



## Washington Park Arboretum Rental Space Descriptions & Details

Thank you for choosing the Graham Visitors Center for your function. Please be sure to read all information provided to you regarding usage of the Center in order to ensure a successful event. You are required to abide by all rules and regulations as set forth. Please make sure that everyone who will be involved in the set-up, service, and cleanup for your event is also aware of what is required of them.

All reservation requests must be made in writing to the Graham Visitor Center Building Coordinator. By returning the **Room Reservation Request** form by fax, mail, or in-person, you are initiating the reservation process. Your request will be reviewed and if approved, you will receive a confirmation by mail. You are also required to sign the **Social Event & Meeting Regulations** form in order to confirm that you have reviewed and agreed to the policies and procedures associated with the rental of the Graham Visitors Center. The written confirmation will include any fee payments and their due dates.

The Building Coordinator is available Monday through Friday from 8:00 a.m. until 5:00 p.m. to discuss rental availability and answer questions about planning events. If you wish to see the room ahead of time, you must call ahead and make an appointment: unscheduled visits almost always are turned away because the room is in use.

**Large Meeting Room:** This room is 26' x 42' (approximately 1092 sq.ft.) and has a legal capacity of 95 standing and 75 to 80 (maximum) in a full-service seating arrangement. The patio and arbors to the south and west, of the space are open to renters' use and are included in the rental fees. **Note:** the patio area significantly increases the capacity of the space, but in the case of inclement weather, the event would have to re-locate into the room because weather-proofing is not permitted anywhere in the patio or the park.

The room rental includes fourteen (14) rectangular tables that measure 6' x 2 ½' and 80 chairs (steel-frame, wood panels). The kitchen is equipped with a standard residential-sized oven and two burners, a microwave, a dishwasher, a large refrigerator (**w/o a freezer**), a pot for hot water and a restaurant-style coffee machine. We supply the renters with garbage cans, bags and cleaning supplies; all other materials (i.e. linens, coffee filters, plates, silverware, additional chairs and tables etc.) need to be brought in by the rental. There is NO restriction on catering.

**Small Conference Room:** This room is 15' x 10' and has a legal capacity of 10 people. The room has a round table (seats 8) and 10 chairs.

**A/V Equipment:**

- Slide & overhead projector w/ electronic screen
- Two whiteboard easels w/ paper pads & one large whiteboard
- Microphone & podium with built-in amplifier
- VCR & Monitor (\$25 per session)
- Laptop Computer (\$50 per session)
- LCD Projector (\$50 per session)