Facility Rentals

The North Carolina Arboretum | Asheville
NCArboretum.org | rentals@ncarboretum.org

Education Center Auditorium
Room partition opens into lobby. Access to veranda filled with rocking chairs and lovely views of our Plants of Promise Garden.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Seated</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>200</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

Baker Exhibit Center Lobby
Spectacular wooden beamed ceilings, bright beautiful windows and fireplace.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Seated</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>130 - 150</td>
<td>After 5:00 PM</td>
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</tbody>
</table>
Bistro Courtyard

Bistro featuring two levels and a built-in stage. Set up as is with metal bistro tables. Small adjustments to set up permitted.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Seated</th>
<th>Start Time</th>
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<tbody>
<tr>
<td></td>
<td>-</td>
<td>After 4:00 PM</td>
</tr>
<tr>
<td></td>
<td>50-100</td>
<td></td>
</tr>
</tbody>
</table>

Outdoor Amphitheater

Flagstone stage area with built in seating nestled near the edge of the forest.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>200</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>
Blue Ridge Court

Mountain views and large pool featuring the only statue of Frederick Law Olmsted – Father of Landscape Architecture.

<table>
<thead>
<tr>
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<th>Seated</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>200</td>
<td>After 5:00 PM</td>
</tr>
</tbody>
</table>

Entrance Plaza

Adjacent to our Education Center. Colorful seasonal plants, water features representing regional pools, cascades and waterfalls.

<table>
<thead>
<tr>
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<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>200</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>
Heritage Garden

Wooden pavilions alongside cultivated gardens featuring plants used in regional medicinal and craft industries.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Seated</th>
<th>Start Time</th>
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</thead>
<tbody>
<tr>
<td>150</td>
<td>100</td>
<td>After 5:00 PM</td>
</tr>
</tbody>
</table>

Events Lawn

Open lawn adjacent to Baker Exhibit Center featuring sweeps of perennial and seasonal plantings and views of our stunning exhibit greenhouse.

<table>
<thead>
<tr>
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<th>Seated</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>130 - 150</td>
<td>After 5:00 PM</td>
</tr>
</tbody>
</table>
Rates listed are base rates. Depending upon the scope and complexity of your event, additional staffing may be required, which would result in a rate increase. Your coordinator will discuss any rate changes with you in advance.

<table>
<thead>
<tr>
<th>Site</th>
<th>Monday - Thursday</th>
<th>Friday - Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td><em>Includes built-in A/V system</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baker Exhibit Center Lobby or Bistro Courtyard</td>
<td>$1,250</td>
<td>$1,750</td>
</tr>
<tr>
<td><em>Courtyard includes rain plan and built-in stage</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Amphitheater, Blue Ridge Court, Entrance Plaza or Heritage Garden</td>
<td>$1,500</td>
<td>$2,000</td>
</tr>
<tr>
<td><em>Includes rain plan</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Lawn</td>
<td>$2,000</td>
<td>$2,500</td>
</tr>
<tr>
<td><em>Includes overhead bistro-style lighting and rain plan</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the event of inclement weather TNCA is closed as a matter of policy. Events affected by inclement weather will be rescheduled at no additional cost.

Break-out spaces available. Package rates available for use of multiple sites.

