



Receptions and

Corporate Events

at the Cheyenne Botanic Gardens

RECEPTIONS AND CORPORATE EVENTS

Please note that we are unable to rent spaces Mondays, Sundays from September 1 through May 30, and all City of Cheyenne holidays.

This pricing is for wedding receptions and corporate events. There is a different pricing structure for showers and celebrations such as graduation and birthday parties. Please note that spaces may appear different than pictured due to seasonal changes and weather events.

Damage deposit for all spaces or combination of spaces is \$250.00 and must be received and cleared through our account to complete your reservation.



ORANGERIE

Capacity: 64 at tables

Fee: \$1200 for 4 hours
\$1800 for 6 hours

This space is our most sought-after. Airy, classy, and sunny, this space is surrounded by Palladian windows; citrus trees offer fragrance and elegance.



SOLAR PATIO*

Capacity: 50 at tables

Fee: \$800 for 4 hours
\$1200 for 6 hours

*only available when we are closed to the public

Protected on 3 sides, this inviting space is a perfect spot for an outdoor event. Tent anchors are available; this space is versatile for large ceremonies.

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307.637.6458 | www.botanic.org | info@botanic.org

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COMBINED GATHERING ROOMS

Capacity: 64 at tables

Fee: \$875 for 4 hours
\$1325 for 6 hours

This room can be split to create two smaller rooms priced below. Equipped with AV equipment. Large windows provide plenty of natural light.



NORTH GATHERING ROOM

Capacity: 32 at tables

Fee: \$400 for 4 hours
\$600 for 6 hours

Access to the large catering kitchen. Equipped with AV equipment. Large windows provide plenty of natural light.



SOUTH GATHERING ROOM

Capacity: 24 at tables

Fee: \$400 for 4 hours
\$600 for 6 hours

Access to the small kitchen. Equipped with AV equipment. Large windows provide plenty of natural light.

ADD-ON SPACES

Please note that spaces may appear different than pictured due to seasonal changes and weather events.



OBSERVATION DECK*

Fee: \$150 per hour

*only available when we are closed to the public.

Great views of Sloan's Lake and the Children's Village and the built-in sound system makes this a perfect setting for an enchanting evening event.



LOBBY*

Fee: \$125 per hour

*only available when we are closed to the public.

This large, bright, open area is the perfect space to add to your event; may be used for buffet food service.



CONSERVATORY*

Fee: \$125 per hour

*only available when we are closed to the public.

This dazzling space provides a stunning ambiance. The dramatic water feature and lush tropical plant life give the space an exotic vibe.

ADD-ON SPACES

Please note that spaces may appear different than pictured due to seasonal changes and weather events.



BRIDE'S ROOM

Capacity: 10

Fee: \$275 per day

Designed for all the Bride's needs; works well as a prep and storage room for all events.



BOARD ROOM

Capacity: 15

Fee: \$300 per day

With outdoor seating with views of the lake, conference table, and A/V, this is the ideal space for meetings. May be combined with the Bride's Room for weddings.

AMENITIES

Plant Centerpieces \$50 for up to 30 centerpieces

Botanic Garden Linens \$20 per 120" round or 90"x132" rectangle;
\$15 per 90" round

Beverage Dispensers \$15 per 2.4 gallon container, including ice

Large Catering Kitchen \$125

Small Catering Kitchen \$50

AUDIOVISUAL EQUIPMENT

Small System (includes 1 speaker, one microphone, podium,
and remote to advance frame in presentations) \$50

Large System (includes 2 speakers, 2 microphones, podium
and remote to advance frame in presentations) \$100

Portable TV/monitor, podium (without microphone),
whiteboard, easels \$25

MEMBER DISCOUNT IS 10% ON ALL RENTALS

All indoor rentals and rentals of the Observation Deck and Solar Patio include setup and take down of tables and chairs, removal of trash during the event and afterwards. Event staff are available during events in these spaces to attend any safety issues and assist with incidental needs.

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CHEYENNE BOTANIC GARDENS POLICIES

RESERVATIONS

To secure a date for your event, signed copies of the Rental Contract and a 50% deposit must be provided. An additional \$250 is due as a damage deposit at the time you secure your reservation. The remaining balance is due thirty (30) days prior to the date of the event. If the date booked is within 30 days of the Contract or the rental amount is less than \$150, all rental fees are due with the signed contract. All payments except for the damage deposit are nonrefundable. Payment may be made with cash, check, debit card, or credit card. Please note: Debit and credit card transactions result in an additional processing fee of 2.5% per transaction. You will receive a check to return any unused portion of the damage deposit to you four to six weeks after your event.

