Thanks for thinking of the Hahn Horticulture Garden for your wedding!

About the Hahn Garden:

The Hahn Horticulture Garden encompasses nearly six acres of teaching and display gardens on the campus of Virginia Tech in Blacksburg, Virginia. Established in 1984 by Horticulture faculty, the garden serves undergraduate students and the local community as a learning resource for plant material, landscaping concepts, and environmental awareness. Our garden features perennial borders, water gardens, shade gardens, a meadow garden, and the Peggy Lee Hahn Garden Pavilion (and plants, of course. Lots of plants.)

Because the Hahn Horticulture Garden at Virginia Tech is a teaching garden; education and plant preservation are our first priorities. However the Garden is available for rentals and that is one of our largest sources of fund raising. The garden and pavilion provide a unique and beautiful setting to hold a small wedding ceremony. The Hahn Garden receives no operating budget from Virginia Tech and is entirely self-sustaining. **Holding your wedding or special event at the Hahn Horticulture Garden helps our garden grow.** Proceeds from weddings and special events provides funds for maintenance, new plants, student worker wages, and much, much more!

Frequently Asked Questions:

**WHAT DOES A RENTAL OF THE HAHN GARDEN INCLUDE?**

Your reservation includes the use of the garden and pavilion for a maximum of 9 hours the day of the wedding, use of the garden for rehearsal and set up from 12pm-5pm the day prior to the event, and the option to use the Hahn Garden’s tables and chairs. The garden has 8 6 ft. rectangular banquet tables, 6 cocktail tables, and about 50 folding chairs. The Peggy Lee Hahn Garden Pavilion includes a small kitchen, handicap-accessible restrooms, a dressing room for the bride, and a 700-foot “great room” opening onto the surrounding porch.

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How many guests can you accommodate for a wedding?

The maximum amount of guests that the Hahn Garden can accommodate for a wedding is 150. The Pavilion can comfortably accommodate 40 guests for a seated meal. If you are having a wedding with over 50 people we highly recommend that you rent a tent to place on the lawn or terrace. The pavilion has a limited amount of tables and chairs that you may use; we do not provide linens, dishes, tents etc.; but can recommend local rental companies for any items you might need.

Is there an alternative location in case of rain?

Our pavilion only fits a small number of people so we recommend renting a tent for the lawn or terrace adjacent to the pavilion to expand the amount of covered space, especially if you are having a wedding with over 50 guests attending. The pavilion is the only indoor space available for use on your wedding day. Fortunately most rain in the summer is a fleeting shower and is over quickly, or you are welcome to have your own backup plan in place. There are no refunds for events canceled due to weather.

How much time is allotted for the rehearsal?

You and your vendors are allowed access to the facility the day before the wedding from 12pm until 5pm for set-up or decoration. You will have full access to the pavilion and can spend as much time as you would like on your rehearsal. The pavilion closes at 5pm, but the gardens are open to the public from dawn to dusk. You are welcome to host your rehearsal dinner at the pavilion however there is an extra event fee associated with keeping the pavilion open and staffed.

How long will I have access to the event space?

Your reservation includes the use of the garden and pavilion for a maximum of 9 hours the day of the wedding. The reservation also includes access to the garden the day before your event from 12pm-5pm for set-up, decoration, and your wedding rehearsal. All events must be over, cleaned up, and out of the building by midnight at the latest or by the time specified in your rental agreement. Rental items may be left to be picked up the next day. Please see rental rules for more information.

Is the garden private?

No, please remember this is a college campus and a public space. We are unable to restrict garden access to classes, students, and the general public who may be passing through the gardens. Our experience has been that students and visitors have been very respectful of special events.

Is the site handicap accessible?

The pavilion is handicap accessible and has handicap accessible restrooms. Please keep in mind that, while the garden is well maintained and has paths, it also has rough and uneven terrain that might be hard for some people to navigate.
**Can I hire my own vendors?**

Yes! You are welcome to choose your own caterer, florist, wedding planner, photographer, etc. It is your responsibility to make sure each vendor that will be onsite the day of the wedding submits a Certificate of Liability to the Hahn Garden. Please see rental rules for more details.

