

# PRIVATE EVENTS

## BIRTHDAY PARTIES, SHOWERS, ANNIVERSARYS, REHEARSAL DINNERS, ETC.



### PRIVATE EVENTS AT THE GARDEN INCLUDE:

- Two-hour setup and one-hour breakdown
- 10% multi-day discount off previous day's rate for consecutive full day events
- Tables & chairs complimentary to each space
- Evening tours available by reservation for an additional fee
- During Dominion Energy GardenFest of Lights (mid-November thru early January) spaces are only available until 3 pm. See our Holiday Events guide for pricing during GardenFest of Lights.
- A signed contract & a security deposit of 50% of the rental fee (up to \$500) are required to secure the reservation
- Questions? Contact the Facility Events Department at [facilityevents@lewisginter.org](mailto:facilityevents@lewisginter.org), 804.262.9887 ext 345 or 224

### Venue Options:

## KELLY EDUCATION CENTER: MASSEY CONFERENCE CENTER

### OPTION 1: AUDITORIUM

**Rental Times:** Monday-Sunday, Partial Day (daytime events ending by 3 pm or 6-10 pm)  
or Full Day

#### CAPACITY

Theater: 250  
Full Rounds (of 8): 144 or (of 9): 162  
Crescent Rounds (of 5): 90  
Cocktail Reception: 200  
Buffet Meal: 144

April - November	Partial Day	Full Day
Monday - Saturday	\$1,870	\$2,090
Sunday	\$1,320	\$1,540
December - March	Partial Day	Full Day
Monday - Saturday	\$1,320	\$1,540
Sunday	\$1,210	\$1,320



\*Airwall(s) available in room to divide into up to 3 separate spaces for breakout purposes

### OPTION 2 : AZALEA ROOM

**Rental Times:** Monday-Sunday, available anytime between 9 am-10 pm

#### CAPACITY

Theater: 50  
Full Rounds (of 8): 40  
Buffet Meal: 40  
Crescent Rounds (of 5): 25  
Boardroom: 32  
U-Shape: 18

\*All capacities include space for AV

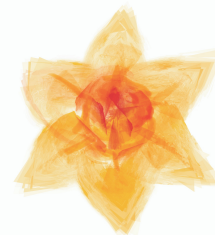
	April - November	December - March
Monday-Saturday	\$770	\$550
Sunday	\$550	\$330

\*50% discount applied if rented in addition to Auditorium



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### ROBINS VISITORS CENTER

#### OPTION 1: ROBINS ROOM, GARDEN CAFE, ATRIUM, & TERRACES

**Rental Times:** Monday-Sunday, 6-10 pm only (not available during GardenFest of Lights)

##### CAPACITY

Cocktail Reception: 200  
Plated or Buffet Dinner: 120

	April - November	January - March
Sunday - Thursday	\$2,970	\$2,420
Friday	\$3,850	\$3,190
Saturday	\$4,400	\$3,630



#### OPTION 2 : ROBINS ROOM & TERRACE ONLY

**Rental Times:** Monday-Sunday, 9 am-3 pm, 6-10 pm, or full day rentals

##### CAPACITY

Cocktail Reception: 125  
Theater: 150  
Plated / Buffet Dinner: 96  
Crescent Rounds (of 5) w/ AV: 60  
Full Rounds (of 8) w/ AV: 80

April - November	Day (until 3 pm)	6-10 pm	Full Day
Sunday - Thursday	\$1,540	\$1,760	\$1,980
Friday	\$1,650	\$2,200	\$2,420
Saturday	\$1,760	\$2,420	\$2,640
December - March	Day (until 3 pm)	6-10 pm	Full Day
Sunday - Thursday	\$1,100	\$1,320	\$1,540
Friday	\$1,210	\$1,650	\$1,760
Saturday	\$1,320	\$1,760	\$1,980



#### OPTION 3 : GARDEN CAFE & DINING TERRACE ONLY

**Rental Times:** Monday-Sunday, 6 - 10 pm only (not available during GardenFest of Lights)

##### CAPACITY

Cocktail Reception: 80  
Plated or Buffet Dinner: 60

	April - November	January - March
Sunday-Thursday	\$1,980	\$1,540
Friday	\$2,420	\$1,760
Saturday	\$2,640	\$1,980



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### ROBINS TEA HOUSE

**Rental Times:** January to November: Monday - Friday available all day  
Saturday - Sunday, 6-10 pm only

#### CAPACITY

Cocktail Reception (w/ deck): 60  
Plated or Buffet Dinner: 50

	April - November	February - March
Sunday - Thursday	\$1,980	\$1,540
Friday	\$2,420	\$1,760
Saturday	\$2,640	\$1,980



### BLOEMENDAAL HOUSE

#### OPTION 1 - FIRST FLOOR ONLY

**Rental Times:** 9 am-3 pm

#### CAPACITY

Cocktail Reception: 60  
Seated Meal: 48  
U-Shape w/ AV: 20

	April - October	November - March
Sunday - Friday	\$1,100	\$880
Saturday	Not available	\$1,320



#### OPTION 2 : FIRST FLOOR & TENTS

**Rental Times:** April - October: Partial Day (daytime events ending by 3 pm or 6-10 pm) or Full Day

#### CAPACITY

Cocktail Reception: 300  
Seated Meal: 200

	Partial Day	Full Day
Monday - Thursday	\$1,980	\$2,200
Friday - Sunday	Before 2 pm \$2,200	After 6 pm \$3,300



#### OPTION 3 : FORMAL DINING ROOM

**Rental Times:** 9 am-3 pm

#### CAPACITY

10, preset formal dining room table

	April - November	December - March
Monday - Friday only	\$385	\$275

