

# Welcome!



Thank you for contacting us about your upcoming event!

We are honored that you are considering the Dyck Arboretum of the Plains and hope you love the grounds and facilities as much as we do!

- Please carefully read the information in this packet. If you have any questions, please call or email Rentals Manager Janelle Flory Schrock at 620-327-8127 or at [arboretum@hesston.edu](mailto:arboretum@hesston.edu)
- Your event reservation is not finalized until we have received payment of a damage deposit with a signed rental agreement. When you are ready to reserve your date, please sign the “Rental Agreement” page.
- Make a copy of the rental agreement page for your records, and mail it in to us with your damage deposit to:  

Dyck Arboretum of the Plains  
P.O. Box 3000  
Hesston, KS 67062.
- Alternatively, you may scan in your signed agreement and call in your card info to our office at 620-327-8127.



# Rental Policies

The Dyck Arboretum of the Plains, owned by Hesston College, is a prairie garden dedicated to educate people about the benefits of appreciating, preserving and utilizing native and adaptable plants. Providing rental space for events provides a community service to enable groups to utilize the facilities and the unique landscape at the arboretum. We appreciate your cooperation in following these policies, which will help protect and preserve the Visitor and Education Center and Arboretum grounds.

## GENERAL POLICIES AND GUIDELINES

**HOURS:** The Visitor Center will be open to public use during normal operating hours. Summer hours are 9:00 a.m. to 4:00 p.m., Monday through Friday, and Saturday 9:00 a.m. to 2 p.m. (May – October). Winter hours are 9:00 a.m. to 4:00 p.m., Monday through Friday, (November – April). The grounds are open to the public seven days a week, dawn to dusk. Rental will not guarantee exclusive use of grounds or public facilities in the Visitor Center during operating hours. If a facility is rented after operating hours, a key must be picked up at the Center during operating hours. This can be done a day or two before the event.

**PARKING:** 60 spaces. Bus parking is available. Overflow parking on Hickory Street is permitted by the City of Hesston. Please do not park on any grassy areas in the Arboretum or in the parking lot of the Hickory Homes Retirement Community.

## OUR RENTAL FACILITIES

**THE VISITOR CENTER:** The Arboretum will provide exclusive use of a meeting room with 1300 square feet of usable space adjacent to a large outdoor patio. The Education Hall is 36'x 36' and the patio is 25'x 25'. Access to the kitchen and public restrooms in the Visitor Center will be provided. Maximum capacity for the room is approximately 125 people seated in chairs or 75 seated at tables.

**PRAIRIE PAVILION:** The Prairie Pavilion has a larger capacity than the Visitor and Education Center, with dimensions of 48' x 42.5', providing 2040 square feet in the main room. This venue also includes public restrooms, a small bridal preparation room, and an entry hallway for gift tables, guest sign-in, etc. Maximum capacity for the room is approximately 250 seated in chairs or 175 seated at tables.

**PRAIRIE DISCOVERY LAB (located in the HUB):** Use of the Prairie Discovery Lab (just under 2,000 square feet) also includes use of an adjacent preparation kitchen and access to two restrooms. A water fountain and sink/cabinet are also located in the PDL. Maximum capacity for the room is approximately 200 seated in chairs or 150 seated at tables.

## **FULL DAY PACKAGES:**

**Includes Prairie Pavilion, Visitor Center and Grounds Access/Use**

- \$2,000 for Saturdays (access from 5 pm Friday to 11 pm Saturday)
- \$1,500 for Fridays or Sundays (access 8 am to 11 pm)
- \$1,000 for Mondays through Thursdays (access 8 am to 11 pm)

\*Peak season is April through October. Weddings between November and March receive 20% off the above-listed package prices.

