



Events

AT THE ARBORETUM



event types

SOCIAL EVENTS

Celebrate special milestones in our social rooms or gardens! From family reunions to anniversaries, showers, birthdays, celebrations of life or anything else you can dream up – let us know.

CORPORATE & NONPROFIT MEETINGS & EVENTS

We have the perfect space to host your company meeting, luncheon, happy hour, holiday party, retreat and more!

TEAMBUILDING EXPERIENCES

Bring your team together with a Guided Walking Tour, Self-Guided Walking Tour, Amazing Race, Tram Tour, Educational Class and more!

GROUP TOURS

Gather your gardening club, book club, church group or a bunch of friends for a special walking tour or tram tour of the Arboretum grounds.



event spaces



MacMillan Auditorium

This flexible, modern space is great for large presentations, meetings or social gatherings. The largest indoor gathering space.

Day use up to 4 hours	\$500
Day use 5 to 8 hours	\$900
Saturdays	\$2,500

Half of MacMillan

The MacMillan Auditorium can be split in half to accommodate smaller groups or break out sessions.

Day use up to 4 hours	\$400
Day use 5 to 8 hours	\$600
Saturdays	\$2,500

Teaching & Azalea Classrooms

Lead a focused, productive meeting in either of these classrooms, which can be set up to facilitate a presentation or encourage discussion.

Day use up to 4 hours	\$150
Day use 5 to 8 hours	\$200



Snyder Auditorium

A charming space perfect for medium size gatherings. The Snyder Auditorium is great for open house-style events, as well as sit-down dinners and meetings.

Day use up to 4 hours	\$300
Day use 5 to 8 hours	\$500
Saturdays	\$2,000
Snyder Lobby Weekday/Weekend	\$300 / \$500

Tea Room & Terrace

Beautiful views and easy access to Arboretum grounds make this an ideal place for gatherings that are both indoors and out!

Day use up to 4 hours	\$250
Day use 5 to 8 hours	\$300
Saturdays	\$600

Fireplace Room

This quiet, cozy space with beautiful views is perfect for any kind of gathering.

Day use up to 4 hours	\$250
Day use 5 to 8 hours	\$300
Saturdays	\$600

Classroom I

A quiet space located on the second floor of the Snyder Building. Great for break out sessions.

Day use up to 4 hours	\$100
Day use 5 to 8 hours	\$150

Margot Picnic Shelter

Plan a picnic without worrying about a few raindrops when renting this covered picnic shelter. There are tables both indoors and out.

Day use up to 4 hours	\$250
Day use 5 to 8 hours	\$400

audio & visual add on



Uplights (6)	\$250	Polycom Speaker Phone	\$50
Portable Stage (6'x12')	\$200	Flipchart Set	\$30
Bluetooth Speaker/Microphone Combo	\$150	Wireless Handheld Microphone	\$30
Projector	\$150	Wireless Lapel Microphone	\$30
Smart Meeting Board	\$150	Rolling Whiteboard & Markers	\$30
TV w/VGA & HDMI Connections	\$100	Easels	\$10



event enhancements & team building activities



Amazing Race

Experience the Arboretum in a unique way, while putting your teamwork skills to the test. Solve problems in a fast paced, high energy scavenger hunt.

\$400 with a room rental

\$300 + Group Rate Admission per person

Outdoor Lunch Space

Get outside and experience the beauty of the Arboretum grounds with lunch in one of our covered picnic shelters.

\$250 per shelter

Tram Tour

Enjoy a narrated tram tour highlighting our varied plant collections, display gardens and demonstration gardens.

\$7 per person, up to 44 people



Terrace, Garden, or Red Barn Happy Hour

Make your social gatherings memorable. Events can be scheduled for up to 3 hours and must end by ground closure. High top tables and outdoor speakers are available upon request. Indoor back up options are available in case of rain or poor weather.

Newton or Morgan Terrace \$300

Sensory Garden \$400

Red Barn \$400



Self-Guided Walks

Ask us more about maps and guided walks.

Volunteer Project at the Arb

With guidance from our professional horticulture staff, our 1,200 acres are lovingly maintained by outdoor enthusiasts, expert societies and those looking to learn something new. We offer many volunteer activities throughout the year – not just gardening. Ask us more about volunteer and service projects at the Arboretum!