Please contact Events Coordinator to build a custom package.
### AVAILABLE RENTAL ITEMS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LOCATION</th>
<th>AMOUNT</th>
<th>SIZE</th>
<th>PRICING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cord/Power</td>
<td>-</td>
<td>6</td>
<td>25'</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tabletop Podium</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>$10.00</td>
</tr>
<tr>
<td>Small Podium</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>$25.00</td>
</tr>
<tr>
<td>Flip Chart/Markers</td>
<td>-</td>
<td>3</td>
<td>-</td>
<td>$15.00</td>
</tr>
<tr>
<td>Large Metal Easels</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td>$5.00</td>
</tr>
<tr>
<td>Microphones</td>
<td>Auditorium</td>
<td>3</td>
<td>-</td>
<td>$50.00</td>
</tr>
<tr>
<td>Auditorium A/V System</td>
<td>Auditorium</td>
<td>1</td>
<td>-</td>
<td>$175.00</td>
</tr>
<tr>
<td>A/V Cart</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td>$100.00</td>
</tr>
<tr>
<td>Half Stage</td>
<td>Auditorium</td>
<td>1</td>
<td>6’ x 8’</td>
<td>$250.00</td>
</tr>
<tr>
<td>Full Stage</td>
<td>Auditorium</td>
<td>1</td>
<td>6’ x 16’</td>
<td>$500.00</td>
</tr>
<tr>
<td>Television</td>
<td>Education Center</td>
<td>1</td>
<td>60”</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Wi-Fi and projector screens included with space rental.

Audio/Visual technicians will not be on site after 3:30 PM.

Client is responsible for renting tables and chairs if guest count exceeds Arboretum inventory.

Client will be charged a $50.00 movement fee if tables and chairs are rearranged after set up has already been completed.
2018-2019 FACILITY RENTAL INFO

VENDOR LIST

Preferred Caterers
Colorful Palate ● 828.684.7470 ● www.colorfulpalate.com
Celine and Company ● 828.254.9902 ● www.celineandcompany.com
Catering by Corey ● 828.494.9556 ● www.cateringbycorey.org
Smash Events ● 786.338.3655 ● www.smasheventsinc.com

Rentals
Classic Event Rental ● 828.255.2230 ● www.classiceventrental.com
East West Vintage Rentals ● 828.230.0377 ● www.eastwestvintagerentals.com
Rental Me This ● 828.505.3434 ● www.rentalmethis.com

Staffing
Cordial & Craft ● 828.316.1502 ● www.cordialandcraft.com
Golden Girls Events Staffing ● www.goldengirlseventsstaffing.squarespace.com
Blue Ridge Event Staffing ● 828.357.4323 ● www.blueridgeeventstaffing.com

Floral & Décor
Blue Ridge Blooms ● 828.216.4175 ● www.blueridgeblooms.com
Flora ● 828.252.8888 ● www.floraevents.com
Flowers by Larry ● 828.698.5060 ● www.flowersbylarry.com
Shady Grove Flowers ● 828.236.1713 ● www.shadygroveflowers.com
Urban Farm Girl ● 828.989.0824 ● www.urbanfarmgirlflowers.com

Bakeries
50/Fifty ● 828.280.2184 ● www.50fiftyheartofdessert.com
Short Street Cakes ● 828.505.4822 ● www.shortstreetcakes.com
Sweet Elegance ● 828.222.6242 ● www.sweetelegancecakes.com

Entertainment
Bright Light Entertainment ● 828.606.6645 ● www.brightlightdj.com
Café String Quartet ● 828.582.2297 ● www.cafestringquartet.com
Deans’ Duets ● 828.308.1477 ● www.deansduets.com
Spintastic Sounds ● 828.699.7686 ● www.spintasticsounds.com

Event Planning & Coordination
Party Envy ● 828.779.4816 ● www.party-envy.com
Smash Events ● 786.338.3655 ● www.smasheventsinc.com
Events By Kiersa ● 828.606.9659 ● www.asheville-events.com

Updated 9/12/18 MR
FACILITY RENTAL FAQ

GENERAL QUESTIONS

CAN I TOUR THE PROPERTY WITHOUT AN APPOINTMENT?
No. The gatehouse will not provide complimentary access to the property without a scheduled appointment with a TNCA Events Coordinator. Please contact rentals@ncarboretum.org or 828-665-2492 ext. 235 to schedule a tour.

WHAT IS INCLUDED WITH MY FACILITY RENTAL?
- Rain plan location determined by TNCA Events Coordinator.
- 1 TNCA Events Coordinator on site during event to assist with facility logistics.
- Assorted tables and natural wood folding chairs with padded seats.
- Set up and break down of all TNCA owned tables, chairs, and rental equipment.
- Limited directional signage. (typically 2-3 signs from parking lot to event site)
- Complimentary parking.

