

# EVERGREEN ROOM

## Frequently Asked Questions



### Daytime Events

#### HOW LONG IS MY EVENT?

Your event lasts 3 hours unless otherwise specified.

#### WHAT IS INCLUDED IN THE VENUE FEE?

The venue fee guarantees exclusive access to the space during your event and includes all necessary china, silverware, glassware, linens, chairs & tables as well as maintenance of our signature plants and furnishings.

#### WHAT IS NOT INCLUDED IN THE VENUE FEE?

The venue fee does not include food, beverage, or additional service charges, such as a labor fee for moving furniture. A 22% service fee and 9% tax is applied to the food and beverage subtotal.

#### PRIVACY?

The Evergreen Room is the most secluded dining room in The Grille. Located in the very back of the restaurant, hidden by bamboo walls, this space is perfect for small, intimate dinners.

#### CAN I BRING DÉCOR?

Yes, there is no fee for bringing in décor. However, all outsourced decorations must be approved by someone on the events team 24 hours prior to the event.

#### CAN I BRING IN FLOWERS?

Yes, however Botanic provides complimentary seasonal blooms on each table. The Garden Center team can create personalized bouquets and small arrangements that fit perfectly on the tables and are available to rent or purchase.

#### DRESS CODE?

Botanic does not have a formal dress code. Guests dining in the Grille often wear elevated casual attire.

#### CAN I BRING A PHOTOGRAPHER?

Photography is permitted through a Botanic Photo Pass that can be purchased for \$50 at the Market or the front desk.

#### DOES BOTANIC SHUTTLE PEOPLE?

Botanic has a shuttle that can seat 14 people and can travel up to 150 miles away from Botanic. Please inquire with the Event team about pricing.

#### CAN I BOOK A BAND FOR MY EVENT?

Yes, our event team will secure the booking and handle all communication and management of the band/talent. There is a 20% processing fee.

#### IS AUDIO-VISUAL PROVIDED?

No. You are welcome to bring in outside AV, however Botanic needs to be in contact with the provider a week prior to the event.

#### CATERING?

Botanic provides all food and beverage needed. Outside catering is prohibited. Botanic can fulfill a catering order for pickup only.

#### CAN I BRING IN A CAKE?

For a \$50 fee, you may bring your own dessert. Wedding cakes are the only exception.

#### CAN I BRING A DOG?

If your event is in the following rooms, your dog is permitted if she/he is trained and on leash: Holly Patio, Beer Garden, and Patio Bar.

Contact [Events@ShopBotanic.com](mailto:Events@ShopBotanic.com) | 334.748.9082 Ext. 2