## **HALF DAY PACKAGES (ceremony only)**

Includes 5 hour access to grounds and choice of Visitor Center OR Pavilion for restrooms and bad weather backup for ceremony

- \$1,000 for select Saturdays
- \$750 for Fridays or Sundays
- \$500 for Mondays through Thursdays

## **OPTIONAL ADD-ONS:**

- White plastic chairs for outdoor use: \$1.00 each
- Use of projector in Prairie Pavilion or Prairie Discovery Lab: \$75 per day
- Set-up and take-down of INDOOR tables and chairs may be done by arboretum staff with following fees: \$100 for groups up to 100; \$150 for groups up to 200; \$200 for groups over 200\*

***\*We do not set up on Sundays. We do not set up outdoor chairs.***

## **DEPOSIT:**

A damage deposit of \$250.00 is required with your signed rental agreement to reserve your rental date firmly. This amount will be returned to you via check within two weeks following your event, less any amount needed to fix damages that are a direct result of your rental. Reasons you might not receive your full deposit return could include:

- Damages to walls from using pins, tape, hooks that pull the paint away
- Damage to tables and/or chairs
- Damage to the grounds, including turf and flower beds

## **5-HOUR AND 10-HOUR RENTAL RATES**

\*Blocks of time INCLUDE your time to set-up and clean-up. Additional hours may be added at a rate of \$25/hour for the Visitor Center and \$40/hour for the Prairie Pavilion.

For the VISITOR CENTER

- \$125 for 5 hours
- \$200 for 10 hours

For the PRAIRIE PAVILION

- \$200 for 5 hours
- \$300 for 10 hours

For the PRAIRIE DISCOVERY LAB

- \$100 for 5 hours
- \$175 for 10 hours

## **BULK HOURLY RATES FOR BUSINESSES**

Blocks of 20 hours may be purchased at \$25/hour for the Visitor Center or Prairie Discovery Lab or \$40/hour for the Prairie Pavilion by businesses who plan to use our facilities for recurring daytime meetings.

## **DEPOSIT:**

A damage deposit of \$100.00 is required with your signed rental agreement to reserve your rental date firmly. This amount will be returned to you via check within two weeks following your event, less any amount needed to fix damages that are a direct result of your rental. Reasons you might not receive your full deposit return could include, but are not limited to:

- Damages to the walls from using pins, tape, hooks that pull the paint away
- Damage to tables and/or chairs
- Damage to the grounds, including turf and flower beds
- Violation of our no alcohol/no smoking policy

### **AMENITIES INCLUDED with Visitor Center:**

- 100 green padded chairs
- 15 rectangular banquet tables (8 feet by 30 inches)
- Access to Public Announcement sound system for speeches, presentations and/or background music
- Dressing Room
- Restrooms / Storm Shelters
- If rented during business hours (including Saturdays April-October), the public will also have access to the restrooms in the Visitor Center.
- The kitchen may be used for cooking and contains a refrigerator, stove and oven, dishwasher, and microwave. The Arboretum will not supply ice, tablecloths, dishes, cooking or serving utensils, platters, paper goods or silverware. We will supply pitchers, coffee makers, coffee servers and trash bags. **A local restricted phone is available in the kitchen using line #1.** You may inquire about the rental of our china.

### **AMENITIES INCLUDED with Pavilion:**

- 150 gray padded chairs
- 20 rectangular banquet tables (8 feet by 30 inches)
- Dressing Room
- Restrooms
- Covered Patio with option to open sliding glass doors (not available if outside temperature is above 85 degrees)

### **AMENITIES INCLUDED with Prairie Discovery lab:**

- 120 MityLite black mesh-backed chairs with silver frame
- 10 sixty-inch round tables
- Additional rectangular tables may be transported from other facilities

### **OPTIONAL ADD-ONS:**

- White plastic chairs for outdoor use: \$1.00 each
- Use of projector and sound system in Prairie Pavilion: \$75 per day
- White china for 100 place settings: \$100 (you wash)
- Set-up and take-down of INDOOR tables and chairs may be done by arboretum staff with following fees: \$75 for groups up to 100; \$100 for groups up to 200; \$125 for groups over 200\*

**\*We do not set up on Sundays. We do not set up outdoor chairs.**

**CATERERS:**

- Bluestem Catering (The Water's Edge)
- Hesston Bakery and Café
- Lincoln Perk
- Catering by Kaye
- The Meridian Center