WHAT IF IT RAINS?
A rain plan location is selected by TNCA Events Coordinator and determined by guest count and building availability. Final call for movement indoors is made by TNCA Events Coordinator at 12:00 PM on the day of the event based on up to date weather forecast. The meeting organizer or event coordinator will be notified immediately should a location change occur.

HOW DO I SECURE A DATE?
In order to secure a Facility Rental date, TNCA requires a 50% deposit of the total facility rental usage fee, a $1,500 refundable security deposit, final site selections, guest count, and signed copies of TNCA’s Facility Rental Agreement. The final remaining balance is due within sixty (60) days of the scheduled event.

TNCA accepts cash, check, American Express, MasterCard, Visa and Discover. Checks should be made payable to The North Carolina Arboretum Society.

WHAT IF I DON’T KNOW MY FINAL GUEST COUNT AT BOOKING?
A guest count estimate must be provided at the time of booking to determine appropriate event sites and rain plan location.
GENERAL QUESTIONS (CONT’D)

ARE CHILDREN CONSIDERED PART OF MY GUEST COUNT?
Yes.

DO YOU HAVE LODGING RECOMMENDATIONS?
A TNCA Events Coordinator can provide an area list of lodging options.

WILL THE GENERAL PUBLIC HAVE ACCESS TO MY EVENT SITE?
Our property is open to the public during the following times:
November – March 8:00 AM – 7:00 PM, gate closes at 6:00 PM
April – October 8:00 AM – 9:00 PM, gate closes at 8:00 PM

TNCA Event Staff places appropriate signage surrounding your selected sites and monitors general public activity to keep your event as private as possible.

DO I NEED SPECIAL EVENT INSURANCE?
Liability Insurance is required for the event with a minimum coverage of $1,000,000.00 required. The insured party must be the client being billed for the event. If you do not have a Certificate of Liability Insurance, coverage can be provided under TNCA’s blanket policy for $75.00.

CAN OUR GROUP HOST A FUNDRAISER?
Groups are welcome to host fundraisers on Arboretum property. The 25% non-profit discount does not apply to fundraisers.
FACILITY QUESTIONS

IS TENTING PERMITTED?
If tenting is desired, the Arboretum will submit for a proposal for executive approval, determine appropriate tent size, contract the vendor, manage installation/breakdown timeline, and invoice the client.

HOW MANY TABLES DO YOU HAVE?
A TNCA Events Coordinator can provide an inventory/rental list.

ARE PETS PERMITTED AT FACILITY RENTAL EVENTS?
Only service animals, as permitted by law, are allowed in TNCA buildings. TNCA gardens and trails are dog friendly. Dogs must be on a leash at all times. Owners must clean up after their pets.

IS SMOKING PERMITTED?
TNCA facilities are smoke free environments. Smoking is permitted in designated areas only.

IS THE FACILITY HANDICAP ACCESSIBLE?
Yes, a TNCA Events Coordinator can provide a map of handicap accessible routes per your selected event sites.

IS THERE RESTROOM ACCESS IN THE GARDENS?
Guests attending outdoor events will be directed to the building closest to the outdoor event site(s). All TNCA restrooms are handicap accessible.

CAN I LEAVE PERSONAL ITEMS FOR PICK UP AFTER THE EVENT?
No, all items must be taken off property directly following the contracted event end time.
TIMING/ARRIVAL QUESTIONS

AT WHAT TIMES CAN MY EVENT TAKE PLACE?
Facility Rental events are available during daytime hours in only two sites – the Auditorium and the Outdoor Events Amphitheater. Facility Rentals in all other available sites must begin at 5:00 PM or later. All Facility rentals must end by 9PM.

All events must begin prior to posted TNCA incoming property gate closure times. Guests and vendors will not be granted access to the property once the incoming gate has closed. The exit gate will remain open until your events contracted end time.

