

Social 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

Wedding Package: Dome 6pm-12am, Oak/Willow 7am-12am - \$1,700. Bride's dressing room included. The patio is a part of the Herb Garden and must be rented separately.

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" rectangular 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 banquet tables (seat eight people)
- Podium
- Microphone, corded with stand
- Easel (paper and markers not provided)
- Slide Screen (6' or 8')
- Overhead Projector
- TV with VCR

The following items may be rented for your use:

- Wireless Microphone – Lavalier or Handheld (one per room) - \$25.00 per day
- Dance Floor Rental Fee (for Oak/Willow rentals) – 15' x 15' - \$220.00 per day
- Imager/LCD Projector and Laptop - \$125.00 per day
- Conference/Speaker Phone - \$25.00 per day
- DVD/VCR with TV - \$40.00 per day

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, 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 reception, and focusing on putting together a great evening for you and your guests.

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

Directions

Eastbound on I-235, take East 6th Streer-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, 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 beverage served and consumed must be purchased through the Botanical Center, and their contracted caterer Great Midwestern. All payments are to be 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. An 18% service charge may apply to the catering for any event.

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 Dr.

What is your cancellation policy?

In the event of a cancellation the rental fees are non-refundable. We will allow customers 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.

In the case of inclement weather, what happens to an outdoor wedding?

No refunds are given due to inclement weather in the outdoor gardens. Back up facilities are not provided in the event of inclement weather, customers will need to rent ample indoor facilities to provide a back-up area for their event. Indoor facilities may be rented if they are available.

What equipment is included in the rental fee?

Tables and chairs are provided and set up per renter's specifications for indoor areas. A rental fee applies to outdoor chairs. Table coverings 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.

If the renter will be using a DJ or Band in the Oak & Willow reception hall we require the rental of our 15'x15' hardwood dance floor. Rental fee is \$220.00

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 items belong in the garbage, they 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. Failure to clean-up adequately within the rental time period may result in additional charges for overtime.

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.

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.

Are alcoholic beverages allowed at the Botanical Center?

The Botanical Center's exclusive caterer, Great Midwestern, will need to provide any alcohol that you may want for your event. No alcohol may be brought in by renters or other vendors.

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.

Are there outdoor rental facilities for a wedding ceremony?

The Herb Garden which includes the large gazebo may be rented for wedding ceremonies from May 15th through the first weekend in October.

I'm having a very small, wedding ceremony – are there options at the Botanical Center besides reserving a rental space?

Walk-in weddings are allowed during the Botanical Center's public hours of 10:00 AM – 5:00 PM daily. The walk-in wedding party must not exceed fifteen people of any age, including the bride, groom, attendants, family members, officials, photographers and guests. Please realize that space might not be available for you to have your ceremony – if it is a busy day (most Saturday's) with a large number of public attendees. Regular admission prices are due for the entire wedding party prior to entering the dome and are to be paid by one person. Walk-in weddings must take no longer than 15 minutes.

Are wedding ceremony rehearsals permitted the day before the event?

Dome wedding rehearsals may be held before or after the dome opens to the public, specifically at 9:30 a.m. or 4:30 p.m. for ½ hour only, subject to availability. The other option is that the rehearsal may be held while we are open to the public with the following guidelines: The bridal party and their guests will be allowed to attend the rehearsal as our guests. They are asked to exercise "crowd control," however, meaning those not in the bridal party should not attend. For Herb Garden rehearsals, a rehearsal can be scheduled no more than 5 days prior to a wedding rental, subject to availability.

Are dressing rooms available to the bridal party?

A small bride's dressing room is available free of charge for wedding ceremonies that take place in the Dome.

Does the Botanical Center require the use of specific vendors for decorating or photography?

Any decorator or photographer is welcome to service your event at the Botanical Center. Below are guidelines on decorating:

- No open flame
- No decorations on plants
- No confetti
- No tape, tacks or anything that will damage walls
- Any decorations must be removed by the end of the rental time

Photographers are not allowed to use umbrellas or tripods in the conservatory while it is open to the public.

Can DJs and/or bands be used in the Botanical Center rental facilities?

Amplified music is only allowed in the Oak and Willow rooms when they are rented by one party. Amplified music is also allowed in the Dome, but only when the Café is not rented to another party.

I've heard that the Dome can get really hot in the summer, what is the climate like in the Dome?

It is important for renters to realize dome temperatures and humidity levels are kept at a level conducive to the health of the plants. The dome is not air conditioned. Summer dome temperatures fluctuate in a ten-degree range around the actual outdoor temperature. In winter months, the dome temperature is in the mid sixties, especially in the evenings.