

2023

# Private Rentals



Houston  
Botanic  
Garden



# About the Garden

The Houston Botanic Garden began Phase I of a 30-year master plan in the Fall of 2020 as a major addition to Houston's cultural landscape and growing list of green spaces. Our 132-acre site is located a short distance from downtown Houston and is filled with horticultural displays and walking trails. The Garden provides a place for visitors to learn about plants, conservation, and nature, connects Houstonians across different cultures and ethnicities, and closes an existing gap in the world-class city's collection of amenities for residents and tourists.

PHOTOS COURTESY OF ASHLEY RIVERS & MICHAEL TIMS

## Rent with Purpose

Proceeds from event rentals directly support the Garden's mission to enrich life through discovery, education, and the conservation of plants and the natural environment.

### WEDDINGS

Say "I Do" surrounded by natural beauty

### RECEPTIONS

Celebrate life's milestones in a climate-controlled tent with views of the garden or choose from selected outdoor spaces

### MEETINGS

Host corporate luncheons, galas, retreats, and conferences

### BIRTHDAYS

Rent our outdoor pavilion for children's birthdays or other less formal events







PHOTO COURTESY OF MICHAEL TIMS

# Venue Spaces



## ALCOVES

Covered walkway – with beautiful planter boxes incorporated along the way – ideal for seated lunches or cocktail events. Offers views of the Global Collection Garden. Easily accessible via the Garden’s main entrance, and located near Welcome Pavilion restrooms.



## GLOBAL GARDEN TENT

50'x100' climate-controlled tent with large panels allowing views of the Global Collection Garden. Adjacent to the Woodland Glade and accessible via a private entrance. Suitable for receptions and large-scale events.



## CULINARY GARDEN TENT

30'x50' climate-controlled tent with views of edible and medicinal plants in the Culinary Garden. Easily accessible via the Garden’s main entrance, and located near the Welcome Pavilion restrooms.



## WOODLAND GLADE

The Woodland Glade—with its magnolia trees and sculpted hedges—offers an intimate-yet-open space visitors can rent to host weddings and other celebrations surrounded by the beauty of nature. This partially secluded area can seat up to 200 guests.



## EMILY CLAY WATER WALLS

Located in the Culinary Garden, three water walls covered with 3,591 custom jade tiles wrap around a long harvest table to create a semi-enclosed courtyard. Easily accessible via the Garden’s main entrance, and located near Welcome Pavilion restrooms.



## PETITE PAVILION

Covered outdoor space with wooden picnic tables that seat up to 24 guests. Adjacent to Susan Garver Family Discovery Garden, with easy access to South Garden restrooms.

