



WAKE FOREST

U N I V E R S I T Y

REYNOLDA GARDENS

Wake Forest University Departments Events Policy

Reservations - An application to reserve Reynolda Gardens for an event should be submitted via campus mail or email. After the initial application is received, the applicant will receive the application back with an official estimate. The Gardens will be reserved only when a written application with estimate is signed and received; the application must include the account number of the Department responsible for expenses incurred at the event. Attendance for events in the Gardens is limited to 200 attendees without prior approval by the Manager of Reynolda Gardens as this requires additional services.

The Department will be charged after the event takes place. In case of cancellation, the Gardens office should be notified at least 48 hours before the scheduled event. If cancellation occurs less than 48 hours before the scheduled event, for any reason other than inclement weather, a \$50.00 fee will be charged. Reynolda Gardens reserves the right to cancel an event due to inclement weather or damage caused by such.

Liability – The Reynolda Gardens administration reserves the right to inspect and control all events in keeping with Gardens policies. The responsible Department is liable for damages to the premises caused by attendees or service providers and will be charged accordingly. The Gardens is not responsible for personal property or equipment brought on the premises.

Food and Beverage – The caterer must carry a liquor liability rider to his/her insurance policy to be verified by the requesting department if alcoholic beverages are to be served. The responsible Department is accountable for the conduct of guests, and the caterer may refuse service to guests in the event of violation of NC state law. University policy requires the presence of a University police officer at any outdoor event where alcohol is served. The responsible Department will schedule and pay the officer.

The caterer is responsible for providing and placing trash receptacles in the Gardens, as well as the disposal of all food service and beverage service trash in the appropriate designated areas..

Tents – The use of tents, canopies, and other structures is prohibited. Reynolda Gardens does not provide an alternate space in case of inclement weather. Please plan accordingly.

Electricity – Electrical outlets are located behind the small fountain and the lion’s head fountain and at the greenhouse. Extension cords must meet all regulatory codes and must be inspected prior to use. Extension cords over 50 feet in length are prohibited. Night lighting is very limited; therefore, events should be completed and cleared by dusk.

Parking – Parking is allowed in the parking lots in Reynolda Village. Parking on the grass is prohibited.

Entrance – For events taking place after 4:00 pm, Monday through Saturday, and all day Sunday, Reynolda Gardens will be entered from the outside ends of Greenhouse 1 and the Education Wing. Entrance through the Garden Boutique and Conservatory can be arranged for an additional fee.

Education Wing – This indoor area may be reserved for small events or for staging outdoor events. Please note that the space is not air-conditioned. A projector is available for an additional fee.

Restrooms – Restrooms are located near the Education Wing. On-site staff will monitor the restrooms periodically, and any issues should be directed to them immediately.

Please note that Reynolda Gardens is not closed to the general public during events.

Fees (includes on-site staff, restroom monitoring, trash removal, and litter pickup):

Formal Garden: \$350.00 for 2 hours, \$75.00 each additional hour

Education Wing: \$100.00 for 2 hours, \$25.00 each additional hour

Times include set up and break down.

Projector: \$25.00

Garden Boutique/Conservatory Entrance: \$50.00/hour