



P O W E L L
G A R D E N S

Welcome to Powell Gardens

On behalf of Powell Gardens, I would like to thank you for inquiring about our rental facilities. I believe you will find the unique setting of our botanical garden as the perfect place for your most special event.

Set among 915 acres of lush rolling hills, Powell Gardens encompasses display gardens, nature trails, lakes, ponds, and native plantings of grasses, trees, and wildflowers. Our mission is to provide an enjoyable and educational experience.

In addition to being a gardening enthusiast's dream, Powell Gardens offers some of the most unique contemporary architecture in the area. In April of 1996, Powell Gardens opened the Marjorie Powell Allen Chapel, designed by Fay Jones. Jones is a native of Arkansas and is famous for his Thorncrown Chapel in Eureka Springs, Arkansas. In addition to the Chapel, he designed the Visitor Education Center and the Meadow Pavilion. Linking the Visitor Education Center to the major garden attractions is Powell Gardens' Island Garden, the largest water garden in the region. This splendid development is the epicenter of the Gardens, offering spectacular views of the surrounding land, fragrance filled breezes, pools with cascading waterfalls and a grand display of water plants. All other structures blend with the serene and natural surroundings of the Gardens.

The newest addition "Heartland Harvest Garden" is now open. This spectacular garden showcases gorgeous food plants, distinct gardens, including a Quilt Gardens with an observation deck, a grape vineyard, kitchen garden and apple and peach spirals!

Again, thank you for your interest in Powell Gardens. Enclosed is a variety of information that outlines all of our facilities, rates, and times of availability. Please feel free to visit our website at www.powellgardens.org to see an overview map and photographs of our gardens and facilities. If you have any other questions that have not been addressed in this packet, please call (816)697-2600, Extension 228, or send your email to rentals@eventsatpowell.org. If you wish to meet to view the facilities, it is necessary that you make an appointment.

Sincerely,
Sam (Sandra) Haught
Facilities Rental Coordinator Manager

POWELL GARDENS RENTAL PROGRAM

FACILITY USE AGREEMENT

This agreement is entered into by Powell Gardens, Inc. and

Company Name

Company Representative

Above renter is authorized to use the following facilities at the time and for the purpose specified:

Date: ____/____/____ *Time: _____ **Facility: _____

- The time you stated here is your contracted rental time. Under no circumstances are you to arrive early or stay late. Rental times are based on public hours and other rental contracts. Please initial here_____.
- Your event is limited to the facility rented. Please beware that another rental event may be occurring in another area at the same time. Unless you have specifically rented the entire facility, it is not available for your use. Please initial here_____.
- Powell Gardens name and/or logo is not to be used or reproduced in any advertising, promotions, or signage without written permission._____.

Number of Guests: _____ Audio Visual Needs: _____

The following expenses will be billed to the renter:

Rental Fee: _____ Due By: ____/____/____

The undersigned acknowledges and understands:

- A. The rental procedures and regulations to those terms and conditions.
- B. The rental agreement is non-assignable.

Company Representative Signature

____/____/____
Date

Address

Day Phone

City, State, Zip

E-Mail Address

Your rental date is not confirmed until you have received a copy of this agreement signed by a Powell Gardens' representative

Powell Gardens Representative

____/____/____
Date

THE COMMUNITY ROOM

Can be used for:

- Board Meetings
- Staff Retreats
- Workshops
- Retreats
- Small receptions or dinners

Capacity:

- Conference table and chairs for up to 35 people
- Square footage: 800'

Features:

- 32" Television
- VCR Player
- Large conference table and 35 chairs

Fees:

- Day \$75.00 per hour (2 hour minimum)
- Evening \$100.00 per hour (2 hour minimum)
- Daily rate \$350.00
- Not – for – Profit rates are available

THE MULTIPURPOSE ROOM

How this room can be used:

- Conference Room
- Large lecture hall using the entire room
- Divided in half into smaller rooms for lectures, seminars, and classes
- Reception area for special events such as parties, anniversaries, and dinners

Capacity:

- Theater style seating 175 guests
- Classroom style seating 75 guests
- Cocktail reception 120 guests
- Sit down dinner 100 guests
- Buffet style 120 guest
- Square footage 2048'
- Dimensions 64' x 32'

Features:

- Sound system with cassette and compact disc capabilities
- Audio system with lapel microphone and hand held microphones
- Recessed 10' x 10' projection screens on each end of the room
- 32" T.V. and VCR player
- Tables and chairs for 120 guests

Fees:

- Day Full Room \$100.00 per hour (2 hour minimum)
- Day rate for half Room \$ 75.00 per hour (2 hour minimum)
- Daily rate for full room \$600.00
- Daily rate for half room \$400.00
- Call for evening rates (*based on the evening of the week*)
- Not – for – Profit rates are available

THE GRAND HALL AND CONSERVATORY

How this room can be used:

- Lecture hall using the entire room
- Reception area for special events such as parties, anniversaries, and dinners

Capacity:

- | | | | |
|-------------------------|------------|----------------------|--|
| • Theater style seating | 200 guests | • Cocktail reception | 150 guests/200 w/o chairs/tables for all |
| • Sit down dinner | 125 guests | • Holiday Capacity | 75 guests |
| • Buffet | 150 guests | | |

Features:

- Large, spacious room with two wood burning fireplaces
(*additional fee for fireplace use*)
- Breathtaking glass Conservatory with seasonal floral display
- Surrounding Terrace Gardens for outside seating and enjoyment
- Portable public address system
- Other audio/visual equipment upon request
- Tables and chairs for 150 guests

Fees:

- The Grand Hall and Conservatory are available for after hour events only.
- Rental fee is based on a four hour rental.
- Fees range from \$1000 - \$1500 depending on the day of the week and season.
- Not-for-profit rates are available.