**Can I provide my own alcohol? Do we need a Virginia ABC license?**

You can provide your own alcohol. In order for you to serve alcoholic beverages at the garden, a permit must be obtained through the Virginia ABC and you must file a form with the VT Police Department (we will submit the form for you but we must receive a copy of your ABC License at least 2 weeks before the wedding). Please see rental rules for more details.

**Can we have open flame candles or sparklers?**

Yes. If candles, tiki torches, or sparklers are used, a burn permit must be obtained from the VT Environmental Health and Safety Services. We will take care of this for you, but you must inform us that you will use open flames at least 2 weeks before the wedding. You must also extinguish the flames appropriately (i.e. sand buckets for sparklers).

**Can you accommodate a live band?**

You are welcome to hire a DJ or have a live band play at your wedding reception. If your DJ will be using a smoke, haze, or fog machine you must notify us at least 2 weeks in advance so that we may submit a special effects permit.

**Will I need event insurance?**

Yes. The Hahn Horticulture Garden is required to follow all of Virginia Tech’s policies in regards to events. One of these policies is requiring event insurance. Please see (http://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/event/Certificates%20of%20Insurance.pdf) for Virginia Tech’s insurance requirements. Please see rental rules for more information. You will have to turn in a Certificate of Insurance to the Hahn Horticulture Garden at least 2 weeks before the date of your event. You may purchase this insurance in the way that is most convenient and cost effective for you. Some homeowner’s insurance policies might cover this. There are also providers online or you can check out VT’s TULIP program (https://tulip.ajgrms.com/).

**Is there parking on site? Is the parking convenient to the ceremony and reception space?**

Parking is permitted in the pavilion lot, greenhouse lot, behind the Food Science Building, and along Washington Street. Vehicles must be parked in a lined space. No parking permits are required in these lots during the weekend or after 5pm on weekdays. Contact Virginia Tech parking services with questions at 540-231-3200. We recommend shuttles if you will be having an event with a large number of guests. Here is a link to the Virginia Tech parking guide (https://parking.vt.edu/content/dam/parking_vt_edu/parking-quick-guide.pdf).
It is your responsibility to be sure there is not a large event taking place at the university on your chosen date. We recommend not choosing a date when there is a large event on campus. Visit the University Calendar web site (http://www.calendar.vt.edu) or call 540-231-5005. We have no control over event additions or changes other than those at the garden.

WHO IS IN CHARGE OF CLEANING UP THE VENUE?

You must leave the garden and pavilion as you found it. You are responsible for arranging the set-up and removal of any materials that you or outside vendors have brought into the Garden. All trash must be picked up and taken out of the building by the end of your rental reservation. Several trashcans are available for your use and extra trash bags will be provided. Please be aware that failure to leave the grounds as they were found may result in the loss of your damage deposit. All decorations, dance floors, podiums, etc. must be set up and removed the same day as the wedding unless prior arrangements are made with garden staff. The rental company should pick up the tent and chairs the following day. DO NOT leave chairs, stemware, etc. stacked up on the lawn.

WHAT IS THE HAHN GARDEN’S POLICY ON SMOKING?

Smoking at events is governed by university policy. The policy states that smoking is not permitted within 25 feet of an air intake, entrance, or exit of any facility owned or leased by the university. Cigarettes should be extinguished and disposed of properly.

CAN MY PET BE A PART OF MY WEDDING?

Animals are allowed into the Hahn Horticulture Garden. If you plan on having your pet inside the Pavilion for extended amounts of time please notify the Hahn Garden staff. Please be considerate and clean up after your pet. Also keep in mind that other animals may be in the garden throughout the day, so if your pet is not friendly or fond of strange people it might be best to leave it at home.

HOW DO I RESERVE MY DATE?