## PRIVATE VENUE RENTAL PRICING

Venues	COCKTAIL STYLE CAPACITY	SEATED CAPACITY	DAYTIME RENTAL RATE  GARDEN OPERATING HOURS BETWEEN 9AM-5PM	EVENING RENTAL RATE  GARDEN CLOSED TO THE PUBLIC BETWEEN 5PM-11PM
PETITE PAVILION 4 HOUR RENTAL	50	50	\$500 <i>Admission tickets included for up to 30 guests</i>	X
WOODLAND GLADE 4 HOUR RENTAL	200	200	Mon-Thurs \$1,800 Fri/Sun \$2,200 Sat \$3,250 <i>Admission tickets included for up to 100 guests</i>	Mon-Thurs \$1,800 Fri/Sun \$3,250 Sat \$4,200
GLOBAL COLLECTION 1 HOUR RENTAL <i>STANDING CEREMONY ONLY</i>	15	X	\$500 <i>Admission tickets included for up to 15 guests</i>	\$650 Only from 5PM-6PM Only available Spring/Summer
GLOBAL COLLECTION GARDEN TENT 50'X100' 6 HOUR RENTAL <i>CLIMATE-CONTROLLED</i>	350	200	Mon-Fri/Sun \$4,500 Sat \$5,700 <i>Admission tickets included for up to 200 guests</i>	Mon-Thurs \$4,500 Fri/Sun \$5,700 Sat \$7,500
CULINARY GARDEN TENT 30'X50' 6 HOUR RENTAL <i>CLIMATE-CONTROLLED</i>	75	50	Mon-Fri/Sun \$2,750 Sat \$3,450 <i>Admission tickets included for up to 75 guests</i>	Mon-Thurs \$2,750 Fri/Sun \$3,450 Sat \$4,650
PINE GROVE	500	300	X	Mon-Thurs \$3,350 Fri/Sun \$5,700 Sat \$7,200
EMILY CLAY WATER WALLS 4 HOUR RENTAL	250	100	Mon-Fri/Sun \$1,500 Sat \$2,500 <i>Admission tickets included for up to 50 guests</i>	Mon-Thurs \$2,500 Fri/Sun \$3,250 Sat \$4,000
ALCOVES 4 HOUR RENTAL	250	100	Mon-Fri/Sun \$1,500 Sat \$2,000 <i>Admission tickets included for up to 50 guests</i>	Mon-Thurs \$2,500 Fri/Sun \$3,250 Sat \$4,000
ENTIRE GARDEN 9 HOUR RENTAL	1,500	500	Mon-Thurs \$15,000 Fri/Sat-Sun \$25,000	X

### CONTACT

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# Wedding Ceremony Packages

## WOODLAND GLADE

- 4-hour daytime and evening rentals available
- Private entrance with 200 admission tickets included
- Ample, free on-site parking
- Padded, white garden chairs available for rental
- Floral decorations allowed
- Permission for couple to take photos anywhere in the Garden
- Complimentary 1-hour rehearsal prior to event date

## WOODLAND GLADE MICRO WEDDING

- 1-hour rental for **\$850** with a **\$200** refundable damage deposit
- Private entrance with 30 admission tickets included
- Ample, free on-site parking
- Bench seating provided
- Floral decorations allowed
- Permission for couple to take photos anywhere in the Garden
- Available from 9AM-4PM (3PM in the winter)
- No reception, food, or drinks

## GLOBAL COLLECTION GARDEN MICRO WEDDING

- 1-hour rental for **\$500** with a **\$200** refundable damage deposit
- 15 admission tickets included
- Ample, free on-site parking
- Standing room only
- You may bring your own floral bouquet
- Permission for couple to take photos anywhere in the Garden
- Available from 9AM-4PM (3PM in the winter)
- No reception, food, drinks, or decor
- Selected garden spaces pictured on next page

## PROPOSE AT THE GARDEN

### Proposal Package \$250

- Available from 9AM-4PM (3PM in the winter)
- Includes 3 general admission tickets
- 1-hour private, closed-off selected garden space
- Permission for couple to take photos anywhere in the Garden
- Photographer not included
- Contact [mayra@hbg.org](mailto:mayra@hbg.org) to book a proposal package

### Proposal & Photo Session \$100

- Available from 9AM-4PM (3PM in the winter)
- Admission tickets must be purchased separately
- Does not include closed-off, reserved garden space
- Permission for couple to take photos anywhere in the Garden
- Photographer not included
- Contact [justin@hbg.org](mailto:justin@hbg.org) to make a photo session request



