



Event Rentals at the Awbury Arboretum Cope House

Weddings, reunions, showers, parties, meetings, and more

Welcome! Thank you for your interest in renting space at Awbury for your event.

We hope you will look through this information, come for a visit, and decide to celebrate here. You will be joining many satisfied people who have found Awbury to be a beautiful, unique, and versatile venue for special times.

Note: This information packet refers to renting the Francis Cope House. Awbury currently offers rentals for two other locations- the Education Center in the Agricultural Village and AdventureWoods Natural Playground, which are favorable for picnics, children's birthday parties, and smaller celebrations. Please contact the office for more information.

Frequently Asked Questions:

What makes Awbury different from other rental venues out there?

- Awbury is a comfortable, welcoming space.
- Our rental program supports our mission of preserving and interpreting our historic house and landscape and providing our urban community free access to nature and history 365 days a year.
- The Cope House, built in 1860, combines Quaker simplicity with Victorian elegance. Between the Wissahickon schist exterior, floor-to-ceiling windows, wrap-around porch, and surrounding 55-acres of historic English Landscape, we offer many unique and beautiful vistas for your celebration.
- The Cope House has seen several exciting renovations in the past few years, including the addition of a blue stone tented patio, installation of air conditioning and improved heating systems, and restored doors, windows, and floors throughout the house. We've also installed several garden areas- featuring native, historically local woodland plants, with year-round seasonal interest.
- We have a partnership with a wonderful, sustainable caterer – Birchtree Catering- who will help customize your perfect event.

When can I come see the venue? We offer tours of the rental space by appointment during office hours (Monday-Friday, 9:00am - 5:00pm, or Tuesday-Friday during the wintertime). Please contact the office to schedule an appointment.

How do I reserve a date? Once you have spoken with the Awbury staff and determined that a specific date is available, please submit a deposit and completed contract.



PRICING – Evening and Weekend Rentals

April through October

Groups of fewer than 50 people: \$1,800 for 5 hours

Groups of 50 - 99 people: \$2,500 for 5 hours

Please note: Saturdays April - October are reserved for groups of 100 or more.

Groups of 100 – 175 people: \$3,200 for 5 hours

Due to the Cope House's indoor maximum capacity, groups of 50 or more are required to rent Awbury's seasonal tent.

Additional tent fee for groups of fewer than 50 people: \$500 (optional)

Additional tent fee for groups of 50 – 100: **\$1,000**

Additional tent fee for groups of 100 – 175: **\$1,500**

November through March

Groups of fewer than 50 people: \$1,300 for 5 hours

Groups of 50 - 99 people: \$2,000 for 5 hours

Groups of 100 – 175 people: \$2,700 for 5 hours

Groups of 50 or more are highly encouraged to arrange for a tent through an outside vendor.

Please note:

- You may add additional party hours for \$500/hr.
- Additional set up and clean up are included in rental package.
- **Deposit** (to hold date, non-refundable, incl. towards balance): \$500 + Birchtree Catering deposit of \$2,000
- **Additional Security Deposit:** \$500

Balance: Final payments are due one month prior to the event. If balance is past due, the event may be cancelled and all payments to that point will be forfeited.

Discounts: Neighbors who live within 2 miles of the Arboretum receive a 20% discount.



PRICING - Weekday Meetings, Conferences, and Retreats

Monday through Friday:

9-5 use of Conference Room (up to 20 participants): \$300

9-5 use of Conference Room (non-profit): \$150

9-5 use of Conference Room and Parlors (up to 75 participants): \$450

9-5 use of Conference Room and Parlors (non-profit): \$225

Additional hourly rate for Conference Room: \$50

Deposit (told hold date, included towards balance): \$150

Additional Security Deposit: \$100

Balance: Final payments are due one month prior to the event. If balance is past due, the event may be cancelled and all payments to that point will be forfeited.

Discounts: Neighbors who live within 2 miles of the Arboretum receive a 20% discount.

Please note that while Awbury staff will assist weekday renters with set-up and clean-up, weekday clients will have primary responsibility for setting up tables, chairs, and equipment as well as cleanup after the event. (See Agreement, attached.)

While we recommend Birchtree Catering for weekday events, using their services is not mandatory.



Event Rental Contract

Name: _____

Address: _____

Phone: _____ Email: _____

Event Date: _____ Type of Event: _____

Number of Guests: _____

Event Hours: Time guests will be invited for: _____ to _____

Rental Fee (Base Rate): \$ _____

Extra Hours: \$ _____

Tent Fee: \$ _____

Fee if using a non-Preferred DJ/Band \$ _____

Security Deposit: \$ _____

Please check boxes if you are renting Awbury's...