Email vtgarden@vt.edu to check for open availability. To reserve a date we require a non-refundable deposit of half the total amount to be paid. The rest of your balance is to be paid no later than one month prior to the event date. A separate check for the $250 damage deposit is due one month prior to the event date.
Hahn Garden Rental Rules and Regulations:
Please review the following Hahn Garden Rental Policies and Guidelines.

1. Insurance is required for all weddings and similar events. Certificates of Insurance must have a minimum general liability coverage amount of $500,000; the certificate must list “Virginia Polytechnic Institute and State University” and the “Commonwealth of Virginia” as certificate holders and additional insured.

Certificates of Insurance must be submitted no later than one month prior to the event. If the certificate is not received by the Hahn Horticulture Garden, the event cannot occur. Please see [http://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/event/Certificates%20of%20Insurance.pdf](http://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/event/Certificates%20of%20Insurance.pdf) for Virginia Tech’s insurance requirements.

2. In order for clients to officially reserve a date they must submit a signed rental agreement with their contact information along with a non-refundable deposit of half the total amount to be paid. Clients must inform the Hahn Garden Office of all day-of details no later than one month prior to the event.

3. The wedding rental time is limited to nine hours. All events must be over and cleaned up by Midnight or the specified nine hour time period on the rental agreement. Please advise all vendors (florist, photographer, wedding planner, etc.) of the time the reservation begins and ends. No one will be allowed entry before the scheduled time, including the bride and groom, family members, vendors, etc. The Hahn Horticulture Garden must approve any requested time changes in the facility at least one month prior to the scheduled event.

4. Please be respectful of our garden. No standing in flower beds for pictures or otherwise. No picking of garden plants or flowers. Decorations that damage the garden or pavilion are not allowed (please do not use excessive tape, or trample plants etc.). Breakage or damage of furniture or to facility must be reported to the Hahn Garden staff. The client shall assume cost of repair or extra cleaning.

5. Rice, confetti, and birdseed are not permitted at the Hahn Garden. Flower petals, real or fake, are allowed and must be picked up afterwards. We recommend using bubbles or sparklers.

6. If it is necessary for clients to move any furniture items or potted plants, they should be replaced in their proper locations at the end of the reservation.

7. Please ensure that any items brought into the garden by guests, vendors, or participants, are either disposed of properly or taken with your group by the end of your reservation time. Other groups who use the Garden and Pavilion will expect it to be clean and in proper order. All decorations, dance floors, podiums, etc. must be set up and removed the same day as the wedding unless prior arrangements are made with garden staff. Items being rented (such as tents, tables, chairs etc.) may be put out the day before the event and taken down the day after the event. Tables and chairs should not be stacked on lawn. They should either be left in place
or stacked on concrete or porch. Dance floors maybe left assembled on the grass the night of the wedding but must be picked up immediately the day after the event.

The client must leave area clean and free of garbage. You must leave the garden and pavilion as you found it. All trash must be picked up and placed in the dumpster located at the far end of the pavilion parking lot. Recyclables should be put in clear bags and placed beside the dumpster. Several trash cans are available for your use and extra trash bags will be provided. All trash cans should be left with new trash bags. Please sweep up any messes or clean up any spills in the pavilion. Please be aware that failure to leave the grounds as they were found may result in loss of damage deposit.

Under no circumstances shall any vehicles be in the garden or on the garden paths. All vehicles must be kept in approved parking areas.

Doors to the building should be left unobstructed. The hallway must be kept clear of personal items or furniture.

There are no refunds for events cancelled due to weather.

No smoking is permitted inside the building by law and no smoking within 25 feet of the building by University Policy. Cigarette butts should be disposed of in the proper receptacles located outside the building and around the garden.

A tent permit is required for tents greater than 900 square feet. We will need to know the size of the tent as soon as you reserve it and will need to proceed with a tent permit if needed. Tent permits need to be submitted one month before the event date. Information on tent permits can be found at http://www.facilities.vt.edu/tent.asp.

