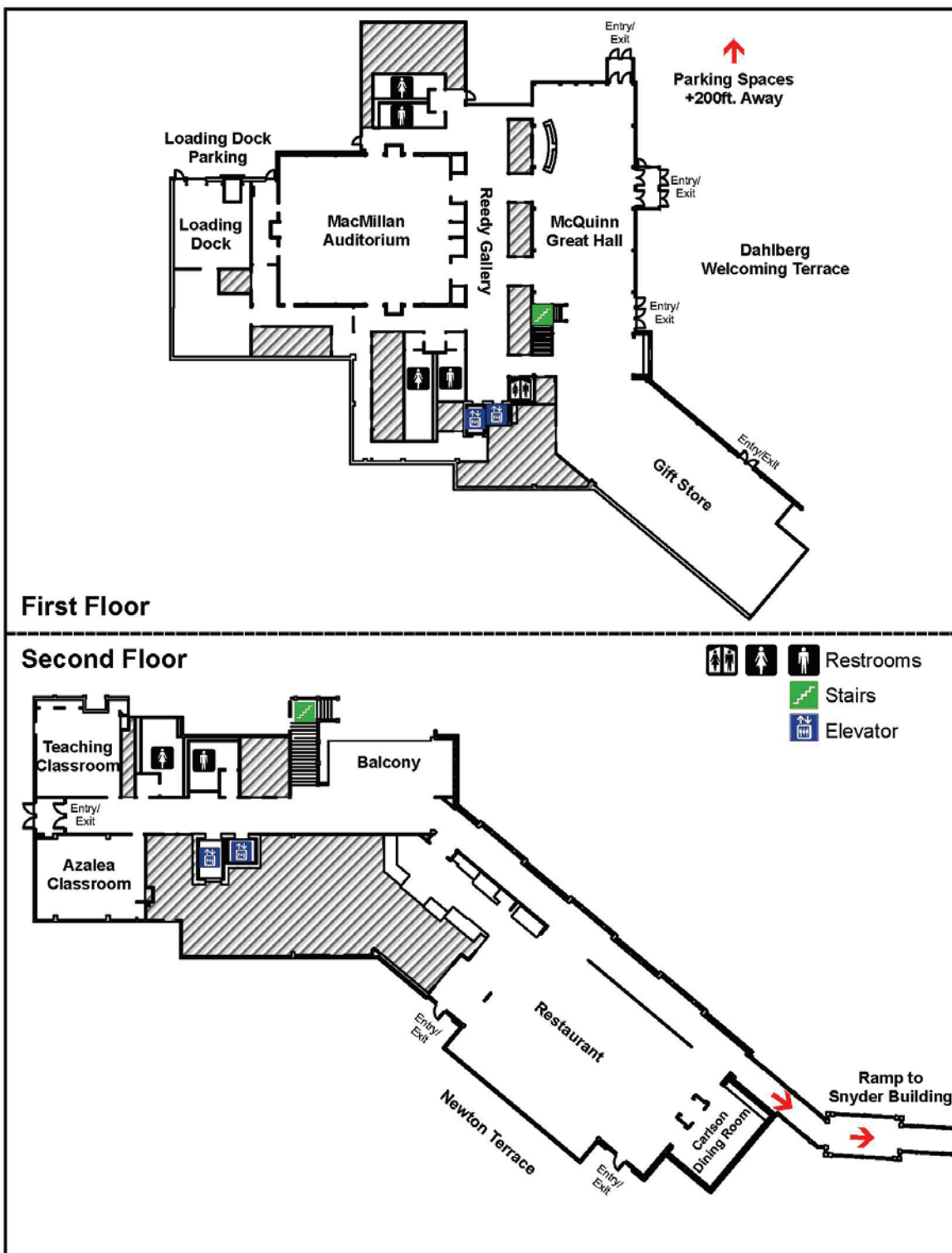
November through February
Buildings: 9 a.m.-4 p.m.
Grounds: 8 a.m.-5 p.m.

Facility use outside of listed event hours is available for an additional \$200 per hour.