event pricing



FACILITY	DAY USE UP TO 4 HOURS	DAY USE 5-8 HOURS	SATURDAY PRICING	SET-UP STYLE								
				AV Included	Theater	Classroom	Squares	Rounds	Crescents	U-Shape	Hollow Square	Conference
MacMillan Auditorium	\$500	\$900	\$2,500	Yes	400	200	250	256	192	—	—	—
Half-Of MacMillan	\$400	\$600	\$2,500	Yes	200	90	100	96	78	40	46	40
Azalea Classroom	\$150	\$200	NA	Yes	50	28	40	40	30	20	18	20
Teaching Classroom	\$150	\$200	NA	Yes	40	22	30	32	24	16	18	16
Snyder Auditorium	\$300	\$500	\$2,000	Yes	180	80	90	96	72	50	56	—
Tea Room & Terrace	\$250	\$300	\$600	No	50	24	40	48	—	—	—	16
Fireplace Room	\$250	\$300	\$600	No	60	40	50	56	42	20	25	20
Classroom I	\$100	\$150	NA	Yes	50	32	30	—	—	20	20	16

Snyder Lobby	\$300	\$300	\$500
Bee & Pollinator Center	\$300	\$450	
Margot Picnic Shelter	\$250	\$400	
Newton Terrace	\$500		
Morgan Terrace	\$500		
Early/Late Access	\$100 per hour		



EVENT HOURS

WINTER (NOV. DEC. JAN. FEB.)
Buildings: 9 a.m. - 4 p.m.
Grounds: 8 a.m. - 5 p.m.

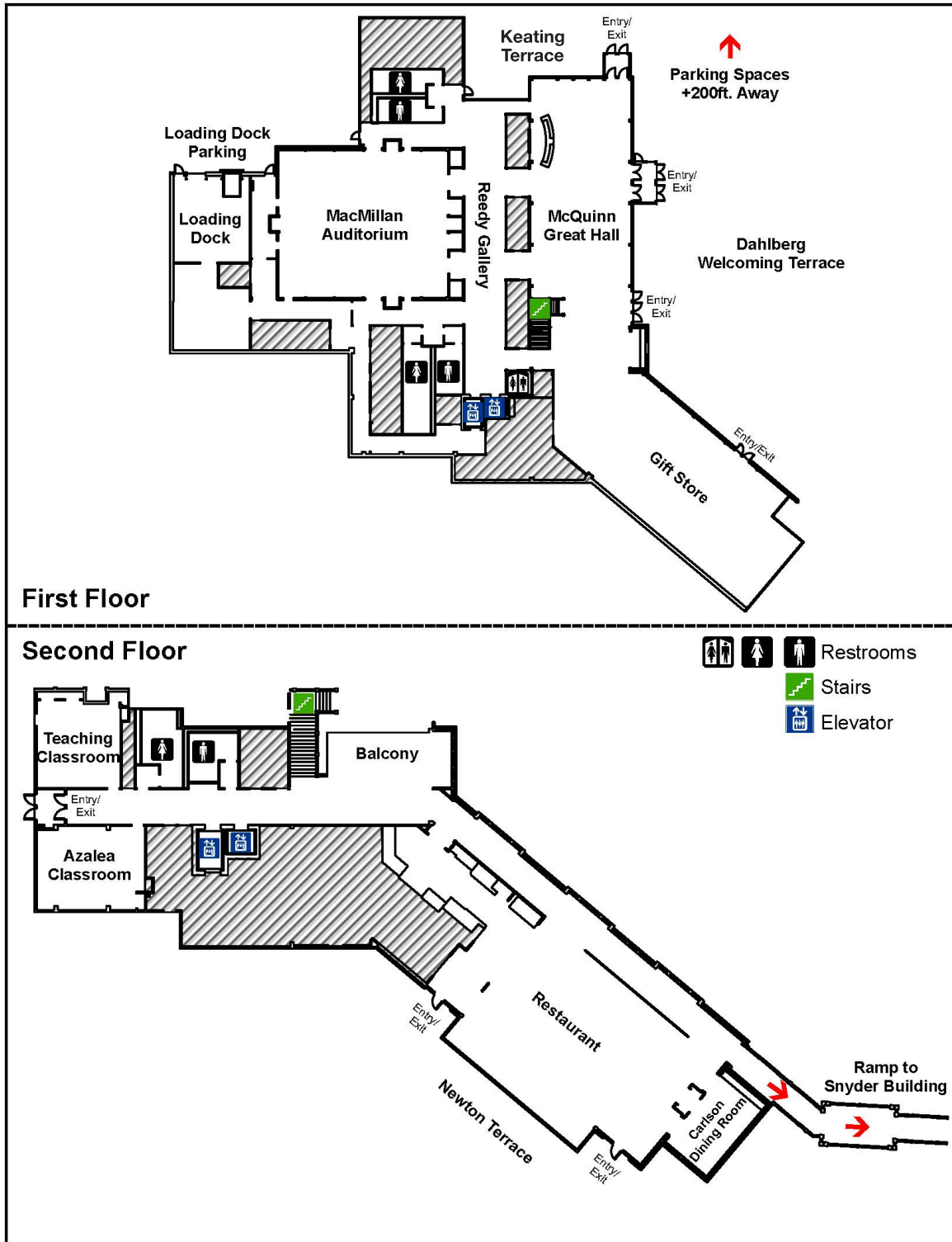
SUMMER (MAY JUN. JULY AUG.)
Buildings: 9 a.m. - 7 p.m.
Grounds: 8 a.m. - 8 p.m.

