

# **Event Pricing 2024**

## **Event Room - \$595**

- Minimum deposit is \$300 (comes out of \$595)
- Capacity of 40 people depending on seating arrangement

## **Gallery - \$695**

- Minimum deposit is \$300 (comes out of \$695)
- Capacity of 80 people about 10 tables
- Catering Kitchen if needed

## **Ballroom - \$1500**

- Minimum deposit is \$500 (comes out of \$1500)
- Capacity of 216 about 27 tables with dance floor 200 people (dance floor 15X15)
- Warming Kitchen if needed

## **Entrance Patio - \$725**

- Minimum Deposit is \$300 (comes out of the \$725)
- Capacity of 80 people about 10 tables
- Catering Kitchen if needed

## **Sybil B. Harrington Terrace - \$400**

- Minimum Deposit \$200 (comes out of the \$400)
- Capacity 64 people 8 tables
- Catering Kitchen if needed

## **Conservatory Atrium - \$500**

- Minimum Deposit \$250 (comes out of the \$500)
- Capacity 64 people about 8 tables

### Wedding Lawn - \$1,000

- Minimum deposit \$500 (comes out of 1,000)
- Capacity of 200 people (25, 120” round tables) stadium seating about 300 people

### Amphitheater - \$1500

- Minimum deposit is \$500 (comes out of 1500)
- Capacity of 320 people at tables (40 60” rounds – on the grass tiers & patio)  
No table seating 600 people

### Japanese Tea House - \$395

- Minimum Deposit \$190 (comes out of the \$395)
- Capacity 20 people Banquet style (4) 6ft tables

### Pavilion & Learning Garden - \$700

- Minimum Deposit \$300 (comes out of the \$700)
- Pavilion Capacity 32 people (4) tables of 8
- Capacity 96 people (depending on event type) (12) tables of 8

### Wedding Proposals (requires setup):

-During Business Hours - \$100.00

-After Hours - \$200.00

### Mini Weddings (No setup required):

-During business hours - \$200.00

-After business hours - \$300.00

***\*Event Rentals during business hours: 20% off original rental price***

**\*\*All outdoor spaces are offered with an Inside backup in case of weather conflicts if indoor spaces are available\*\***

**Tables in stock**

- 60-inch Round - 33
- 6ft rectangular - 25
- 8ft rectangular – 12

**Extra Rentals**

**Tablecloths Pricing - Per Cloth**

- Round (120-inch) - \$16 per table
- 6ft -\$19 per table
- 8ft -\$22 per table
- Black or white color options
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**Audio / Visual Equipment - \$50.00**

- 2 Bluetooth Speakers | Microphone

**Dance Floor Rental - \$400.00**

**Security - \$36/hr. + \$50 booking fee**

- 2 guards (minimum of 4 hrs.)

## **Booking Details**

### **Terms and Policies:**

**1. Minimum nonrefundable deposit is required at the signing of the contract.**

**\*Amarillo Botanical Gardens will not hold a date or venue location without a minimum deposit payment beforehand. All prices listed on this document are for events after normal business hours. Venue prices during business hours will vary depending on location.**

**2. Balance Due – total balance of rental is due 30 days prior to the event date. Failure to meet the payment and/or any other paperwork deadline renders this rental contract null, and void and the room space will not be available to renter and no monies will be refunded.**

**3. Cancellations / Refunds / Rescheduling / Returned checks – Notice of any event cancellation or rescheduling MUST BE IN WRITING.**

- **If rescheduled, the deposit is transferable to the new date, if available, when written notice is received no less than 60 days prior to the original reserved date. When canceling, the deposit is non-refundable.**
- **The room deposit is non-refundable or transferable if there is insufficient notice.**
- **No refunds are given for spaces not used due to weather issues, renters are allowed to use an indoor space instead without any additional fees or credits.**
- **Checks returned due to insufficient funds will result in an additional \$50 fee to be paid by Renter.**