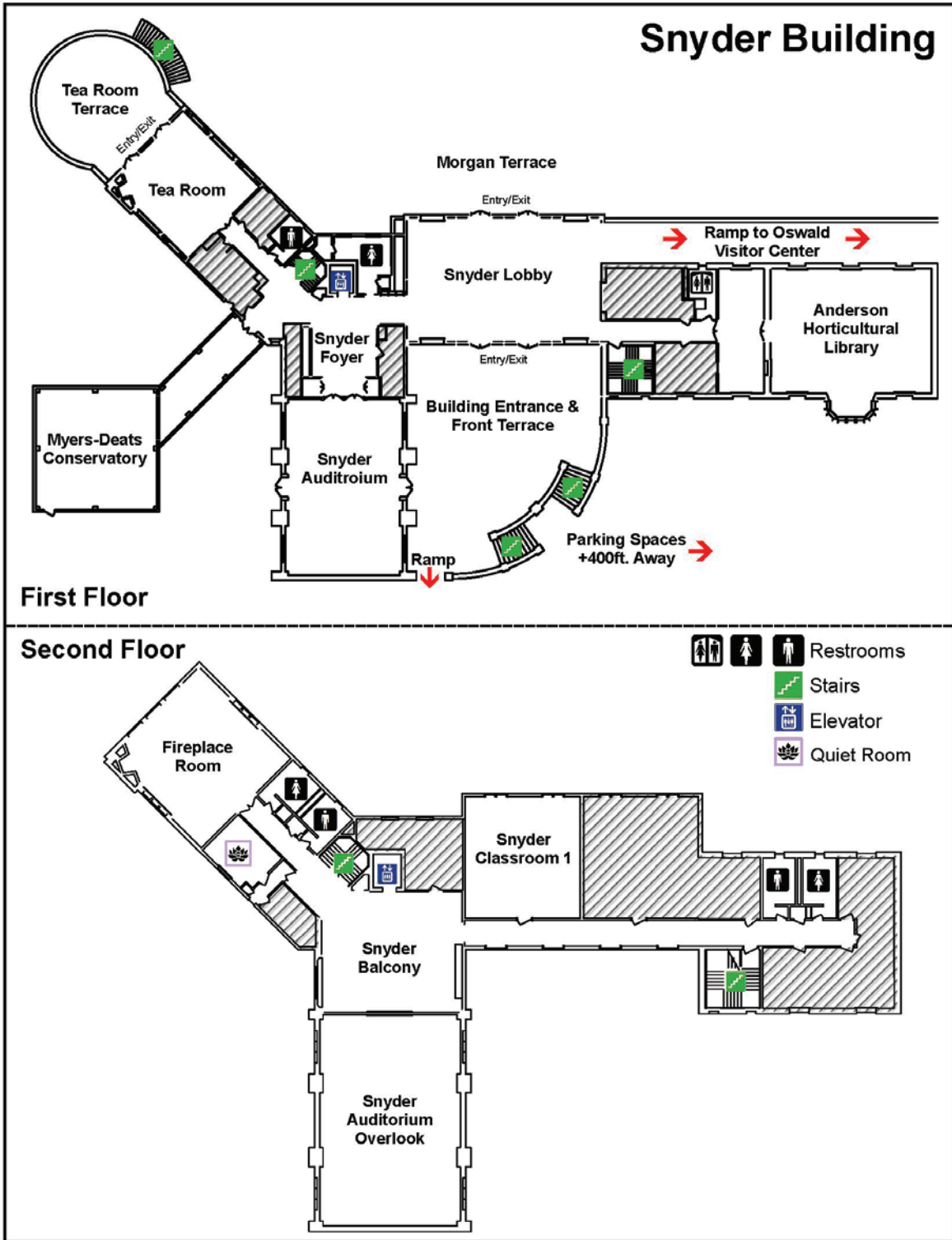


Photo by Caitlin Cave

OSWALD VISITOR CENTER FLOOR PLAN



SNYDER BUILDING FLOOR PLAN



ARBORETUM POLICIES

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 to room rental prices. Membership discounts 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 canceled 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, the 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 30 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.

Catering

All food and beverage for events is required to be provided by Arboretum-approved catering. Please contact the Arboretum Reservations office for details. Any Arboretum staff member is allowed to confiscate outside food and beverage that is brought into the buildings or to garden sites.

Decor

Indoor room rentals include tables and chairs based on your event needs. Please contact your Arboretum Reservations Specialist to confirm those needed no later than 10 days before your event. The Arboretum does not provide table linens or decor. The following items are not permitted on site: sparklers, rice, confetti, fireworks, heaters, balloons, glitter or anything else considered inappropriate by Arboretum staff. Ceiling draping is only permitted in the MacMillan Auditorium and, if desired, is required to go through the Arboretum.

Candles: open flame candles are not allowed.

Time

See hours listed on page 4 (Event Pricing). Event rental times outside of the building hours will incur a \$200 per hour fee in addition to the room rental.

Audio & Visual

The rental of the MacMillan and Snyder Auditorium includes an LCD projector and one handheld microphone. The Teaching and Azalea Classrooms include an LCD projector. Additional microphones and equipment is available. See the Audio Visual Add-On section on page 3 for a complete list.



Photo by Don Olson

ARBORETUM POLICIES

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.

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.

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.

Privacy

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

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.

GET IN TOUCH

[612-301-4353](tel:612-301-4353) or ARBRESERVATIONS@UMN.EDU



Photo by Jason Boudreau-Landis