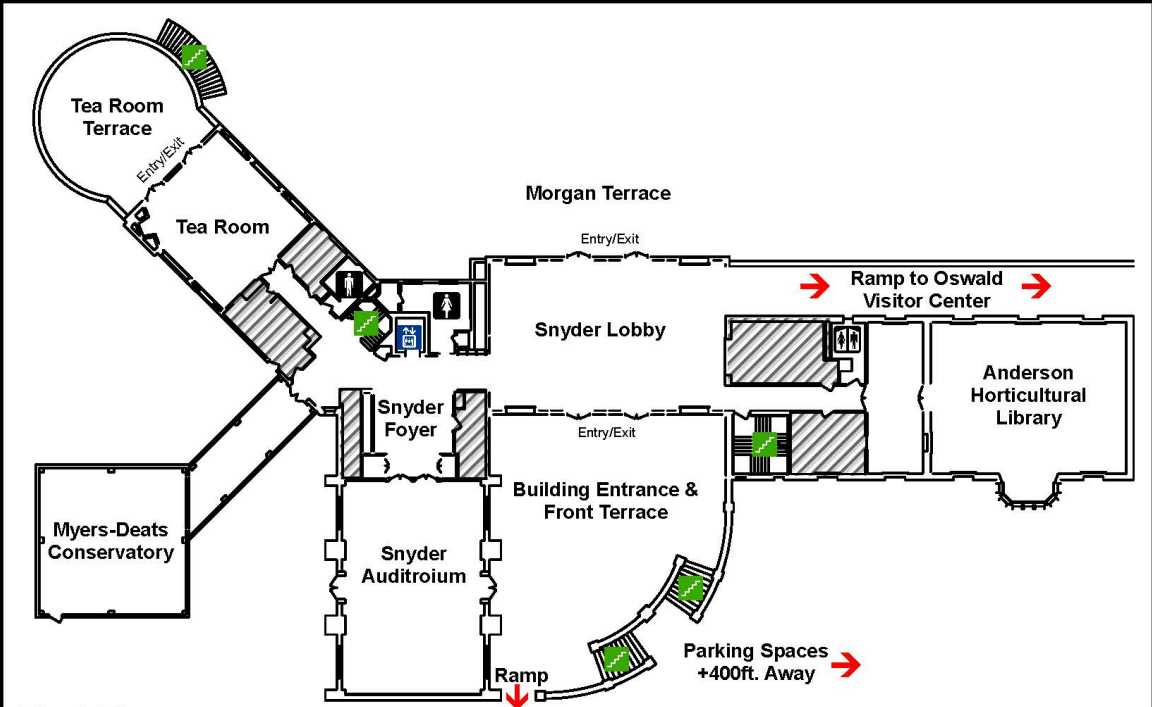
SPRING (MAR. APR.)
Buildings: 9 a.m. - 6 p.m.
Grounds: 8 a.m. - 7 p.m.

FALL (SEPT. OCT.)
Buildings: 9 a.m. - 6 p.m.
Grounds: 8 a.m. - 7 p.m.