**FLORISTS/DECORATORS:**

- Sweet B Revival (Bridgette McKay)
- Brass & Bloom

**EQUIPMENT RENTAL:**

- Hesston TruValue
- The Table Guys
- Reger Rental

**PHOTOGRAPHERS:**

- Wendling & Bartel
- Amy Sharp Photography
- Alycia Rife Photography

**MUSICIANS:**

- Celloboe (husband and wife duo—cello/oboe/keyboard/guitar/vocals)
- Book of Jebb (bluegrass band)
- Dave Anderson (hammered dulcimer)
- RoJean Loucks (harp)

# Cancellation Policy

## **CANCELLATION POLICY:**

**Regular rentals** canceled 4 weeks before will receive 100% of the deposit fee; 3 to 4 weeks before will receive 50% of the deposit fee; there will be no return of deposit after that date. If rental fee has been made at time of cancellation, it will be returned.

**Weddings** canceled 12 months before will receive 100% of the deposit fee; 6 to 11 months before will receive 50% of the deposit fee; there will be no return of deposit after that date. No return of deposit for weddings booked in May, June and September. If the rental fee has been paid at time of cancellation, it will be returned.

# Rental Etiquette

## **RESTRICTIONS:**

- Do not staple, tack, or tape anything on the walls. Tacky gum may be used to attach decorations to walls.
- Please avoid glitter and confetti in your decorating.
- Smoking and the use of alcoholic beverages are strictly prohibited in the building and on the Arboretum grounds.
- No OPEN flames are allowed in the building or on the grounds. Please protect all flames in glass jars, hurricane jars, etc.
- NO RED LIQUIDS, please!

## **CLEAN-UP:**

Both the renter and the caterer must leave all facilities in the same condition as prior to the function. Clean up is to be done immediately following the event by the renter.

- Counters must be wiped down and spills must be wiped up as they happen to avoid any injury.
- The grounds must be free of trash.
- The janitorial supply cabinet and drawers are located in the kitchen and/or in the restroom closets in the Prairie Pavilion.
- Remove trash (secured in bags) to the outside trash can between the air conditioners behind the fence.
- There is a Renter Checklist located in the Kitchen. This checklist MUST be checked off and signed before leaving the arboretum. Leave in the kitchen.



# Dyck Arboretum of the Plains

## Rental Agreement and Liability Waiver



Name:			
Address:			
Phone:			
Email:			
Event Type:		# of guests:	
Event Date(s):		Arrival Time:	Departure Time:
Venue (s):			
Deposit Amt:		Paid on:	
Rental Fees:		Due by:	

Special Notes (please include here any special requests or agreements made between you and the Dyck Arboretum staff regarding equipment, rental of dishes, storage of equipment from outside vendors, etc):

OFFICE USE ONLY: Requisition sent to HC on: _____ Mailed on: _____

I hereby acknowledge that I have applied to use the Dyck Arboretum of the Plains and have a copy of the Building & Grounds Use Policy. I agree to abide by these policies in my use of the Dyck Arboretum of the Plains and insure that all other invited persons abide by the terms and conditions of the Building & Grounds Use Policy. I hereby acknowledge that I am responsible for my own event and release The Dyck Arboretum of the Plains from any and all liability associated with my event. I agree to hold harmless The Dyck Arboretum of the Plains, staff and volunteers, from any and all claims, causes of action, demands and expenses of every kind, resulting or related to me or third parties or their property while they are using The Dyck Arboretum of the Plains.

A damage deposit in the amount of \_\_\_\_\_ has been sent to the Dyck Arboretum previously on \_\_\_\_\_ (date) or along with this rental agreement. I understand this deposit is refundable following event (less any damages incurred during event) and is not considered part of the rental fees. I agree to pay the above mentioned rental fees at least two weeks prior to my event date.

\_\_\_\_\_  
Signature Date

**Please read all pages and fill out and sign page 4. Please keep a copy for your records. Send page 4 ONLY back to:  
Dyck Arboretum of the Plains, Attn: Rentals, P.O. Box 3000, Hesston, KS 67062.**

Rental Agreement