Welcome to the MSU Horticulture Gardens

The Michigan State University (MSU) Horticulture Gardens are located on south campus, surrounding the Plant and Soil Sciences building. These gardens are recognized as one of the most charming and romantic locations in the Lansing area. You will find several picturesque locations designed specifically to host wedding ceremonies, receptions and other special events all set amongst the beauty of the Gardens.

Venues Available to Rent

There are two venues available to rent: The North Garden (which includes the indoor Conservatory) and the South Garden. See below for more information about each.

North Garden and Indoor Conservatory

The North Garden is a beautiful location for events and weddings. For weddings, the North Garden must be booked for both the ceremony and reception (i.e. - the North Garden may not be booked for a wedding ceremony only - without a reception). When renting the North Garden, the following areas are included: our indoor Conservatory for receptions and events, the Lower Lawn for wedding ceremonies, and the Hexagon Plaza (just outside the Conservatory, which can be tented and used for a cocktail hour, a dance floor space, a wedding reception or other event). You may use all three areas or select locations only.

For weddings, the maximum ceremony capacity in the Lower Lawn is 250. The maximum event or reception capacity in the Conservatory is 150. The maximum capacity for the tented Hexagon plaza is 80. All sites have electricity available. If using the Lower Lawn for a wedding ceremony, a rain backup is available. Parking for an event is in Lot #46 (Wilson Rd. entrance). There are restrooms located inside the Plant and Soil Sciences Building.
The South Garden set up for a wedding ceremony.

Located on the south side of the Horticulture Gardens, the Anniversary Plaza is solely a wedding ceremony site and can seat up to 200 guests. Our South Garden also includes the Entrance Pavilion, the Judith DeLapa Perennial Garden and the Frank’s Nursery and Crafts Rose Garden. Electricity is available at this site and a classroom rain backup is also available. Parking for the wedding party and guests is in Lot #53 (Farm Lane/Trowbridge entrance). Restrooms are located on the exterior of the Food Toxicology Building.

How to Choose Your Rental Period
Some things to consider when selecting your rental period:

- Does my rental period allow ample time for…
  - set up of all decorations?
  - my florist and any other vendors to set up decorations?
  - my caterer to dress tables, prep food, plate food and/or set up a buffet?
  - my photographer to take all photos desired?
  - clean up on behalf of all counterparts?
  - guests who may arrive early or may want to stay late?
  - a relaxing, stress-free pace for my day?

Another tip for deciding your rental period is to work backwards. All guests and all counterparts of the event need to be cleaned and cleared from the facility no later than 12:00 am (midnight). Most of our wedding events need one to one and a half hours for cleanup. Therefore, we recommend letting guests know the event ends at 10:00 pm to ensure this. From this point, determine how long you would like various events to occur. For example, for a wedding: how long do you want the reception, photographs, cocktail hour and ceremony to last? Talk with your caterer and any decorators to ensure you book enough time for proper set-up. Additional information regarding booking time for your rental set-up is on page 3.

Booking Your Event
Once you have toured the Gardens and decided on a specific location, we can temporarily hold a date and time for up to 72 hours without a deposit. Within the 72 hours, it is your responsibility to contact our wedding coordinator regarding your decision or the reservation will be released.

To book your event, the Event Rental Contract and Damage Deposit Contract must be filled out. These need to be returned to your coordinator with the site deposit (25% of your total site rental, excluding equipment rentals) and your damage deposit ($200.00). The remaining site balance will be due four weeks before your event. At this time, your Final Equipment Rental Order Form and payment will be due as well. Upon inspection after your
event, if no damage is found, the $200.00 damage deposit which will be returned to you approximately three weeks after your event (please note that this time is dependent on internal processing and may vary).

Visa, MasterCard, cashier’s checks, personal checks, cash, or money orders are acceptable forms of payment. Do not send any financial information via e-mail. For questions regarding booking an event at the Horticulture Gardens, or to set up a tour, please contact our Wedding Coordinator at 517-353-0443 or by email at gardens@msu.edu. Our mailing address is:

Wedding Coordinator- MSU Horticulture Gardens
1066 Bogue Street
A222 Plant and Soil Sciences
East Lansing, MI 48824

Event Pricing
All locations of the Gardens are rented by the hour, with a two-hour minimum for the South Gardens and an 8-hour minimum for the North Gardens. Our rates are listed below. Prices do not include rental items such as tables and chairs.

<table>
<thead>
<tr>
<th>June 15 – September</th>
<th>October</th>
<th>November-April</th>
<th>May – June 14</th>
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</thead>
<tbody>
<tr>
<td>$250.00/hour</td>
<td>$200.00/hour</td>
<td>$125.00/hour</td>
<td>$187.50/hour</td>
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Purchasing Set-Up Time
If your wedding reception or event is occurring on a Saturday in the North Garden, you may also purchase up to two hours of set-up time on the Friday prior to your event. The only two hours for which Friday set-up may take place is from 4:00pm-6:00pm.

Friday set-up can be used to string lights on trees inside the conservatory, dress tables with linens, set non-floral centerpieces and drop off items to be used for your event.

Parking during set-up is only available at the Horticulture Demonstration visitors lot located off of Bogue St. between Wilson Rd. and Service Rd (lot #54) and costs $1.80/hour (subject to change). ONE car at a time may pull up to the south doors of the Plant and Soil Sciences Building (1066 Bogue St.) to unload.

Payment of set-up time should be purchased as part of the rental fee due at deposit. Set-up time can be added on at a later date with 25% deposit but cannot be added less than 3 weeks in advance.

Pricing for event set-up is the same as the hourly rental fee for the event itself and differs by season. Please see above pricing matrix.

Set-up time for caterers, florist, DJ and other vendors MUST still be included in your rental period on Saturday.

If your wedding ceremony is also taking place at the Gardens, you are granted a one-hour period from 6:00pm – 7:00pm or 7:00pm – 8:00pm for a wedding rehearsal. We suggest setting your rehearsal time period from 6:00pm – 7:00pm if you plan to purchase set-up time prior. For additional information specific to your rehearsal, please speak to your Wedding Coordinator.