CANCELLATION AND RESCHEDULING

If you must cancel your event, all payments are non-refundable. Cancellations caused by medical emergencies, a death in the immediate family, or military deployment are granted an 85% refund. You must provide a written notice of cancellation and proof of reason for cancellation. In lieu of cancellation, we can reschedule your event to an available date within one (1) year of the original event date; your event may only be rescheduled once.

CEREMONY TIMES

Sites are rented for time blocks specified; you may not enter rental space prior. Your event must end within the rental block. If needed, you will have one hour free of charge for clean up after your event. All members and guests of your party, any service contractors, vendors, planners, and others associated with your event may not enter before 8 am and must leave by 10 pm.

CONSERVATORY AVAILABILITY

Note that the Conservatory cannot be accessed by anyone associated with your event unless you have rented it. The Conservatory is only available for rental when we are closed to the public.

INCLEMENT WEATHER

Rental fees will not be refunded because of inclement weather conditions. A backup indoor space can be rented in advance, if available, no later than two weeks prior to the event date. The fee for back-up spaces is 50% of the normal rate. You must make the decision to move the venue to your backup space no later than four hours before the event start time. You may not move your event indoors to public spaces if inclement weather makes conditions uncomfortable for your guests. Staff will lead you to shelter areas if weather conditions are dangerous.

GARDEN BEDS AND FLOWERS ON THE GROUNDS

Garden beds on the grounds are not planted until after June 1 due to risk of frost, with no designated date that each bed is planted. The Cheyenne Botanic Gardens does not guarantee any spaces will have the same appearance as originally viewed due to fluctuating weather patterns, planting schedules, construction and maintenance of grounds, storm damage, and availability of plants.

SETUP AND BREAKDOWN

Chairs and tables are provided as part of the rental fee for areas in and connected to the Grand Conservatory building, but are not provided in rental spaces on the grounds. They are set up according to the configuration worked out with staff of the Botanic Gardens. If a change of layout is desired during the rental, staff will determine if the change is feasible with available staff and time. If a change is made, it will result in an additional fee. All items belonging to the Botanic Gardens will be set up and torn down by Gardens staff. Set up of all other items must occur during your rental period. Removal of personal items must begin immediately after your event concludes and cannot go more than one (1) hours beyond the end of the rental period. If client, guests, vendors, or others associated with your event are on premises beyond this time an overtime rate will be charged at the rate of \$200.00 per thirty (30) minutes. No items may be stored at the Botanic Gardens overnight.

BOTANIC GARDENS POLICIES (continued)

PERSONAL PROPERTY

The Botanic Gardens will not be held responsible for items left overnight or items that are lost or stolen from an event. All personal items brought into the building for the event are the responsibility of the client.

ROOM SETUP & LAYOUT DEADLINES

All room setups, layouts, and major operational decisions must be made no later than seven (7) days prior to the event date. The Events Coordinator can assist you in determining the most appropriate set-up for the size and of your event.

DÉCOR

We do not permit the use of glitter, rice, confetti, beads, bird seed, artificial flowers (grounds only), sparklers, fireworks, non-biodegradable items, or helium balloons. The releasing of balloons, throwing, setting off, or placing of non-biodegradable items, or anything that can lead to litter in the Gardens are strictly prohibited. Candles must be battery operated and are permitted in indoor and outdoor spaces. We do not allow anything to be affixed to surfaces; all décor must be free-standing. Décor and lighting may not be suspended from plants or trees, put in pots, beds, hanging plants, or in the ground. Plants and floral displays may not be moved, removed, changed, touched, modified, or compromised in any way. All doors to mechanical rooms, storage rooms, emergency exits, and offices must be kept clear at all times.

FOOD AND BEVERAGE

There are no restrictions on catering for your event. You may use a caterer of your choice or bring in food from restaurants or your home. A list of food and alcohol caterers is available and can be requested from the Events Coordinator. If alcohol is being delivered to the Gardens, the caterer or Client must be on site to accept the delivery; the Gardens will not accept any alcohol deliveries. Clients and vendors must comply with all posted rules and regulations in the kitchens; the client will be billed for damages.