An ABC license is required to serve alcohol. A copy of the ABC license (either from you or a caterer) needs to be sent to the garden at least one month before the event date so that the appropriate Virginia Tech Police Department paperwork may be submitted. Events will not be allowed to serve alcohol without the appropriate paperwork being approved.

In order for you to serve alcoholic beverages at the garden, a permit must be obtained through the Virginia ABC (https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses#/Banquet) and you must file a form with the VT Police Department (we will submit the form for you but we must receive a copy of your ABC License at least 2 weeks before the wedding).

Your caterer may also provide alcohol for the wedding; in that case, the caterer must show proof of the proper ABC permit (please submit all copies to us). Here is a link to Virginia Tech’s alcohol guidelines (http://campuslife.vt.edu/content/dam/campuslife_vt_edu/assets/docs/ep_alcoholicguidelines.pdf).

If candles, sparklers, or tiki torches are used, a burn permit must be obtained from the VT Environmental Health and Safety Services. We will take care of this for you, but you must inform
us that you will use open flames. Permits are also required for haze or fog machines, please notify us if you will be using these.

16. You must provide us with a copy of the Certificate of Insurance from each vendor you use. Certificates must have a minimum general liability coverage amount of $500,000 per occurrence and name “Virginia Polytechnic Institute and State University” and the “Commonwealth of Virginia” as additional insured. Please see (http://risk.controller.vt.edu/content/dam/risk_controller_vt_edu/event/Certificates%20of%20Insurance.pdf) for Virginia Tech’s insurance requirements.

17. We have specific guidelines for caterers, including the following:

- Catering vans must be unloaded/loaded from the concrete drop-off area and they must enter the building from the side service entrance (baseball field side of building). They can NOT back vans or trucks onto the pavers leading up to the front door or park on the grass/drive into the garden.
- During the event, caterers must store racks and other equipment outside the service entrance or return them to their trucks and NOT in the pavilion restrooms, offices, or hallway. This is a matter of fire code violation.
- Any damage done by the caterer to the pavilion flooring, walls, or appliances or any part of the garden landscape or hardscape, will be the responsibility of the person signing this agreement. Failure of the caterer to comply with these guidelines results in forfeiture of your damage deposit.
# Hahn Garden and Pavilion Rental Rates for Weddings 2018

## Wedding Rates:

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<th>Rate</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Weekend Rates:</strong></td>
<td></td>
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<tr>
<td>Saturday – Sunday</td>
<td>$1,750</td>
<td>Up to 150 people, access to facility the day before, w/ tent on lawn (not included)</td>
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<tr>
<td><strong>Weekday Fees:</strong></td>
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<tr>
<td>Monday - Friday</td>
<td>$1000</td>
<td>Up to 150 people, access to facility the day before, w/ tent on lawn (not included)</td>
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## Off Season Rates:

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<th>Rate</th>
<th>Details</th>
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<tbody>
<tr>
<td>November – March</td>
<td>$1000</td>
<td>Up to 150 people, access to facility the day before, w/ tent on lawn (not included)</td>
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<tr>
<td>Any day of the week</td>
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Please note that an additional $250 cleaning/damage deposit is required and will be refunded within 7 days if not needed.

A non-refundable deposit of half the total is to be paid no later than one month prior to the event date. A separate check for the $250 damage deposit is due one month prior to the event date. The checks should be made out to Treasure, Virginia Tech and either brought in person or mailed to the Hahn Horticulture Garden at 200 Garden Lane, Virginia Tech, Blacksburg, VA, 24061.

The Hahn Horticulture Garden at Virginia Tech is not responsible for personal property and/or equipment brought onto the premises.

