

Frequently Asked Questions

Is the venue handicap accessible?

Yes, we are ADA compliant.

Does your venue have on-site parking available for guests?

Yes. There are more than 200 on-site parking spaces available.

Are the venue spaces indoors or outdoors?

The Garden offers indoor and outdoor spaces that can be tailored to your unique needs, including fully enclosed, climate-controlled tents; covered, open-air options; and completely open areas.

Which venue space is normally used for a wedding ceremony and reception?

The Woodland Glade is ideal for a ceremony, and the adjacent Global Collection Garden Tent is well suited for a reception.

What are the general rental hours of the venue?

Each space has its own rental time frame, but the two main increments for rentals are four or six hours. In both cases, setup and breakdown are included in those times. For daytime rentals, the event can begin no earlier than 9AM and must conclude no later than 4PM. For evening rentals, the event must be over by 10PM and the facility empty by 11PM.

How much does it cost to rent the venue?

Venue rental rates start at \$500 for the informal Petite Pavilion (ideal for children's parties). The Woodland Glade, the outdoor wedding venue, starts at \$1,800 for a weekday ceremony. The large climate-controlled tent starts at \$4,500.

What are the rules to use your venue?

The rental agreement outlines Garden and event rules. You can also find the Garden rules on our website at hbg.org. All decorations will need to be approved by the Garden. The following are not allowed; balloons, inflatables, confetti, streamers, silly string, rice, birdseeds, seeds, candles, open flames, and sparklers.

Does the Garden have an approved vendor list?

Yes. The Garden has curated a list of approved vendors who have been selected for their quality of service, and are properly insured to work at our venue. The approved catering companies are full service and can coordinate food and beverage, décor, rental equipment, entertainment, audio/visual, and valet.

Is alcohol allowed?

Alcohol is allowed and must be served by licensed TABC servers through one of our approved vendors. You must hire a security guard – coordinated through the Garden – for events where alcohol is served. We require one guard for every 100 guests, at a rate of \$50/hour, with a four-hour minimum.

Is a band or DJ allowed?

For events prior to 5PM, music must be limited to strings, wind instruments, or vocals only; brass instruments, DJ, and stereos are not allowed. Amplification must be limited to public speaking only.

For events after 5PM, all types of music are permitted. Amplified music from a musician, band, or DJ must conclude by 10PM and may require a permit. Amplified sound cannot exceed 75 decibels from the property line.

What staffing is provided by the venue?

A member of the Garden staff is present at all events; however, we are only there to respond to emergencies and ensure that policies are being followed. Garden staff are not responsible for event coordination or event setup or breakdown. We highly recommend you engage event planners and day-of coordinators to ensure your event runs smoothly. Security guards are on-site for the duration of the private event when deemed necessary.

How do I reserve the venue space?

A date can be held firm once we've received a signed rental agreement, signed scope agreement, and a 50% non-refundable deposit. You can hold a date firm as early as you'd like. Thirty days prior to the event date, the remaining balance, refundable damage deposit, and proof of insurance are due.

What is the damage deposit?

Depending on rental location there is a \$200-\$1,500 refundable damage deposit. Damage deposits are due 30 days prior to the event and are returned to renter after the event if there are no damages. The damage deposit must be paid by a separate check.

What are the insurance requirements?

General Liability Insurance is required for all event rentals. Proof of insurance is due 30 days prior to event. Many companies and individuals already have this coverage within their existing policy. If not, you may purchase from a third party (premium is approximately \$100).

Is an appointment needed to visit the venue space?

Yes, please contact our Venue Coordinator at mayra@hbg.org or 713-715-9675 ext. 105 to receive more information and schedule a site tour of the venue space.