

# CORPORATE, NONPROFIT & PRIVATE EVENTS



## CORPORATE, NONPROFIT AND PRIVATE EVENTS AT THE GARDEN INCLUDE:

- Two-hour setup and one-hour breakdown
- Tables & chairs complimentary to each space
- 10% multi-day discount for consecutive full day events
- Evening tours of the Garden 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 \$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

**We offer a 25% discount off the facility rental fee to corporate clients and 35% to nonprofit clients!**

## KELLY EDUCATION CENTER: MASSEY CONFERENCE CENTER

### OPTION 1: AUDITORIUM

**Rental Times:** Monday-Sunday, Partial Day (events up to 6 hours either ending by 5 pm or evening rentals from 6-10 pm) or Full Day (over 6 hours of event time)

#### CAPACITY

Theater Style Seating: 250 guests  
 Full Rounds (of 8 guests each): 144 guests or (of 9 guests each): 162 guests  
 Crescent Rounds (of 5 guests each): 90 guests  
 Cocktail Reception: 250 guests



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 Style Seating or Cocktail Style Reception: 50 guests  
 Full Rounds (of 8 guests each): 32 guests  
 Crescent Rounds (of 5 guests each): 25 guests  
 Plated or Buffet Dinner: 40 guests  
 U-Shape: 18 guests  
 \*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

# CORPORATE, NONPROFIT & PRIVATE EVENTS



## 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 guests

Plated or Buffet Dinner: 120 guests

	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, Partial Day (events up to 6 hours either ending by 5 pm or evening rentals from 6-10 pm) or Full Day (over 6 hours of event time)

#### CAPACITY

Cocktail Reception: 125 guests

Theater Style Seating: 125 guests

Plated or Buffet Dinner (with dance floor): 72 guests

Plated or Buffet Dinner (without dance floor): 96 guests

Full Rounds w/ AV: 80 guests

Crescent Rounds w/ AV: 60 guests

April - November	Partial Day	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	Partial Day	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

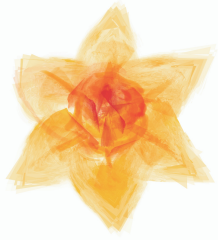
Cocktail Reception: 80 guests

Plated or Buffet Dinner: 60 guests

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



# CORPORATE, NONPROFIT & PRIVATE EVENTS



## ROBINS TEA HOUSE

**Rental Times:** Monday-Sunday, Partial Day (events up to 6 hours either ending by 5 pm or evening rentals from 6-10 pm) or Full Day (over 6 hours of event time)

### CAPACITY

Cocktail Reception (w/ deck): 60 guests

Plated or Buffet Dinner: 50 guests

April - November	Partial Day	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	Partial Day	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



## BLOEMENDAAL HOUSE

### OPTION 1 - FIRST FLOOR ONLY

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

### CAPACITY

Cocktail Reception: 60 guests

Plated or Buffet Dinner: 48 guests

U-Shape: 20 guests

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



### OPTION 2 : FIRST FLOOR & TENTS

**Rental Times:** April - October Only

Partial Day (events up to 6 hours either ending by 5 pm or evening rentals from 6-10 pm) or Full Day (over 6 hours of event time)

### CAPACITY

Cocktail Reception: 300

Seated Meal: 200

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

