

Business Events

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Space Statistics

Room	Dimensions	Sq. Ft.	Capacity Range
Dome	150' diameter	17,660	40 seated on floor 45 seated in the balcony standing room for up to 250
Willow	56' x 31'	1,736	70-80
Oak	50' x 31'	1,550	70-80
Oak/Willow combined	106' x 31'	3,286	100-250
Swartz	30' x 25'	750	20-40
Walsh	30' x 25'	750	20-40
Levitt	33' x 34'	1,122	20-60
Riverwalk Café	32' x 30'	1,120	30-60
Conference Room	27' x 15'	405	10-20

Rental Fees and Rental Periods

	Week	Week	Weekend	Weekend
	Day (M-F) 7:00am - 5:00pm	Night (M-Th) 6:00pm - 12:00am	Day (Sat & Sun) 7:00am - 5:00pm	Night (Fri-Sun) 6:00pm - 12:00am
Dome	200*	400	200*	700
Willow	250	200	350	350
Oak	250	200	350	350
Oak/Willow	450	300	600	600
Levitt	150	100	150	100
Swartz	150	100	150	100
Walsh	150	100	150	100
Conference Room	100	100	100	100
Riverwalk Café	n/a	200	250**	300
Showhouse	n/a	400	n/a	n/a

*7am-10am rental period

** The Riverwalk Café can only be rented during the day on Sundays (when it is closed to the public).

Outdoor Rental Space				
Herb Garden with Gazebo	300	300	300	300
~ Outdoor area is rented in 3 hour increments from May 15 through the first weekend in October. Rental periods: 11 am -2 pm or 4 pm -7 pm				

Equipment

The following items are provided free of charge upon request:

- Chairs (indoor only, outdoor chair rental is \$2.50 per chair – 40 maximum)
- 6' x 30" banquet tables (seat six people – three per side)
- 6' x 18" classroom setup tables (seats three people – seating on one side only)
- 5' diameter round tables (seat eight people)
- Podium
- Microphone (corded with microphone stand)
- Easel (paper and markers not provided)
- Slide Screen (6' or 8')
- Overhead Projector
- TV/VCR
- Wireless Internet access

The following items may be rented for your use:

- Cordless Lavalier Microphone - \$25.00
- Wireless Handheld Microphone - \$25.00
- Imager/LCD Projector with Laptop - \$125.00
- Conference/Speaker Phone - \$25
- TV with DVD/VCR player - \$40

Catering

Exclusive catering available for food, beverage and alcohol through Great Midwestern Café & Catering.

Great Midwestern's catering service is based on offering creative, colorful, flavorful foods. We offer a wide variety of menu selections, from a casual barbecue, to elegant plated meals with professional service staff. Menu prices range from \$10.00 to \$65.00 per person for receptions and corporate events. When we are organizing a catered event for you, we go to great lengths to understand what your goals are. We will spend time discussing your event, planning the timing of your event, and focusing on putting together a great event for you and your guests.

For catering menus and additional information [click here](#) .

Directions

Eastbound on I-235, take East 6th Street-Capitol exit turn right on East 6th Street. Watch for Botanical Center signs. Turn right on Des Moines Street, downhill to Robert D. Ray Drive dead end. Turn right and continue under the highway overpass. The Botanical Center is on your right just after the overpass. (If you miss Des Moines Street, keep going to Grand Avenue, run right on Grand Ave., turn right again on Robert D. Ray.)

Westbound on I-235, take East 6th Street exit and turn left on East 6th Street to Des Moines Street, turn right. Turn again on Robert D. Ray Drive; continue under the highway overpass. The Botanical Center will be on the right after the overpass.

Frequently Asked Questions:

Does the Des Moines Botanical Center provide catering?

The Botanical Center works exclusively with one caterer. All food and beverages served and consumed must be purchased through the Botanical Center's contracted caterer, Great Midwestern Catering. All catering payments are paid to the Des Moines Botanical Center. You may bring in your own commercially baked specialty cakes, nuts and mints. All alcoholic beverages (champagne, wine, beer, hard liquor, sake, spiked punch, etc.) must be supplied only through Great Midwestern Catering. For pricing information contact Megan at (515) 323-6289 or bccater@botanicalcenter.com.

Is there ample parking at the Botanical Center?

The Botanical Center has a parking lot on the south side of the facility. There is no fee to park. Additional parking is allowed on the west side of Robert D. Ray Drive.

What is your cancellation policy?

In the event of a cancellation the rental fees are non-refundable. We will allow people to reschedule a cancelled event if the following conditions are met:

- Cancellation must take place at least five days prior to the event.
- Rescheduled date occurs within six months of the original event date.
- Event can only be rescheduled one time.

What equipment is included in the rental fee?

Tables and chairs are provided and set up per renter's specifications. Table covering and decorations are not provided however, table linens are available for rental through Great Midwestern Catering. Delivery of materials, equipment, decorations, etc., prior to your rental period is not allowed.

Additional equipment is available for rent. Please contact an Event Coordinator at 515-323-6290 for information.

What are we required to clean up?

Our clean-up policy requests that whatever a customer brings in, they must take out, with the exception of garbage. If it belongs in the garbage, it should be placed in a lined garbage can that is located in your event room. Decorations and any other miscellaneous items need to be taken down and removed from the premises. The Botanical Center's janitorial staff will handle the rest of the clean up from your event.

When do we have access to the facility/facilities that we have rented?

Admittance into rental rooms is laid out in your contractual agreement that you have with the Botanical Center. Please make sure your event occurs after your rental start time, and that you are ready to leave by the end of the rental period stated in your contract.

Are the rental facilities at the Botanical Center equipped with internet access?

Wireless internet is available in the meeting rooms. Please make sure Botanical Center staff aware of more than five attendees accessing the wireless internet through our service to ensure we can support the needs of your event.

When are rental and catering fees due?

Fifty percent of your rental and equipment fees, along with the signed Facility Rental Agreement are due at the time of booking. Catering fees are due seven days prior to the event unless other arrangements are made with the Botanical Center's exclusive caterer.

Is the Botanical Center handicapped accessible?

Yes – all areas of the Des Moines Botanical Center are handicapped accessible, including rental facilities, restrooms, and the conservatory.