- Ceremony Chairs
- Reception/Dinner Furniture (Table and Chairs)

Estimated fee: \$ _____ Final fee: \$ _____

Final cost to be determined by guest count one month before your event

minus Rental Deposit, paid on _____ (\$ _____) Check # _____

Balance Due Date: _____ **Balance = \$** _____

Renter Signature: _____ Date: _____

Awbury Arboretum Signature: _____ Date: _____



How did you hear about Awbury Arboretum? _____

Would you like to receive weekly emails about Awbury news, programs, and events? Yes No

Awbury Rental Policies and Agreement

The mission of Awbury Arboretum is “to preserve and interpret its historic house and landscape, thereby connecting an urban community with nature and history.”

The following policies are designed in keeping with this mission -- to preserve and protect Awbury for future visitors as well as to keep your guests safe and to ensure that your event is a pleasant one.

Please initial next to each item to indicate your understanding and agreement.

Initial

How many people fit in the space? The maximum for indoor-only events is 50 people; for events utilizing the outdoor space, we can accommodate up to 175 people.

Initial

What does the fee include? Your rental includes the use of the foyer, three parlors, covered porch, bathrooms, audio system, and lawn and gardens near the house during event hours. Events with more than 20 people include one outdoor Parking Attendant. Rental price also includes a one-year membership to the Arboretum. Note: Awbury’s tented bluestone patio is available, for an additional fee based on group size.

Initial

Is the deposit payment refundable? No, the deposit is non-refundable and may not be transferred to other dates.

Initial

Are the grounds private during my event? Awbury Arboretum is open to the public from dawn to dusk- it is a large part of our mission to be an accessible green space. We will, however, strive to keep the Cope House and immediate gardens and grounds private for your event. While we make every effort to keep your event private and safe, security is the responsibility of client. The Awbury staff on site at the time of the function is not responsible for security.

Initial

What time can I hold my event? Rentals are five hours long, and you may add time for an hourly fee. Your event may take place any time between 10:00 AM and 9:00 PM. Additional set up and clean up time is included in your rental package.

Awbury Arboretum Association

The Francis Cope House * 1 Awbury Road * Philadelphia, PA * 19138

Office: 215-849-2855 Email: contact@awbury.org Web: www.awbury.org



Concerning weekday evenings, including Fridays: The Awbury Arboretum offices are officially open until 5:00pm, but we can accommodate rentals that begin earlier than that. Please check with the staff about specific dates where times are of concern.

Concerning Saturdays: Awbury occasionally hosts community events (volunteer projects, horticultural workshops, health and wellness classes, etc.) on Saturday mornings. These are typically small gatherings and conclude by 2:00pm. Please check with the staff about specific dates where times are of concern.

Initial

Is there a ceremony-only option? No, unfortunately we do not offer ceremony-only options.

Initial

Who caters my event? Awbury Arboretum events are exclusively catered by Birchtree Catering, who shares our passion for great food, superb customer service, and fully customized experiences. You can expect personal walkthroughs, planning support, and day-of help from their wonderful team.

Why just one caterer? Here are a few reasons:

- We have gotten to know dozens of caterers over the past few years, and while many were excellent, we also saw clients struggle with caterers who didn't care for their needs or neglected event details. We want your day to go smoothly! Birchtree not only provides truly excellent food but also a top-notch staff to welcome your guests and orchestrate details.
- We're a preserved, historic house and garden. Our exclusive caterer has proven that they care about the site and know how to protect it.
- Awbury aims to be a sustainable venue. It's easy for large events to create a lot of waste, but Birchtree is committed to a one trash bag policy and to composting responsibly. They also purchase local, sustainable food.
- With our new partnership, Birchtree is able to give Awbury clients special discounted rates!

Initial

May we serve alcohol? Yes. All alcohol is client-provided and served by a Birchtree Catering certified bartender.

Initial

Do you provide an event coordinator? Yes, Birchtree Catering provides a Day-Of Coordinator and a Facilities Host.



Initial

Are there restrictions on décor? Due to the historic nature of the house, no nails, staples, tape, or tacks may be used when decorating. “Command Hooks” are allowed, provided they are removed cleanly. The following are also prohibited: open flame (with the exception of birthday candles on a cake), sparklers, rice, confetti, and flower petals- both real or fake. Glitter is also prohibited, including that on costumes, decorations, and party favors. Please note the fireplaces aren’t operational. Any decorations or event details that harm the landscape are prohibited. Art pieces are not to be altered or removed, except by special permission.

