

Picture Your Corporate Event at Phipps



SPACE	DAYTIME 8 a.m. – 4 p.m.	EVENING 6 p.m. – 11 p.m.	CAPACITY
Special Events Hall	8-hour meeting - \$1,000 4-hour meeting - \$800 2-hour meeting - \$600	4-hour reception - \$2,500 Friday rate - \$2,000 Additional hour - \$500	200 seated 300 cocktail-style
with Tropical Forest	N/A	4-hour reception - \$4,000 Additional hour - \$850	
Tropical Forest	N/A	3-hour reception - \$2,000	40 seated 100 cocktail-style
Outdoor Garden (Available May-Oct.)	3-hour meeting - \$1,800 5-hour meeting - \$3,600 Additional hour - \$900	3-hour reception - \$1,800 5-hour reception - \$3,600 Additional hour - \$900	230 seated 300 cocktail-style
East Wing	N/A	3-hour reception - \$1,500	36 seated 60 cocktail-style
Palm Court and South Conservatory	N/A	3-hour reception - \$1,800	125 cocktail-style
with Gallery Room	N/A	3-hour reception - \$2,300	200 cocktail-style
Botany Hall	2-hour meeting - \$250 Additional hour - \$75	2-hour meeting - \$250 Additional hour - \$75	100 theater-style
Full Conservatory	N/A	4-hour reception - \$15,000	1,000 cocktail-style

Please note: Phipps offers non-profit organizations a 20% discount on event space fees. To receive the non-profit discount, Phipps must be provided a copy of your organization's 501(c)(3) form.

INCLUDED FEATURES

- ❖ A/V equipment – speaker system and microphone
 - Projectors and screens included with Special Events Hall and Botany Hall rentals
- ❖ Event staffing to assist with A/V functioning, set-up of event space, and escorting guests
- ❖ Touring – access to the Full Conservatory during operating hours for guests with purchase of food or beverages
 - Saturday - Thursday 9:30 a.m. – 5 p.m. | Friday 9:30 a.m. – 10 p.m.

SPECIAL EVENTS HALL – With floor-to-ceiling glass walls and breath-taking views of the Tropical Forest and Oakland landmarks, the Special Events Hall offers a tranquil escape from your usual day-to-day. The included outdoor patio area provides easy access to fresh air, and the state of the art audio and visual equipment allows for stress-free presentations and speaking engagements.

TROPICAL FOREST – Imagine your cocktail hour in the lush Tropical Forest, adjacent to the Special Events Hall. Here your guests are invited to explore unique exhibits with beverage in-hand.

OUTDOOR GARDEN – One large garden made up of many smaller gardens provides approximately one acre of outdoor tranquility. Imagine a cocktail hour surrounded by flowers in the lower garden and an outdoor reception under beautifully lit white tents.

EAST WING – Enjoy an intimate reception among three of our most popular rooms in the Conservatory: The Parterre de Broderie, East Room and Victoria Room.

PALM COURT – Spacious, tropical, and peaceful, the interior room of the glasshouse is an excellent space for food and beverage stations and cocktail receptions.

BOTANY HALL – The 100-seat Joan Kilner Hunt Auditorium, equipped with state-of-the-art audio and visual equipment, is perfect for business retreats, lectures, presentations and seminars.

FULL CONSERVATORY – Combining all of the stunning spaces listed above, the Full Conservatory provides the ideal setting for galas, private dinners and cocktail hours. Utilize the garden rooms for bars and activities to engage your guests in an evening under glass they will never forget.

EVENT ENHANCEMENTS

- ❖ **Scavenger Hunt** – \$2/person – Engage your guests with a team-building activity throughout the entire Conservatory. Follow our clues that lead you through Phipps in search of plants, fish and hand-blown glass to win a grand prize provided by The Shop at Phipps.
- ❖ **Pot-a-Plant** – \$2/person (minimum 30 days' notice required) – Take a break from your meeting agenda to pot a seasonal plant. A facilitator, pots, plants and soil are included to provide a take home item for your guests. Pre-potted plants are also available as a Phipps-style party favor.
- ❖ **Docent Tours** – \$2/person (12 guests per docent group, 1 hour per tour) – Explore the Conservatory and the rich history of Phipps with the guidance of an experienced docent. From the blooms to the architecture, there is so much to see and learn inside our glasshouse.

IMPORTANT EVENT INFORMATION

- ❖ All prices are subject to change without notice until a rental agreement is in place.
- ❖ All rentals include rental staff supervision and most include one security attendant.
- ❖ Hours may be extended based on availability at an additional cost.
- ❖ Valet service is recommended for larger events.
- ❖ Photos are permitted only in the space(s) rented.
- ❖ Spaces may not be available for rent during flower show installation.
- ❖ The event sales department cannot guarantee what flowers will be used or what will be displayed in any area of the Conservatory during a Flower Show.
- ❖ Scheduling an event appointment to view the space(s) you're interested in is recommended. Event appointments can be scheduled seven days a week but are subject to availability. To make an event appointment, please call 412-315-0685.
- ❖ If you choose to host an event without food or beverages, you can treat your guests to a tour of the conservatory at 50% off the admission price when booking an event at Phipps. You must tour the day of the event. Please contact the Event Sales Department to arrange (must be prearranged and prepaid before date of event).