



# *The* Gardens

## A special place for special events

The Gardens are an educational resource and living learning laboratory for Kansas State University students and for the visiting public. This privately funded project is developed and operated by the department of horticulture and natural resources at the University. The beautiful landscape provides a colorful backdrop for many types of special events.



## SPECIAL EVENTS IN THE GARDENS

### Availability

- The Gardens can be reserved for events on Saturday from 10 a.m. to 7 p.m. and Sundays from 10 a.m. to 6 p.m. March 15 through November 15 (subject to availability). The Gardens may also be available on some holidays and holiday weekends but an additional 25% will be added to the facility and equipment fees.

### Event capacity

- The Visitor Center Garden lawn accommodates up to 500 people. Seating is limited to 300 people.

### Reservations

- The Gardens will accept event requests and schedule reservations up to 12 months in advance of the desired event date on a first-come, first-served basis. All event requests must be made by completing and submitting a rental agreement (attached) and paying the date reservation fee to The Gardens.
- Schedule appointments for **portrait sessions** in The Gardens at least two weeks in advance of the event date. Friday evenings after 4 p.m. and Saturday afternoons after 12 p.m. will not be available to reserve for photo shoots.

### Scheduling

- Weddings and special events are scheduled in two or three hour time blocks. A two-hour time block reservation begins one hour before the start of an event and it ends one hour after that time. For example, if a wedding takes place at 2 p.m., the two-hour reservation period would be from 1 to 3 p.m. Set-up and clean-up must be done within the block of time reserved. If chairs have been provided by The Gardens, our staff will set them up by 1 p.m. and remove them at 3 p.m.

### Required fees

- A non-refundable date reservation fee of \$250 is required to reserve the event date on the day the reservation is made.
- One half of the facility use fee is due sixty (60) days before the event; the balance of the facility use fee, the security deposit and any equipment use fees and other charges are due thirty (30) days before the event; such amounts are non-refundable unless otherwise provided in the rental agreement. Failure to make a payment by its due date will be considered an event cancellation.
- The security deposit will be held and applied toward any damages that may occur as a result of the event. Additional funds may be required to be paid by the renter if damages exceed the security deposit total; such funds must be paid within ten (10) days of notice of the same from The Gardens. Otherwise, the full security deposit will be mailed back to the renter approximately two weeks after the event.
- It is recommended that all events have an alternate/backup site available if the event must be canceled due to inclement weather. If an event is canceled by The Gardens, a refund of the event fee and any owed deposit paid to date, minus the date reservation fee will be returned to the renter.
- If canceled by renter, one half of facility use fee and all equipment use fees is refundable, unless equipment has already been delivered (as stated in the General Guidelines).

### Equipment use/rental opportunities available

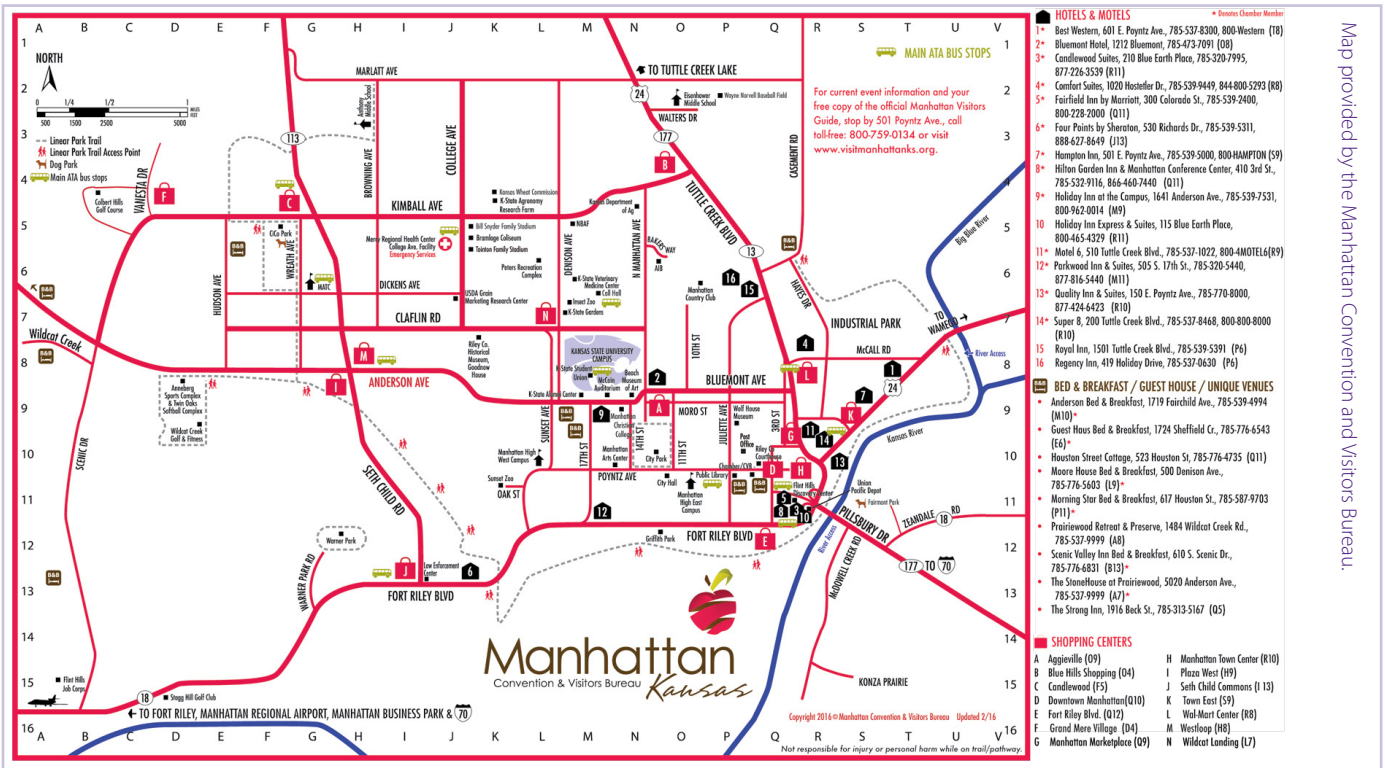
- 1-250 ivory colored chairs can be rented through The Gardens for \$1.50/chair (\$.50 for chair rental and \$1 for chair set up). The Gardens staff will set up and take down chairs. Rental payment must be paid 30 days prior to the event.
- Large tents can be rented through The Gardens for special events in select location. Fees available upon request.

