



Garden Rental Information Packet

Information: (818) 756-8166

TYPE OF EVENT	COST	TIME
Wedding only (no receptions allowed)	\$1,200	3 hours
Celebration of Life (can't be combined with wedding)	\$1,200	4 hours
Photos (20 person max. – private use only)	\$300	2 hours

- Additional hours are \$150 per hour.
- Tables and chairs are included in above costs.
- Outside chair and table rentals must be brought in and removed within contract time.
- Nonprofit organizations – deduct \$50 from the above fee schedule (not applicable to photography-only sessions).
- Parties/receptions/drones are not allowed.
- No children allowed under age 8 (wedding exception: 1 flower girl and 1 ring bearer).
- Above costs include liability insurance and security guard fees.
- The number of hours noted above includes set-up and clean-up.
- Permission to photograph the Garden is included in the above costs.
- Maximum number of persons per Garden event is limited to: 84 people for the wedding-only category; 75 for Celebrations of Life; and 30 for photography only.
- Maximum capacity of the Shoin Building is 84 persons.
- Parking is provided in the visitors' parking lot (south of the Garden).
- Reservations confirmed when the minimum non-refundable deposit of \$200 is received by the Garden office. Payments shall be in cash, cashier's check, money order, Visa, Mastercard or Discover.
- All events must conclude before dusk (there is no night lighting in the Garden).
- The use of the Shoin Building is included in the rental fees.
- In case of cold or inclement weather, interior space heaters may be brought in by the person(s) renting the Garden ("renter"). Usually two heaters provide enough heat for the Shoin Building.

-Over for more information-





SuihoEn
The Japanese Garden

水
芳
園

Additional information regarding rental of

The Japanese Garden

- There are 84 chairs (gray metal folding, padded seats and backs) available. There are eight 5' round tables (seat 8); four 30" X 72" rectangular tables (seat 6), and one 36" round table. Tablecloths are not provided.
- Drones - None allowed
- Balloons - None allowed
- Alcoholic beverages - None allowed
- Originals of contracts may not be removed from the office. All contracts are completed in the office.
- Events will not be contracted more than one year-ahead of the event.
- Guests may stroll on the pathways throughout the Garden.
- Guests may not throw rice or bird seed in the Garden.
- Musicians and rental supplies providers must use back gate along north access road. All vehicles on this road must be parked on the south side of the street only. A security guard will open the gate for the event. The renter must provide their own extension cords.
- Guests must park in the south lot near the main entrance. Guests with physical impairments can park on the north access road and enter at the north Garden gate. (Help is required to access through the north gate.)
- No rehearsal time is provided. We can provide you with a diagram of the building or bridge with which to plan your processional.
- All personnel and items brought in must be removed from the Tillman site and Japanese Garden by the end of the time allotted in the contract.
- The contract time is all-inclusive in which set-up and clean-up has to be accomplished by the renter. Staff will set up and break down garden chairs and tables.
- The final hour for Celebrations of Life and half-hour for wedding-only is not for the event. This time is provided by The Japanese Garden so the renter can clean and remove their material from the facility. The site must be left in the same condition as when the renter arrived on-site.
- Renter must provide their own plastic trash can bags to line the trash cans (provided by The Japanese Garden) for their use and disposal during the event and clean-up.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.



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