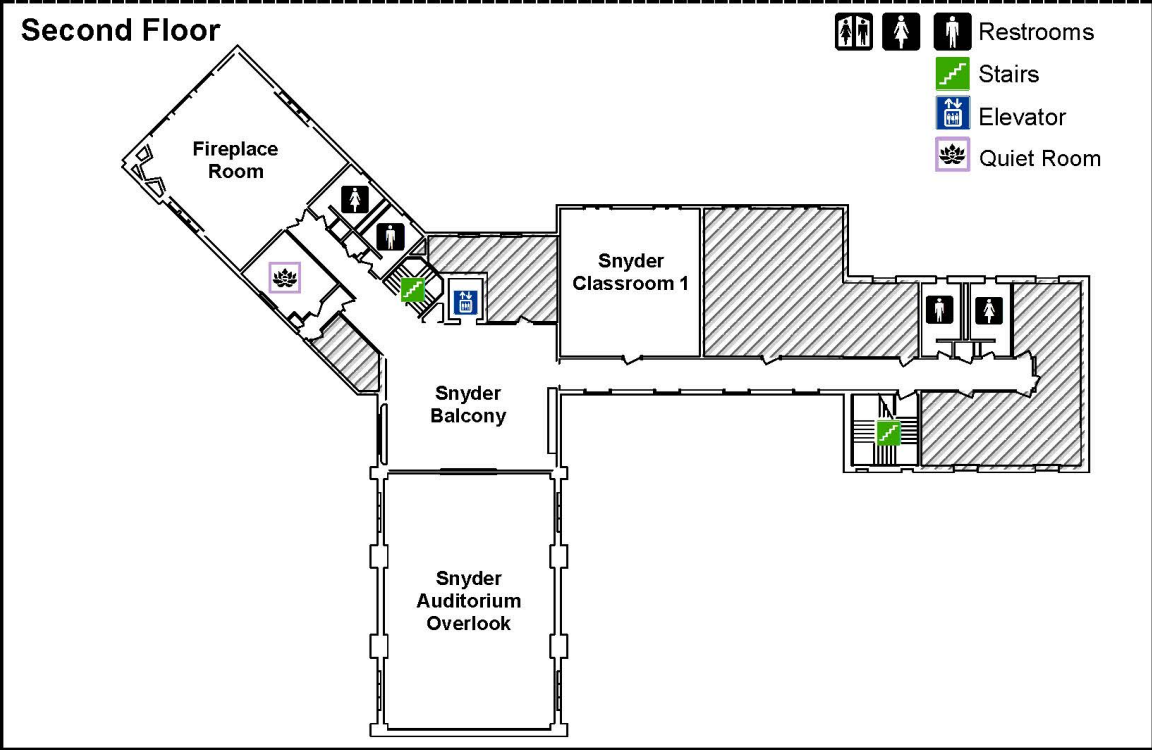
Open 363 days a year! (Closed Thanksgiving & Christmas Day)







First Floor



Second Floor

arboretum policies



RENTAL FEES & DISCOUNTS

Rental fees are dependent on the day of the week. If the contract holder is a member of the Arboretum at the time of booking, a 10% membership discount rate will apply. Membership discount are only applied to private, social events. They cannot be used for corporate or non-profit event rentals.

Full payment is due at the time of booking. Payments for any additional add on throughout the planning process is due no later than the day of the event.

CANCELLATIONS

If the event is cancelled after the payment is received, the Licensee will forfeit 50% of the payment. If the Licensee cancels the reservation within 10 calendar days of the reservation, Licensee shall forfeit the rental fee in its entirety.

INSURANCE

All events require day-of event insurance. Clients need to provide evidence of general liability insurance with limits of \$1,000,000 including bodily, personal, and property damage no later than thirty days prior to the event. The certificate/binder must list the Regents of the UMN as the certificate holder as illustrated below:

Regents of UMN
3675 Arboretum Drive
Chaska, MN 55318

Additional liquor insurance is not needed even if liquor is part of the event. Clients can obtain the certificate through 1) UMN TULIP online Program, 2) Homeowner's OR Business Insurance, 3) Any other insurance company that will issue event insurance.

TIME

See hours listed on page 6 (Event Pricing).

SMOKING

Smoking is not permitted on Arboretum grounds. Violators will be told to stop smoking. If told a second time, violators will be asked to leave.

PARKING

All event guests receive complimentary gate admission to the Arboretum for the entire day. When guests arrive, they should inform the gatehouse attendant that they are with your party and they will be waved through. Parking is permitted in designated areas only. Violators will be towed.

AUDIO & VISUAL

The rental of the MacMillan and Snyder Auditorium includes an LCD projector and one corded microphone. The Teaching and Azalea Classroom include an LCD projector. Additional microphones and equipment is available. *Please see the Audio Visual Add On section on page 4 for a full list of add ons.*



arboretum policies



DÉCOR

The following items are not permitted on site: sparklers, rice, confetti, fireworks, balloons, glitter or anything else considered inappropriate by Arboretum staff. Ceiling draping is only permitted in the MacMillan Auditorium and, if desired, is required to go through the Arboretum. Arboretum Catering and staff will not be responsible for setting up and taking down décor items.

CANDLES: open flame candles are allowed indoors only. Candles must have a one-inch glass sleeve above flame.

PERSONAL PROPERTY

The Arboretum will not be held responsible for any personal items that are left, lost or stolen from the event. All event attendees will be responsible for their own items.

SECURITY

On-site security will be provided on behalf of the Arboretum.

CATERING

All catering is required to go through Arboretum Catering. Any Arboretum staff member is allowed to confiscate outside food or beverage that is brought into the buildings or to garden sites.

PRIVACY

The Arboretum is a public facility and privacy cannot be guaranteed. Event signs will be placed at the entrance of each meeting space.

PET POLICY

Please inquire with the Arboretum Reservations Team regarding our current pet policy.

OTHER AMENITIES

The Arboretum parking lots, garden paths and buildings are ADA accessible. A limited number of wheelchairs are available to use at no charge.

If guests or visitors are in need of a private nursing room or quiet space throughout the day, please let an Arboretum staff member know and arrangements will be made.

Open network WIFI is available for clients and their guests.