## General guidelines

- **Smoking, tobacco** and/or **alcohol use** (and possession, in the case of alcohol) are strictly prohibited on The Gardens grounds or inside university buildings. Renters shall immediately forfeit their entire security deposit if this rule is not followed by Renters and/or any of Renter's invitee(s).
- All university policies applicable to university visitors are enforced at The Gardens. Copies of such policies can be found at [k-state.edu/policies](http://k-state.edu/policies).
- Food and/or beverages are not allowed in the Quinlan Visitor Center.
- All minors must have adult supervision at all times.
- Animals, bicycles, roller blades and skateboards are not permitted on The Gardens grounds.
- Plants and identification labels are for observation only.
- Limousines and vehicles are to be parked in designated parking lots only.
- Stay on walkways at all times and avoid stepping in the planting beds or on rock features.
- Sculpture, planting urns, fountains and water features are for walkway observation **only**.
- Moving objects such as benches, chairs, planters, urns, etc., is strictly prohibited.
- Trash cans are not provided. Removal of trash is the responsibility of the Renter.
- Dressing rooms are not available for events.
- Reasonable electricity usage is available in select locations. Cords are not provided.
- Renter acknowledges that he/she is aware that The Gardens is open to the public during operating hours and does not close for special events.
- The Gardens will have a staff member on site throughout the event for assistance.
- Equipment delivery and setup locations must be approved by The Gardens.
- Chair rental fees incurred for chairs that have been delivered prior to an event cancellation shall not be refunded.
- Renters must provide a list of names, addresses and phone numbers of companies/persons involved with the event (e.g., musicians, photographers, caterers, event planners, etc.) two weeks prior to the event. (See attached event contact form.)
- The Gardens may choose to cancel an event due to inclement weather conditions if, in The Gardens' sole, reasonable opinion, such weather conditions could endanger the health/safety of visitors, and/or The Gardens' grounds. If The Gardens chooses to cancel an event pursuant to this provision, it will give notice to the Renter as soon as reasonably practicable. Should The Gardens cancel an event due to weather, the event fee will be refunded to the Renter; the date reservation fee shall not be refunded.
- It is understood and agreed that The Gardens hereby reserves the right to control and manage The Gardens' grounds and facilities, and to enforce all necessary and proper rules for the management and operation of the same. The Gardens' staff and university employees shall have free access at all times to all space occupied by the Renter and Renter's invitees.
- The Renter shall be liable for all damage to buildings, gardens, fields, grounds and equipment incident to the Renter's (or Renter's invitee's) use of said premises.
- To be effective, any change made to this agreement must be approved in writing by The Gardens, 30 days prior to the event.

The Gardens have the right to refuse an event and/or the companies/individuals selected to participate in the event's production, subject to applicable law.





## Directions to The Gardens

### From the west on I-70

- Take the KS-18 E exit (number 303) toward Ogden/Manhattan. Turn left onto KS-18. KS-18 turns into Fort Riley Boulevard. Stay on KS-18 to 17th Street. Turn left onto 17th Street, and then turn left on Anderson Avenue. Turn right on Denison Avenue. The Gardens is just past the intersection of Denison Avenue and Claflin Road.

### From the east on I-70

- Take the KS-177 exit (number 313). Keep right at the fork in the ramp. Merge onto KS-177. Follow KS-177 about 8 miles into Manhattan. K-177 becomes K-177/K-18. Take the K-177/K-18 exit. Turn right at the stoplight onto KS-18. Stay on KS-18 until you turn right onto 17th Street. Stay on 17th Street until turning left on Anderson Avenue, and then right on Denison Avenue. The Gardens is just past the intersection of Denison Avenue and Claflin Road.

### From the north on Hwy 77/24

- Follow U.S. 77 going south until it runs into U.S. 24. Continue on U.S. 24 south to Seth Child Road (K-113). Turn right onto K-113, and take the Anderson Avenue exit. Turn left on Anderson Avenue, and continue east. Turn left on Denison Avenue. The Gardens is just past the intersection of Denison Avenue and Claflin Road.

## Parking

A parking lot is available off of Denison Avenue just north of the Conservatory. Additional parking is available around the Davenport building and Veterinary Medicine Complex in the evenings and on weekends. Spaces are limited from 8 a.m. to 5 p.m. Monday through Friday. Bus parking is available; short-term only.

Vehicles parked in non-marked parking areas will be removed immediately at the owner's expense. It is recommended that visitors to the Kansas State campus acquire a visitor parking pass. A one-day K-State visitor parking pass can be obtained at the K-State information booth on the southwest corner of the K-State Student Union (17th Street).

**Physical address:** The Gardens at Kansas State University  
1500 Denison Ave.  
Manhattan, Kansas 66506  
785-532-3271  
k-state.edu/gardens

**Mailing address:** The Gardens at Kansas State University  
2021 Throckmorton Hall  
1712 Claflin Road  
Manhattan, KS 66506-5506