

The Pavilion building has 4,100 square feet of space with two glass walled sides open to the beauty of The Gardens. Table seated events can accommodate up to 125 guests; Theatre-style meetings, up to 200; and casual standing, walk-about type events, up to 375. For larger events, consider the various Garden areas, allowing guests to ramble and enjoy the Gardens.

Our inside space maximum capacity is **125 without a dance floor and 100 with a dance floor**. We do not rent tents, or other party items. All caterers, DJ's and bartenders must be licensed and insured through the State of Florida. We must receive those certificates of proof of insurance two weeks before your event takes place. All vendors (catering, photographers, DJ) are required to be licensed and insured and to provide liability insurance naming the City of Port St Lucie and Friend of the Port St Lucie Botanical Gardens as co-insured. Your Social Assistant can provide you with a listing of preferred vendors who are familiar with the Gardens and have experience in their field.

The Gardens' Social Assistant looks forward to working with you as you plan your special event. Visit the Gardens first to confirm that this is your location-of-choice.

Next step: make an appointment with the Social Assistant who will assist you with questions, pricing, specific requests, date availability and contract development.

**Please keep in mind, bookings come in constantly. As long as the date you are seeking is available, once you sign the contract and place a deposit, that date is yours!** Check out our Facility Rental page on our website at [www.PSLBG.org](http://www.PSLBG.org) which features a full slideshow of event photographs.



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## FACILITY RENTALS AT THE PORT ST. LUCIE BOTANICAL GARDENS



Beautiful plants & flowers, magnificent oaks and a lake, all nestled on 20 acres near the shore of the St Lucie River; The Port St Lucie Botanical Gardens is a favorite venue for special events in our city. The Gardens offers picturesque settings for your special occasion:

- Wedding Ceremonies
- Cocktail Parties
- Anniversary
- Meetings & Seminars
- Celebration of Life Events
- Many More
- Receptions
- Quinceañera
- Birthday
- Holiday Parties



As a reference point, the following general rental fee schedule includes the basic estimated prices for weddings, parties, meetings, large workshops, etc. These are not contractual or binding but are provided to give you a good reference point:

## RENTAL OF FACILITY \$1700

### This includes:

- Tables - 60" round, 8 foot and 6 foot rectangular
- Chairs both inside and/or outside
- Setup & breakdown
- Use of Conference room/ Kitchen area
- Onsite Event Coordinator
- Clean Up

## WEDDING CEREMONY (ONLY) \$550

### This includes:

- Chairs
- Set up/Breakdown
- Onsite Event Coordinator
- Clean Up

### Plus:

- Insurance \$100 (\$1 per person additional over 100 persons) requirement of the City of PSL
- Alcohol Beverage Permit (if applicable) \$31.60 requirement of the City of PSL
- 6.5% Florida sales tax

**We do give ACTIVE MILITARY  
\$100.00 discount off the rental price.**

**Also required is a \$300.00 refundable deposit.**

**50% deposit of the entire rental price of the event is due upon signing a contract.**



For other parties' / dinner meetings/ bridal and baby showers on a Sunday, rental is \$150.00 an hour. At this price 60" round, 8 foot and/or 6 foot rectangular tables and chairs no matter how many are \$200.00 to rent. Insurance is mandated at \$100.00 as well as if Alcoholic Beverages are being served, that would be a \$31.60 fee. We have a conference room area where food can be set up and served. (if you are planning a very small intimate party price can be negotiated)

Outside Tea parties or children's birthday parties can be held at \$50.00 per hour additional fees are required for set up/breakdown of the party. Tables are \$10.00 each, chairs \$1.00 each. If you require an Easy-up for shade, there is also a charge for that as well.



**PLEASE NOTE:** Lily Pad capacity is 15 persons. Any arches, arbors, or similar decoration may not be appropriate on high-wind days. Day-of event decision re: safety will be made by The Gardens Social Assistant and the contracted Event Planner only and their decision will not be negotiable!

**All published prices are subject to change until a contract is signed and deposit received.**

Information contained herein is subject to change.  
Prices Valid Until 12.31.17



- Some events may require additional security (an additional expense) at the Social Assistant's discretion.
- No event will extend beyond 11:00 pm. All event attendees (guests & vendors) must vacate The Gardens by 11:00pm day-of-event.
- The Gardens is a City park and is open to the public during posted hours. Visitors may be on property during event hours.
- Smoking is allowed in designated areas immediately adjacent to the Pavilion.
- Open flames, pyrotechnics, fog & smoke device, sparklers, wishing lanterns, etc. are **expressly prohibited!**
- Use of bird seed, confetti, bubbles, etc. is prohibited, inside or outside the Pavilion.
- Glass bottles and kegs are prohibited.
- The facilities & buildings will only be available during the time specified in the rental contract.
- All event attendees, including guests and vendors, must vacate the Gardens on event date by 11 pm, unless previously contracted through a Gardens Social Assistant
- All food and beverage must be removed day of event. Friends of the PSLBG and/or the Gardens takes no responsibility for receiving rentals or deliveries for contracted events. Renter must have someone on property to receive their outside items.
- The Gardens is not responsible for items left on property by the renter, guests or vendors,
- Renter is responsible for the conduct of guests, vendors and their staffs.
- Information regarding payments, deposits, cancellation fees, etc. are available through a Gardens Social Assistant.
- A 6.5% Florida sales tax is charged on all contracted fees.
- A signed contract replaces and supersedes all information contained herein.
- Rehearsal time is provided up to one hour during regular Garden hours within 2 weeks of the event.