



A Project of Tulsa Garden Center



2435 South Peoria Ave, Tulsa, OK 74114

Tulsa Garden Center's Linnaeus Teaching Garden Rental Guidelines

LTG Garden Rules:

The Linnaeus Garden is an outdoor garden venue more suitable for standing cocktail receptions and smaller intimate dinners than seated banquets or buffets. The Volunteer Center (Barn) in the garden does provide some shelter in the event of inclement weather, but is not suited for, nor large enough to accommodate, seated dining or large inside dancing areas.

The Volunteer Center (Barn) does have men's and ladies restrooms available for your guests. There is also a small kitchenette. (Only a refrigerator, sink & microwave are available.) The 2nd floor classroom may be used for a bridal dressing area, but it cannot be used for any other purpose.

There can be **NO** butane or propane cookers or smokers used on these grounds. Also, **NO** wood or charcoal grilling, open flame cooking, frying or sautéing is allowed. Caterers can use Sterno cans to keep food in chafers warm. The outdoor kitchen area (grill & fireplace) in the garden are not available for use during an event.

ABSOLUTELY NO SMOKING is allowed within the gated garden area.

Any alcohol must be served by a state-licensed bartender. Self-serve alcohol is not allowed. Bartender must not be a relative, friend or guest. **NO EXCEPTIONS!!!!**

1. No early entry is possible for any reason.
2. No Curfew Waiver past 11:00pm. **All 6 hour events to end by 10:00pm.**
(1 hr clean-up from 10:00p-11:00p). (Due to close proximity of neighborhood homes.)
3. Two 6 ft x 30" banquet tables are available for your use. There are also up to 50 gray metal folding chairs that may be used, if requested. Any other chairs & tables needed must be rented. Smaller tables are suggested due to space limitations. You, or your caterer, are responsible for set-up & take-down of all tables & chairs in the Barn or out in the garden, and clean up of food / bar items. All trash must be placed in bins outside kitchen door area.
4. No decorations other than flowers or candles. (Usual candle rules apply – all candles & votives must be in glass / metal containers.) No tents, hanging lights, and no open flame torches are allowed. Garden & Barn are to be used "AS IS" .
5. **NO** amplified music or DJ's allowed outside. Acoustic guitars, any string instruments or woodwinds, and keyboards are allowed. (Due to close proximity of neighborhood homes.)
6. Only butterfly or dove release is allowed. **NO other items are allowed to be tossed or strewn in the garden.**
7. The waterfall, fountains & any other water feature cannot be turned off.

8. Parking must be contained to the LG and Learning Center lot, or Woodward Park lot. TGC and THS parking lots cannot be used.
9. Rental deliveries are allowed only on the day of the event after 12:00pm noon. Saturday and Sunday events may have deliveries on Saturday morning.
10. All rental items must be picked-up the following business day.
11. If any furniture, benches, pots, plants, etc. are moved in the garden or Barn, they must be moved back to their original location at the end of event.
12. Client and/or Caterer will be billed \$25/hr for any rules not followed, i.e. clean-up not finished, trash left, etc.
13. Client must sign Rules, and will be responsible for any damage. Damages to LG plants, structures, or buildings will be billed to client at actual cost of repair & labor.

Client acknowledges receipt of these rules and guidelines, and agrees to comply with all Tulsa Garden Center and Linnaeus Garden policies. The client further understands that they accept responsibility for their actions, guest actions, and catering personnel actions.

Signed _____ Date _____



**Party Perfect Linens & Event Rental is
THE EXCLUSIVE RENTAL PROVIDER
for all Tulsa Garden Center & Linnaeus Garden events.**

Any linens, china, glassware, flatware, or specialty lighting, chairs, tables, furniture, or additional items you, your caterer, or your decorator wish to rent for your TGC or Linnaeus Garden event must be rented from Party Perfect Linens.

www.partyperfectlinens.com or call 918-258-7368

To check availability of the Linnaeus Garden for your special event, please contact Janet Gaither, Event Coordinator
(918) 746-5133 jgaither@tulsagardencenter.com

REV. Jan 2011