November – March  
Incoming gate closes at 6:00 PM

April – October  
Incoming gate closes at 8:00 PM

CAN OUR EVENT END LATER THAN 9:00 PM?
Extensions require prior approval from a TNCA Events Coordinator and will be billed at $100.00/half hour.

WHEN WILL I HAVE ACCESS TO THE PROPERTY?
Facility Rental organizers and vendors are permitted on site 2 hours prior to event start time on the day of their event. All other guests of your event will not be permitted on site prior to your contracted event start time.

HOW DO MY GUESTS GET THROUGH THE GATEHOUSE?
Your guests simply need to alert the gatehouse attendant they are attending your event and they will be permitted onto the property free of charge.

CAN GUESTS ARRIVE EARLY TO EXPLORE THE ARBORETUM?
Guests are permitted on site with complimentary parking to explore the Arboretum no more than 1 hour prior to your contracted event start time. Guests arriving earlier will be charged appropriate parking fee.

CAN CARS BE LEFT OVERNIGHT?
No. Overnight parking is not permitted on TNCA property.

Updated 9/12/18 MR
DOES TNCA HAVE ONSITE CATERING?
We have a café on site that you may contact directly regarding your catering needs – Bent Creek Bistro, operated by The Colorful Palate Catering. Phone: (828)412-8584, Email: bcbistro@ncarboretum.org. This is the preferred caterer for all Meeting Rentals. Use of another caterer for your event will result in a $2/person external catering fee.

CAN WE BRING OUR OWN FOOD?
All food served to attendees/guests of your event must be pre-packaged or prepared by a licensed caterer. No potluck/home-cooked dishes are to be served. However, it is permitted for your attendees to bring their own lunches from home.

CAN I USE A CATERER NOT ON THE PREFERRED VENDOR LIST?
Yes, however there is a $2.00/per person external catering fee.

ARE FOOD TRUCKS PERMITTED?
Food trucks are permitted on a case by case basis with parking locations determined by a TNCA Events Coordinator and Campus Police.

WHEN WILL VENDORS HAVE ACCESS TO THE PROPERTY?
Vendors participating in evening Facility Rentals are permitted on site 2 hours prior to event start time. Please refer to your facility rental agreement for final access times. Vendors will not be permitted on site prior to the contracted access time.

CAN MY VENDORS HAVE EXTRA SET UP TIME?
Extra set up time for vendors participating in Facility Rentals is available on a case by case basis determined by TNCA Events Coordinator and billed upon approval at $250.00/hour.

DOES THE ARBORETUM OFFER LINEN RENTALS?
No.

ARE THERE OUTLETS FOR VENDOR PLUG INS?
Yes, a TNCA Events Coordinator can provide an electrical diagram directly to your vendors.

ARE OPEN FLAMES PERMITTED?
Open flame candles are permitted for indoor/outdoor use and must be fully immersed (including flame) in a glass votive/container. Tiki torches, fireworks, and sparklers are not permitted.
ALCOHOL QUESTIONS

ALL EVENTS SERVING ALCOHOL MUST SIGN TNCA ALCOHOL AGREEMENT AND SELECT A BAR SERVICE PACKAGE.

WHAT IS PERMITTED FOR BAR SERVICE?
Beer, wine and champagne only. Homebrews, fortified wines, and liquor are not permitted.

WHO PROVIDES THE ALCOHOL?
Alcohol is to be provided by TNCA. TNCA staff can provide a pricing list.

WHO SERVES THE ALCOHOL?
All alcohol will be served by bartenders provided through a TNCA Bar Service Package.

WHEN CAN BAR SERVICE BEGIN?
Varies by location. Please discuss with your TNCA Coordinator.

WHEN DOES BAR SERVICE NEED TO END?
All bars must close half hour before event end time.

DO YOU CHECK IDS?
Yes, as required by law. TNCA reserves the right to check identification as well as refuse service to anyone showing signs of extreme intoxication.

ARE CASH BARS ALLOWED?
No, we do not permit cash bars.