Initial

Does the Arboretum allow smoking? Absolutely no smoking in the house or on the porch. If there are smokers in the group, renters must establish a smoking area away from the porch with proper disposal systems. Renters assume responsibility for clean-up of these areas.

Initial

Do you have heat and air conditioning? Yes! Thanks to several generous grants, we now have both air conditioning and heat in the Cope House.

Initial

Where will guests park? The guest parking lot at the Francis Cope House accommodates about 15 cars. Overflow parking for another 20 or so cars can be made available along Station Road- a lovely 5-minute walk from the Cope House. Finally, ample free parking is available on the streets surrounding the Arboretum (Chew, Haines, and Ardleigh), a 5-10-minute walk from the Cope House.

Cars may not drive or park on the grass (other than along Station Road as specified); parking only in designated areas. Vehicles may not block the driveway.

Initial

Are buses or valet companies welcome? Renters are welcome to hire a bus or valet service. If you choose this option, please notify the Awbury staff so they can coordinate with the vendor.

Initial

Is there a tent? Yes! As of Spring 2018, Awbury will provide a seasonal tent from April through October.

Groups of fewer than 50 people can choose to include the tent or to not use that area. Groups of 50 or more are required to include the tent.

Optional additional tent fee for **groups of fewer than 50 people: \$500**

Required additional tent fee for **groups of 50 – 100: \$1,000**

Required additional tent fee for **groups of 100 – 175: \$1,500**

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Initial

What about other rental items? You may have rental furniture, china, linens, or other items delivered to the Cope House prior to your event, generally on Thursday or Friday. Similarly, rental items may be picked up after the event, generally on Monday or Tuesday.

Please coordinate with the Awbury staff about any scheduled deliveries or pick-ups; delivery crews must contact the Awbury staff before unloading any items. Items will be stored in the sheds until your event and must be returned to the shed before the end of your event. Awbury takes no liability for theft or damage of these items.

Starting in 2018, Awbury will own an inventory of chairs and tables which clients may choose to rent. Please contact staff about related details.

Initial

May we have amplified music? We do allow amplified music. All bands and DJs should set up for dancing in the parlors, using Awbury's professional-grade audio system. Background music may be amplified under the tent or in cocktail areas, but all music must be kept at an inoffensive level out of respect for our neighbors. All music must end by 9pm, and Awbury staff will control music volume.

We encourage all clients to work with our Preferred Vendors. You may work with work with a band or DJ from outside of our list for an additional fee of \$500. DJs or bands from outside of our list will be required to visit the venue in advance and sign an agreement outlining our regulations. Similarly, any group not hiring a professional DJ or band but using our audio equipment will sign an audio agreement.

Initial

For what reasons could I lose my security deposit? Awbury will retain your security deposit in the case of damage to the property, guests staying on site past the scheduled rental time, or other breach of contract. Assuming none of that happens, we will mail you a reimbursement for your security deposit after your event.



Other items:

Initial

We/I assume responsibility/liability for the behavior of guests, including any alcohol-related incidents.

Initial

We/I assume responsibility for the supervision and safety of children attending the event.

Initial

We/I understand that Awbury is a place of nature and community- an outdoor, multi-use facility where the garden's appearance varies with the season, weather, and the impact of prior use. While Awbury aims to offer a beautiful venue and to update clients about substantial changes, the space is subject to change without notice.

Initial

We/I understand that Awbury is not liable for any damages or inconveniences incurred as a result of unanticipated circumstances affecting the house or ground, including maintenance, or Acts of God, including, but not limited to: wind, snow, rain, or any other inclement weather.

Initial

We/I agree to cooperate with requests and comply with requirements of the on-site Event Host.

Initial

We/I understand that violation of any of the above will result in loss of security deposit and/or additional billing and that Awbury reserves the right to terminate an event at any time if violations occur.

We/I, _____ (name), who have/has agreed to rent space at Awbury Arboretum for our/my event on _____ (date) agree(s) to indemnify and hold harmless the Awbury Arboretum Association and the City Parks Association and the organizations' agents, employees, and independent contractors from and against any and all claims, losses, liabilities, and/or damages (including legal fees and costs of court) which any of the above individuals or organizations may suffer or be subjected to, by reason of the Client's(s') use of the premises.

Intending to be legally bound by the terms of this Agreement, I/we have signed this Agreement as of the date set forth below:

Name Printed: _____

Renter Signature: _____ Date: _____

Name Printed: _____

Renter Signature: _____ Date: _____