# Micro Wedding Ceremony Global Collection Garden Selected Spaces

## Woodland Glade



## Cactus Garden



## The Sanctuary



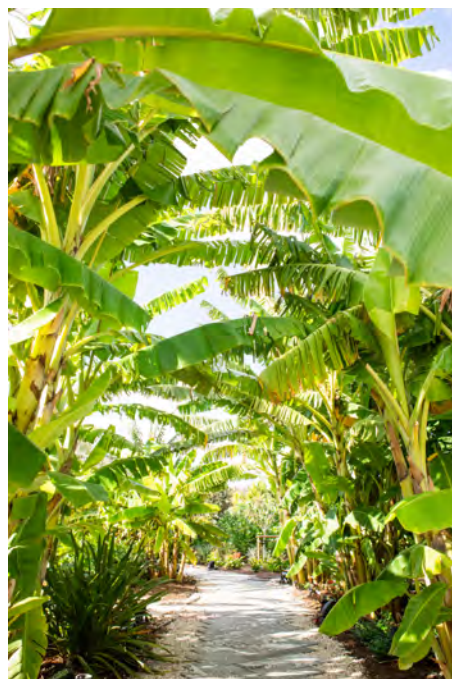
## Bamboo Forest



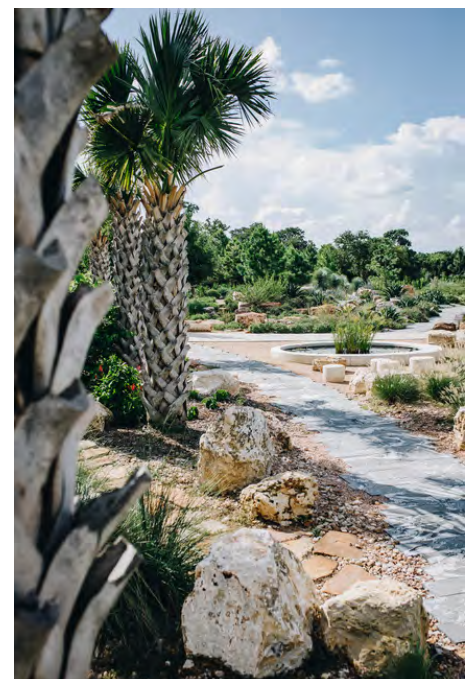
## Camellia Lookout



## Tropical Heart



## The Savanna







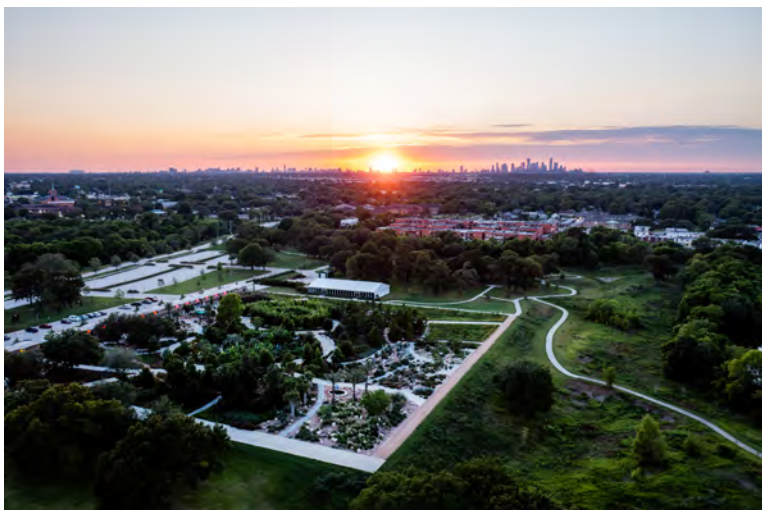
And many more...

