

# 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)
- When you are ready to reserve your date, please call or email Janelle with the details of your needs and she will email you a digital Buildings Use Agreement for you to e-Sign as well as an estimate of your fees, including an invoice for the damage deposit. Your event reservation is not finalized until we have received payment of a damage deposit with a signed Buildings Use Agreement.
- If you prefer to sign your agreement in paper form, you may request a PDF version of the agreement. Make a copy of the Buildings Use Agreement 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**



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. Hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. The grounds are open to the public seven days a week, dawn to dusk. Paying for the use of our buildings will not guarantee exclusive use of grounds or public facilities in the Visitor Center during operating hours. If the facility is being used 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. School bus– sized 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 FACILITIES

**THE VISITOR CENTER:** Please consider the size limitations of the facilities when considering an event at the Visitor and Education 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 for catering support, and access to the public restrooms in the Visitor Center will be provided. Maximum capacity for the room is approximately 125 people seated in chairs or 60-70 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 coat room, and an entry hallway for gift tables, guest sign-in, etc. Maximum capacity for the room is approximately 250 seated in chairs or 150 seated at tables.

# Our Policies

# Buildings Use Rates

## **5-HOUR AND 10-HOUR BUILDINGS USE RATES**

\*Blocks of time INCLUDE your time to set-up and clean-up. Additional hours may be added at a rate of \$30/hour for the Visitor Center or Prairie Discovery Lab and \$50/hour for the Prairie Pavilion.

For the VISITOR CENTER

- \$150 for 5 hours
- \$250 for 10 hours

For the PRAIRIE PAVILION

- \$250 for 5 hours
- \$400 for 10 hours

For the PRAIRIE DISCOVERY LAB

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

## **BULK HOURLY RATES FOR BUSINESSES**

Blocks of 20 hours may be purchased at \$30/hour for the Visitor Center or Prairie Discovery Lab or \$50/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 Buildings and Grounds Use Agreement to firmly reserve your event date. This amount will be returned to you via check or card refund within two weeks following your event, less any amount needed to fix damages that are a direct result of your event. You might not receive your full deposit refund if there are:

- 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, flower beds and hardscaping
- Violations of our no alcohol/no smoking or tobacco policy

## DEPOSIT

A damage deposit of \$250.00 is required with your signed Buildings and Grounds Use Agreement to firmly reserve your event date. This amount will be returned to you via check or card refund within two weeks following your event, less any amount needed to fix damages that are a direct result of your event. You might not receive your full deposit refund if there are:

- 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, flower beds and hardscaping
- Violations of our no alcohol/no smoking or tobacco policy

## FULL DAY PACKAGES

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

- \$2,250 for late Saturdays (5 pm Friday to 11 pm Saturday)
- \$2,000 for early Saturdays (10 am Friday to 4 pm Saturday)
- \$2,000 for Fridays or Monday holidays (5 pm night before to 11 pm)
- \$1,000 for Mondays through Thursdays (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 (for ceremony with small reception)

Includes 5 hour access to grounds and choice of Visitor Center OR Pavilion for restrooms and bad weather backup for ceremony. *Does not include extra rehearsal or decorating time.*

- \$1,125 for select Saturdays or holidays
- \$1,000 for Fridays
- \$500 for Mondays through Thursdays

## OPTIONAL ADD-ONS

- \$50 Use of projector, per day/per projector
- \$150\* Set-up and take-down of INDOOR tables/chairs by our staff

*\*We do not recommend groups over 175 in our venue. We do not assist with "flips" between ceremony and reception.*

- \$3 per outdoor white chair set-up and take-down for ceremony

# Wedding Packages



# Amenities & Add-ons

## IN THE VISITOR CENTER

- \*100 green padded chairs
- \*20 rectangular banquet tables (8 feet by 30 inches)
- Access to Public Announcement sound system with Bluetooth for speeches, presentations and/or background music. Use of projector incurs additional fee.
- Dressing Room
- Restrooms / Storm Shelters
- If event occurs during business hours, 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. We have available pitchers, coffee makers, and trash bags.
- The Arboretum DOES NOT supply ice, tablecloths, cooking or serving utensils, platters, paper goods or decorations. Dishes and silverware available upon request. You wash.

## IN THE PRAIRIE PAVILION

- \*150 gray padded chairs
- \*11 sixty inch round tables
- Additional rectangular tables may be transported from other facilities
- Coat Room (can be used as a dressing room)
- Restrooms
- Covered Patio with option to open sliding glass doors (not available if outside temperature is above 80 degrees)
- Access to Public Announcement sound system for speeches, presentations and/or background music. Use of projector incurs additional fee.

## IN THE PRAIRIE DISCOVERY LAB

- 120 MityLite black mesh-backed chairs with silver frame
  - \*15 rectangular banquet tables (8 feet by 30 inches)
- \* indicates equipment can be moved to other buildings with advanced notice

## OPTIONAL ADD-ONS

- \$50 Use of projector, per day/per projector
- \*\*\$150 Set-up and take-down of INDOOR tables/chairs by our staff

*\*\*We do not recommend groups over 175 in our venue. We do not assist with "flips" between ceremony and reception.*

## 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, September and October. If the rental fee has been paid at time of cancellation, it will be returned.

# Cancellation Policy

# Our Expectations

## **RESTRICTIONS**

- Do not staple, tack, or tape anything on the walls. Tacky gum may be used to attach decorations to walls.
- Please avoid glitter (or glitter-covered items) and confetti. This includes glitter on items where it may come off easily.
- Use of tobacco and alcoholic beverages are strictly prohibited in the buildings 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 in Visitor Center or Prairie Pavilion please!

## **CLEAN-UP / LEAVE IT LIKE YOU FOUND IT**

Both the persons using the facilities and their hired vendors (caterer, decorator, etc) must leave all facilities in the same condition as prior to the event. Clean up to a “leave it like you found it” condition is to be done immediately following the event.

- 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 Clean Up Checklist located in the Kitchen or in the Pavilion storage room. This checklist must be reviewed and completed before leaving the Arboretum.

# Our Local Vendors

## **CATERERS/BAKERS**

- Hesston Bakery and Café
- Lincoln Perk
- El Cerrito
- Carlos' Kitchen & Cater
- The Meridian Center
- Cakes by Brenda

## **FLORISTS/DECORATORS**

- Limestone Floral
- Lavender Lane

## **EQUIPMENT RENTAL**

- Hesston TruValue
- Something Borrowed (decorations & linens)
- Mark Loeffler (Golf carts)

## **PHOTOGRAPHERS**

- Sean Tomlinson
- SJ Nuzum Photography
- Strikker Images
- Photography by Steph
- Rashell Chastain's Brush and Bloom Studio