



A Project of Tulsa Garden Center



2435 South Peoria Ave, Tulsa, OK 74114

## Tulsa Garden Center's Linnaeus Teaching Garden & Barn Rental Guidelines

The Linnaeus Garden & Barn is an outdoor garden venue more suitable for small ceremonies, 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. The Barn has air-conditioning & heating. There is also a small kitchenette. (Only a refrigerator, sink & microwave are available.) The 2<sup>nd</sup> floor storage room may be used for a bridal dressing area-if needed, but it cannot be used for any other purpose.

There can be **NO** butane or propane cookers or smokers used on these grounds. Also, **NO** wood or charcoal grilling, open flame cooking, frying or sautéing is allowed. Caterers can use Sterno cans to keep food in chafers warm. The outdoor kitchen area (grill & fireplace) in the garden is not available for use during an event.

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

**ABSOLUTELY NO SMOKING & NO PETS** are allowed within the gated garden area.

Any alcohol must be served by a state-licensed bartender. Self-serve alcohol is not allowed. Bartender must not be a relative, friend or guest. **NO EXCEPTIONS!!!!**

1. No early entry is possible for any reason, except on Sundays when the Garden is closed to the public (during the months of Sept-December and March-May).
2. No Curfew Waiver past 11:00pm. **All 6 hour events to end by 10:00pm.**  
(1 hr clean-up from 10:00p-11:00p). (Due to close proximity of neighborhood homes.)
3. 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. There are several small black patio tables with chairs throughout the garden that may be used. Any other chairs & tables needed must be rented. Smaller tables are suggested due to space limitations.
4. You, or your caterer, are responsible for all set-up & take-down of all tables & chairs in the Barn or out in the garden, and clean up of food / bar items. All trash must be placed in bins outside kitchen door area.
5. No decorations other than flowers or candles. (Usual candle rules apply – all candles & votives must be in glass / metal containers.) No tents, hanging draperies, and no open flame torches are allowed. Garden & Barn are to be used "AS IS". Contents of Barn cannot be moved out.
6. **NO** amplified music or DJ's allowed outside. Acoustic guitars, any string instruments or woodwinds, and keyboards are allowed. (Due to close proximity of neighborhood homes.) Amplified music is allowed within the BARN building.

7. Only butterfly, latex balloons, or dove release are allowed. **NO other items are allowed to be tossed or strewn in the garden. Sparklers or any type of fireworks are not allowed.**
8. The waterfall, fountains & any other water feature within the garden cannot be turned off.
9. Due to liability issues and park ordinances, the fireplace and outside kitchen grill cannot be used. There are no exceptions.
10. Parking must be contained to the LG and Learning Center lot, or Woodward Park lot. TGC and THS parking lots cannot be used.
11. Rental deliveries are allowed only on the day of the event. Sunday events may have deliveries on Saturday morning if needed.
12. 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.
13. Client and/or Caterer will be billed \$25/hr for excessive clean-up, i.e. clean-up not finished, trash left, furniture or plants not moved back into position, etc.
14. Client must sign Rules, and will be responsible for any damage. Damages to LG plants, structures, garden & overhead lighting, or buildings will be billed to client at actual cost of repair & labor.

Client acknowledges receipt of these rules and guidelines, and agrees to comply with all Tulsa Garden Center and Linnaeus Garden policies.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**Party Perfect Linens & Event Rental is  
THE EXCLUSIVE RENTAL PROVIDER  
for all Tulsa Garden Center & 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 Linnaeus Garden event must be rented from Party Perfect Linens.

[www.partyperfectlinens.com](http://www.partyperfectlinens.com) or call 918-258-7368