EVENTS WITH CEREMONIES:

- One-hour rehearsal the day before the event from 3-4 pm (location dependent on availability)
- One and a half hour photo shoot for a bridal portrait or engagement photo in advance of event (scheduled Monday Friday, 9 am 3:30 pm, with a Facility Events Coordinator and does not include a photographer)

WINTER WEDDING RECEPTIONS INCLUDE:

- Four hour rental time (6-10 pm)
- Two-hour setup and one-hour breakdown
- Additional hour option for evening rentals (10-11 pm for \$350)
- Our gift of a family membership for the couple
- Rehearsal dinner rental fee is discounted 50% with a booked ceremony and reception
- Celebrations Package available for luncheons, showers, and day after wedding brunch
- A signed contract and \$500 security deposit are required to secure a reservation
- We do not offer ceremony and reception options during GardenFest of Lights (late November early January)

Ceremony & Reception Options:

ROBINS VISITORS CENTER

Option 1: Groups up to 200 - Reception in the Robins Visitors Center

Option 2: Groups of 120 or less - Reception in the Robins Room Option 3: Groups of 80 or less - Reception in the Garden Café

OPTION 1

RECEPTION IN THE ROBINS VISITORS CENTER

CEREMONY IN THE MASSEY CONFERENCE CENTER AUDITORIUM

CAPACITY

Cocktail Reception: 200 Plated / Buffet Meal: 120

Ceremony & Reception Reception Only

Friday & Sunday \$3,500 \$3,000 Saturday \$4,000 \$3,500

CEREMONY RENTAL INCLUDES:

- Use of the Auditorium for a one hour ceremony (6-7 pm)
- Up to 200 Auditorium chairs
- Built-in audiovisual equipment includes rear-projector, glass screen, CD/DVD, VHS, auxiliary connection, and microphones
- Access to Kelly Education Center restrooms two hours prior to the ceremony for dressing rooms (the Azalea Room, located across the hall from the Auditorium, can be rented as a dressing area for an additional \$350 based on availability)

RECEPTION RENTAL INCLUDES:

- Robins Visitors Center (Atrium, Robins Room, Garden Café & Terraces) from 6-10 pm
- Robins Room up to 15 60" round tables, 12 6-foot rectangular tables, 120 chairs
- Garden Café up to 12 Café tables, 60 Café chairs
- Built-in audio equipment includes a 5-disc CD player, auxiliary connection, and microphones





OPTION 2

RECEPTION IN THE ROBINS ROOM

CEREMONY IN THE GARDEN CAFE

CAPACITY

Cocktail Reception: 64 Plated / Buffet Meal: 64 Add A/V: -24 guests

Ceremony & Reception Reception Only

Friday & Sunday \$2,200 \$1,800 Saturday \$2,400 \$2,000

CEREMONY RENTAL INCLUDES:

- Use of the Garden Café for a one hour ceremony (6-7 pm)
- Up to 60 Café chairs
- Access to the Robins Visitors Center restrooms two hours prior to the ceremony for dressing rooms

RECEPTION RENTAL INCLUDES:

- Robins Room from 6-10 pm
- Up to 8 60" round tables, 6 6-foot rectangular tables, 64 chairs
- Built-in audio equipment includes a 5-disc CD player, auxiliary connection, and microphones

OPTION 3

RECEPTION IN THE GARDEN CAFE

CEREMONY IN THE ROBINS ROOM

CAPACITY

Cocktail Reception: 64 Plated / Buffet Meal: 64 Add A/V: -24 guests

Ceremony and Reception Reception Only

Friday & Sunday \$2,200 \$1,800 Saturday \$2,400 \$2,000

CEREMONY RENTAL INCLUDES:

- Use of Robins Room for one hour ceremony (6-7 pm)
- 60 Robins Room chairs
- Access to the Robins Visitors Center restrooms two hours prior to the ceremony for dressing rooms

RECEPTION RENTAL INCLUDES:

- Garden Café from 6-10 pm
- Up to 12 round Café tables, 60 Café chairs, 6 6-foot rectangular tables



Reception Only Options:

ROBINS TEA HOUSE

CAPACITY

Plated / Buffet Meal: 50

Reception Only

Friday & Sunday \$1,200 Saturday \$1,500

RENTAL INCLUDES:

• Robins Tea House from 6-10 pm

• 14 Tea House tables, 60 Tea House chairs, 4 6-foot rectangular tables

• Built-in audio equipment includes a 5-disc CD player, auxiliary connection, & microphone

BLOEMENDAAL HOUSE

CAPACITY

Cocktail Reception: 60 Plated / Buffet Meal: 50

Reception Only

Friday & Sunday \$2,000 Saturday \$2,500

RENTAL INCLUDES:

• First floor of historic Bloemendaal House from 6-10 pm

• Up to 660" round tables, 46-foot rectangular tables, 48 chairs

KELLEY EDUCATION CENTER: MASSEY CONFERENCE CENTER

OPTION 1

AUDITORIUM

CAPACITY

Cocktail Reception: 250 Plated / Buffet Meal: 144

Reception Only

Friday & Sunday \$1,300 Saturday \$1,500

RENTAL INCLUDES:

• Auditorium from 6-10 pm

 Built-in audiovisual equipment includes rear-projector, glass screen, CD/DVD, VHS, microphones, and auxiliary connection

• Up to 18 60" round tables, 8 6-foot rectangular tables, 144 chairs









OPTION 2

AUDITORIUM & AZALEA ROOM

CAPACITY

Cocktail Reception: 300 Plated / Buffet Meal: 144

Reception Only

Friday & Sunday \$1,700 Saturday \$2,000



RENTAL INCLUDES:

- Auditorium and Azalea Room from 6-10 pm
- Built-in audiovisual equipment includes rear-projector, glass screen, CD/DVD, VHS, microphones, and auxiliary connection
- Up to 22 60" round tables, 12 6-foot rectangular tables, 144 chairs