ALCOHOL POLICY

Serving of alcoholic beverages at the Botanic Gardens requires a permit from the City Clerk's office. The type of permit needed depends on the needs of the event. Please contact the City Clerk's office to discuss options and permit types. Website: <https://www.cheyennecity.org/Your-Government/Departments/City-Clerk>, Email: cityclerk@cheyennecity.org, Telephone: 307-638-4340, Location: 2021 O'Neil Ave. Room 101.

MUSIC AND ENTERTAINMENT

Indoor music is allowed in the Grand Conservatory building through the Gardens' audio system or professionally installed portable system. No permit is required for indoor music. Outdoor events with amplified sound must obtain a noise permit from the City Clerk's Office and may not begin playing amplified sound outdoors until 5 p.m. Cheyenne Botanic Gardens Staff reserves the right to request the lowering of volume for any reason deemed necessary.

PERMITS

Permits must be presented to the Gardens Staff at the time of the event and displayed in full view. Alcohol Consumption Permits and Noise permits obtained from the City Clerk's Office are only available no sooner than 60 days prior to your event. Permits generally take five business days to process and all permits end at 10 p.m. on the date permitted.

PHOTOGRAPHY POLICY

A reservation and fee are required for posed photography inside the Grand Conservatory building. You must pay a flat fee of \$50 per one-hour time slot in the Conservatory and it must be scheduled with the Events Coordinator. Photography on the grounds or in the Children's Village area is free. All other photography falls under our public photo policy and must be scheduled between 9 a.m. and 10 a.m. Tuesday through Saturday.

BOTANIC GARDENS POLICIES (continued)

BRIDE'S ROOM/BOARD ROOM

Clients and guests may only change in the Bride's Room or Board Room which must be rented in advance. You may not change your clothes in restroom facilities. All items must be removed from the Bride's Room and Board Room at the end of the rental time.

PARKING

Free public parking is available in the Cheyenne Botanic Gardens main lot which is located on the Southwest side of the Grand Conservatory. In addition, there is free parking in the designated parking areas around Lions Park. Parking is open to the public, and therefore not guaranteed. If you are planning a large event, consider other alternatives for parking or ridesharing to avoid any issues on your event day.

PUBLIC AREAS

The Cheyenne Botanic Gardens is a public facility with scheduled operating hours. The lobbies, balcony areas, conservatory, general grounds, and parking lots are considered public and not under Client control. All requests to utilize public areas for registration, special exhibits or displays, etc. require approval at least 2 weeks in advance of the contracted event date.

GUEST CONDUCT

All guests of the client are required to follow all the rules as stated in the Contract, and it is the responsibility of the client to convey that information to them. All minors must always be supervised by an adult aged 18 or older whether on the grounds, in the buildings, or in the Children's Village.

PET POLICY

No pets are allowed inside the Grand Conservatory building. Service animals are permitted. Pets are allowed on the Grounds and in the Children's Village on a 6-foot leash.

TENTS

Placement of tents, canopies, or shade umbrellas on the grounds or patios of the Gardens must be pre-approved at least seven (7) days before the event. The Solar Patio tent anchors can accommodate a 20' x 30' tent.

SMOKING

In concurrence with the City of Cheyenne smoking ordinance, smoking of any kind (including e-cigarettes) is not permitted on the Cheyenne Botanic Gardens facilities or grounds, including all outdoor event spaces, parking lots, sidewalks, and green spaces. We ask for your cooperation by informing service contractors, invited guests, and those connected to your event of this policy.

EVENTS COORDINATOR, CBG STAFF, AND VOLUNTEERS

The Cheyenne Botanic Gardens Events Coordinator is dedicated to facilitating event rentals. She is responsible for opening and closing the site rented at designated times, as well as setup and teardown of tables, chairs, and equipment included in the rental. She will assure adherence to all policies and procedures stated in this document and the Contract. She may also be present during the event to help with any facility related needs. The Events Coordinator, Gardens Staff, or volunteers may monitor event activities, and have the authority to enforce Contract rules. The Events Coordinator or Event Assistants can institute fees or cancel an event Contract at any time if the Client does not honor Contract provisions, city ordinance, laws, or regulations.

CLIENT REPRESENTATIVE

We strongly encourage you to hire or appoint a representative (i.e., wedding planner, trusted friend, or family member) to manage details during your event. On the day of the event, this appointed representative will work with the Gardens staff to ensure vendors and guests are following timelines and regulations and help with day-of activities.

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