PHOTOS COURTESY OF LANCE CHILDERS

## CORPORATE MEETINGS

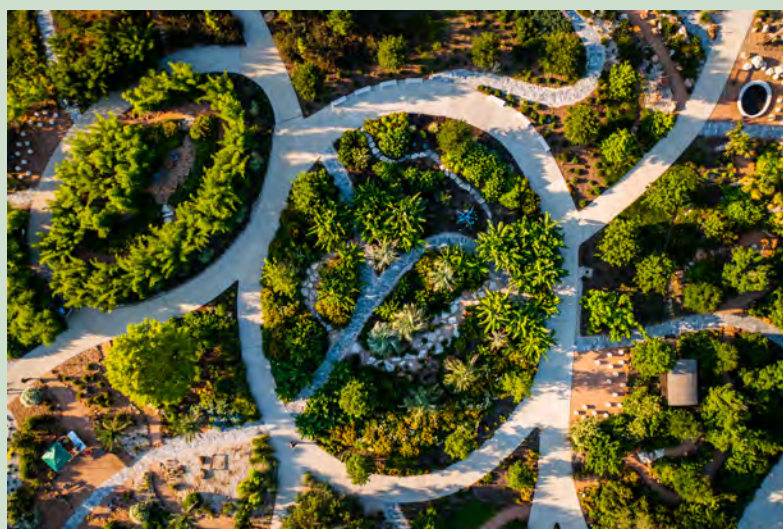
- 4-hour rental\* of the Culinary Garden Tent for \$400 with a \$200 refundable damage deposit
- 15 admission tickets included
- Ample, free on-site parking
- Complimentary tables and chairs provided
- Available from 9AM-4PM (3PM in the winter)
- Climate-controlled setting
- Drop-off catering permitted
- Free Wi-Fi included

*\*Custom quotes available for meetings under 4 hours*



*The Houston Botanic Garden is conveniently located about 15 minutes from downtown and less than 10 minutes away from Hobby Airport*

## 5K WALK AT THE GARDEN



### PRICING AND DETAILS

- Mon-Fri & Sun \$4,500; Sat \$5,700
- 6-hour rental of designated space, including set up and breakdown
- Additional hours may be purchased but event must end by 4PM
- Ample, free on-site parking
- Up to 200 admission tickets included
- Additional tickets may be purchased at a group rate
- The Garden has 3 water refill stations
- Signage allowed on grass or concrete paths
- Approved vendors must be used for all food, beverage, and furniture rentals



# Venues Map



- 1. WOODLAND GLADE
- 2. GLOBAL COLLECTION GARDEN TENT
- 3. GLOBAL COLLECTION GARDEN

- 4. ALCOVES
- 5. CULINARY GARDEN TENT
- 6. PETITE PAVILION
- 7. EMILY CLAY WATER WALLS

## MAP KEY



Restrooms



Drinking Fountains



Free Parking



Bicycle Rack

All walking trails are ADA-compliant.



## Frequently Asked Questions

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### 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](http://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](mailto:mayra@hbg.org) or 713-715-9675 ext. 105 to receive more information and schedule a site tour of the venue space.



## Approved Vendors

### *Caterers*

A La Carte Catering · [alacartecateringhouston.com](http://alacartecateringhouston.com)

Cafe Natalie · [cafenataliecatering.com](http://cafenataliecatering.com)

City Kitchen Catering · [citykitchencatering.com](http://citykitchencatering.com)

City View Catering · [cityviewcatering.com](http://cityviewcatering.com)

Lemond Kitchen · [lemondkitchen.com](http://lemondkitchen.com)

Maria Rita's Tex-Mex · [mariaritastexmex.com](http://mariaritastexmex.com)

Silver Stone Events · [silverstone-events.com](http://silverstone-events.com)

Swift + Company · [swiftevents.com](http://swiftevents.com)

The French Corner · [thefrenchcorner.com](http://thefrenchcorner.com)

### *Beverage Service*

Capitol Beverage · [capitolbeverageb@yahoo.com](mailto:capitolbeverageb@yahoo.com)

The Traveling Spirit · [travelingspiritbar.com](http://travelingspiritbar.com)

### *Décor Rental*

A Finer Event · [afinerevent.com](http://afinerevent.com)

Aztec Tents & Events · [aztecusa.com](http://aztecusa.com)

Any Occasion · [anyoccasionhouston.com](http://anyoccasionhouston.com)

### *Audio/Visual*

Bright Star Productions · [brightstarproductions.com](http://brightstarproductions.com)

Prime Systems · [prime-systems.com](http://prime-systems.com)

Southern Sound & Lighting · [southernsoundsys.com](http://southernsoundsys.com)

### *Valet*

Dexterous Valet · [dexterousvalet.com](http://dexterousvalet.com)



PHOTOS COURTESY OF MARCO, HUNG TRUONG, & JOE THAN