Matthaei Botanical Gardens

**Auditorium**
The Auditorium is our largest room, taking up to 100 people, depending on layout. Overlooking the gardens and forest beyond, the forty foot long, 12’ tall floor to ceiling windows provides ample natural daylight and makes this our most popular meeting room. There is a small kitchen for caterers, and a terrace, which you are welcome to use, adjoins. This room has central AC. A digital projector, and speakers mounted in the ceiling are included in the space.

**Small meeting room**
Room 139 is a small meeting room with capacity for 20 people seated in a square boardroom style. The room has two blackboards, natural daylight and a projector screen. This room has a window AC unit.

**Classroom**
Room 125 is a converted classroom next to our working greenhouses. It can hold up to 40 people and contains basic tables and chairs. The room has a blackboard, two whiteboards, natural daylight, projector screen, and a window AC unit.

**Conservatory**
Our Conservatory contains a rich collection of plants from around the world and is a lush warm environment year round! The Conservatory is available for groups to rent after 4:30pm except Wednesdays. Floodlighting is available for an evening reception. There is no AC in the Conservatory, so it’s not advisable to use it in the summer for an extended gathering.

**Conference Room**
Room 164 has eight conference chairs, an oval table, and corner windows offering floor to ceiling light, with views overlooking the entrance to the Gardens. This room has central AC.

**Catering**
The majority of caterers in the area have catered an event at Matthaei at one time or another. You are welcome to visit the site with your caterer in order to plan set up, tear down and clean up. Beer and wine are allowed for your event, provided you hire a licensed bartender to serve. We discourage the use of disposable dishes and utensils, instead we strongly encourage that you use reusable items.

**What’s included?**
Tables, black chairs and basic audiovisual equipment are included in the rental cost. White wooden folding chairs are an additional $2.50 each. A host from the Gardens will be available throughout the period of your rental. All rooms have access to a small kitchenette with microwave, sink and refrigerator. Large capacity coffee makers are available for your use.

**Contracts**
Tentative bookings will be held for 10 working days and are confirmed once a signed contract is returned and the deposit (usually 50% of the rental fee) is paid.
Further information
We will be delighted to discuss any questions you may have or to show you our meeting rooms and beautiful gardens. You are encouraged to visit anytime; our building opens at 10:00 am seven days a week, and closes at 4:30 pm, six days a week, with the notable exception of Wednesdays when we are open until 8:00 pm. We have 120 parking spaces and there are two parking kiosks for the lots. The fee to park a vehicle is $1.20/ hour for a maximum of $5 for the day, from 8 am – 8 pm, seven days a week. The parking fee will include admission to the Conservatory and all outdoor areas. Members may park for free.
The University of Michigan became a smoke free campus on July 1, 2011. Smoking will not be permitted on any University of Michigan grounds, outdoors as well as indoors.
Beer and wine may be served to your guests, providing the serving is done by a certified bartender, liability insurance for the event is obtained, the event is non ticketed, and there is no charge to your guests.

Summary

<table>
<thead>
<tr>
<th>Space</th>
<th>Maximum capacity</th>
<th>Set up styles</th>
<th>Rental Fee</th>
<th>Suggested uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>100 seated</td>
<td>100 lecture style; 100 seated at tables.</td>
<td>$800 per 6 hour block $200 per additional hour Holiday weekend prices are $1,100 per 6 hour block</td>
<td>• Receptions • Meetings • Retreats • Workshops • Lecture dinners • Buffet dinners</td>
</tr>
<tr>
<td></td>
<td></td>
<td>64 seated at tables facing speaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small meeting room (139)</td>
<td>20 seated</td>
<td>Square board room style</td>
<td>$250 per day (8 hours) $125 per half day (4 hours)</td>
<td>• Board meetings • Small workshops • Small meetings</td>
</tr>
<tr>
<td>Classroom (125)</td>
<td>40 seated</td>
<td>Classroom style</td>
<td>$250 per day (8 hours) $125 per half day (4 hours)</td>
<td>• Workshops • Teaching classes • Children’s parties</td>
</tr>
<tr>
<td>Conservatory</td>
<td>100 standing</td>
<td>Informal, using the space available on pathways</td>
<td>$800 per 6 hour block only available from 4.30pm Holiday weekend prices are $1,100 per 6 hour block</td>
<td>• Standing receptions • Mingling social events</td>
</tr>
<tr>
<td>Conference room (164)</td>
<td>8 seated</td>
<td>Oval table</td>
<td>$75 per day (8 hours) $40 per half day (4 hours)</td>
<td>• Retreats, meetings</td>
</tr>
</tbody>
</table>

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