**Contracts and forms are to be turned in no later than 2 months prior to the event.**
**Hahn Horticulture Garden and Pavilion**

**Rental Agreement**

**Contact Information:**

- **Name of Bride and Groom:** 
- **Contact Name:** 
- **Mailing Address:** 
- **Phone:** 
- **Email:**

**Event Details:**

- **Day, Date, and Time of Use:** 
- **Time of rental (max 9 hours, must be cleaned up and out by midnight):** 
- **Time of wedding ceremony:** 
- **Time of reception:** 
- **Number of guests expected:**

**Vendor Details:**

- **Rental Company and Contact:** 
- **Tent size and location:** 
- **Tent set up/removal date and time:** 
- **Number of tables & chairs rented/other rental equipment:** 
- **Number of Hahn’s tables & chairs to be used:**
Caterer Name: ____________________________________________________________

Caterer email and phone: ________________________________________________

Time Caterer will arrive: _________________________________________________

Will Alcoholic beverages be served? _______________________________________

If yes, will the caterer be providing the alcohol? _____________________________

Wedding planner name and contact: ______________________________________

Photographer name and contact: _________________________________________

DJ/Band name and contact: ______________________________________________

Will the DJ use fog/haze machines? _______________________________________

By signing this you agree to follow all Virginia Tech’s Rules and Regulations as well as those outlined by the Hahn Horticulture Garden in our wedding guide.

Responsible Party Signature: _____________________________________________

Date: ________________________________________________________________
VENDOR LIST

This is only a short list of vendors who have done weddings here in the past, you are welcome to use other vendors.

WEDDING COORDINATORS:

Alana Futcher
Chancey Charm
https://www.chanceycharmweddings.com/

Elizabeth Stevens
That Bridal Consulting
www.thatwedding.net

Kellie Minter
Allure Weddings and Events
https://www.facebook.com/Allureweddingsandevents/

Sherri Box/Kaitlyn Davidson
Events by Sherri
www.eventsbysherri.com

CATERERS:

Blue Ridge Catering
http://blueridgecatering.net/

Blue Ridge Mountain Catering
http://www.brmcatering.com/

Cabo Fish Taco
http://www.cabofishtaco.com/contact.php

Custom Catering
http://www.customcateringcenter.com/
Due South BBQ  
http://www.duesouthbbq.com/

The Element Catering (Mikie’s 7th Catering)  
http://www.mikies7th.com/

Hazel Bea Catering  
http://hazelbeacatering.com/

Hethwood Market Catering  
http://www.hethwoodmarket.com/catering.shtml

Professional Catering  
http://www.professionalcateringinc.com/

Pumpernickel Pickle Catering  
http://www.pumpernickelpicklecatering.com/

**RENTAL SERVICES:**

Aztec Rental  
http://aztecrental.com/

Tents-R-Us  
http://tentsrusnrj.com/index.html

**FLORISTS:**

Best Wishes Florist  
http://www.bestwishesflowers.com/wedding-flowers

The Moss and Rose  
http://themossandrose.com/

Stonecrop Farm  
http://stonecropfarmers.com/
PHOTOGRAPHERS:

Abby Grace Photography
http://abbygracephotography.com/

Ashleigh Hobson
http://www.ashcarr.com/

Holly Cromer
http://www.hollycromerphoto.com/

Kristie McCallum
http://kristieleaphotography.com/

Laura’s Focus
http://www.laurasfocus.com/

Meghann Chapman
http://meghannchapmanphoto.com/

Michael Keyes
http://www.photographicdreams.net/

Skyryder Photography
http://skyryderphotography.com/

DJ’S/BANDS:

Blue Ridge Entertainment
http://www.blueridgeentertainment.net/

DV Entertainment
http://www.dventertainment.com/

Master Taylor Entertainment & Events
http://www.mastertaylorentertainment.com/

RSP Entertainment
www.rspentertainment.com/weddings.html
Sam Hill Entertainment
https://www.samhillbands.com/

Music, Music & More Music
http://musicmusicandmusic.com/

VEHICLES:

Blacksburg Taxi
www.blacksburgtaxi.com

Executive Town Car and Limousine
www.etclimo.com

Hooptie Ride
www.hooptieride..com

Prestige Limousine
www.prestigelimoinc.com