

Other Information:

No Smoking Policy:

No smoking allowed in the building or in the outside garden area, per Title #27, section #658 of Tulsa City Ordinance.

Parking:

Parking must be contained to the LG and Learning Center lot, or Woodward Park lot. TGC and THS parking lots cannot be used.

Outside caterers are welcome with Event Coordinator approval. A Recommended Caterer list is available.

Alcohol is permitted in the building, if served by a state-licensed bartender. No self-serve is allowed.

A Security Guard is scheduled if alcohol is served at your event. Those fees are included in the rental fee.



Party Perfect Linens & Event Rental is THE EXCLUSIVE RENTAL PROVIDER for all TGC and Linnaeus Garden events. Any linens, china, glassware, flatware, chairs, tables, furniture, or additional items you, your caterer, or your decorator wish to rent for your LG event must be rented from Party Perfect Linens.

www.partyperfectlinens.com

or call 918-258-7368



Tulsa Garden Center Office Hours:

Tuesday-Saturday:
9:00 am - 4:00 pm

Sunday and Monday:
Closed

Linnaeus Garden is open to the public
March—December
Tuesday—Saturday 9:00am-4:00pm
and
Sunday 1:00pm-4:00pm
(Mother's Day weekend—Labor Day weekend)

The Peggy Helmerich Horticulture Center building is NOT available for private rental events.



Please contact Event Coordinator for more information or to schedule a visit.

EMAIL:

events@tulsagardencenter.com



T U L S A
G A R D E N
C E N T E R



Linnaeus Teaching Gardens

Rental and Event Planning



Janet Gaither
(918) 746-5133
events@tulsagardencenter.com

(Please email for quickest response.)



2435 S. Peoria Ave
Tulsa, Oklahoma 74114



Garden & Barn Accommodations:



The Linnaeus Garden is an outdoor garden venue more suitable for standing cocktail receptions and smaller intimate dinners than seated banquets or buffets. The Barn in the garden does provide some shelter in the event of inclement weather, but is not suited for, nor large enough to accommodate, seated dining or large inside dancing areas.

The Barn does have men's and ladies restrooms available for your guests.

There is also a small kitchenette. (Only a refrigerator, sink & microwave are available.)

The 2nd floor classroom may be used briefly for a bridal dressing area, but it cannot be used for any other purpose. The 2nd floor is NOT handicap accessible.

Client and/or Caterer will be billed \$25/hr for any rules not followed, i.e. clean-up not finished, trash left, etc.

Damages to LG plants, structures, or buildings will be billed to client at actual cost of repair & labor.



Pricing and Contract Details:

Parties, or Ceremony plus Reception
6 hr block of time (5:00pm-11:00pm) \$ 1,200.00

Ceremonies only
3 hr block of time \$ 600.00
(No food or drink service involved.)

**No early entry is possible for any reason.
Garden is opened at 5:00pm for you to set-up.**

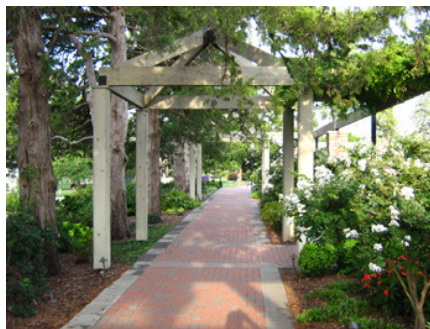
No Rentals available on Mondays

Tuesday – Sunday PM only 5:00p – 11:00p

Sunday daytime events are possible only from Labor Day (September) thru Mother's Day (May)

Maximum capacity: 75 standing
(NO EXCEPTIONS)

** Non-profit rates are available upon request **



Signed contract plus a down payment of half the total rental fee is required to reserve a date.

The down payment is non-refundable and non-transferable.

Events scheduled on Holiday weekends (Fri, Sat, Sun) require an additional \$300.00 charge for Holiday Labor.

Reception and Party Information:

No Curfew Waiver past 11:00pm.
All 6 hour events to end by 10:00pm.
(1 hr clean-up from 10:00p-11:00p)

Two 6 ft x 30" banquet tables are available for your use. There are also up to 50 gray metal folding chairs that may be used, if requested.

Any other chairs & tables needed must be rented. Smaller tables are suggested due to space limitations.

You, or your caterer, are responsible for set-up & take-down of all tables & chairs in the Barn or out in the garden, and clean up of food / bar items within your contract time. All trash must be placed in bins outside kitchen door area.

No decorations other than flowers or candles. (Usual candle rules apply – all candles & votives must be in glass / metal containers.) No tents, hanging lights, draping, and no open flame torches are allowed.

Garden & Barn are to be used "AS IS".

NO amplified music or DJ's allowed outside. (Due to close proximity of neighborhood homes.)

Only butterfly, balloon, or dove release are allowed.

NO other items are allowed to be tossed or strewn in the garden or Entry walkway.

Due to liability issues and park ordinances, the fireplace and outside kitchen grill cannot be used. There are no exceptions.

If any furniture, benches, pots, plants, etc. are moved in the garden or Barn, they must be moved back to their original location at the end of event.

