

Roger Williams Park Botanical Center

2025/2026 Special Events Policies

The Roger Williams Park Botanical Center is a dynamic living horticultural museum, owned and operated by the Parks Department of the City of Providence. As a public, non-profit educational institution, we are committed to inspiring an appreciation of the natural world, enriching communities, improving lives, and fostering a deeper connection to the environment.

The City of Providence offers the use of the Roger Williams Park Botanical Center (RWPBC) on a rental basis, with the terms and conditions outlined in this agreement. To ensure the Botanical Center remains a space for everyone to enjoy and appreciate, we ask that you agree to and strictly adhere to the procedures detailed in the attached guidelines.

General Information

- As a living botanical garden, our space is adorned with plants, décor, and signage designed to enhance every visitor's experience. Please note that these elements are part of our daily operations and cannot be altered or removed for events.
- To help preserve the beauty of our gardens and facilities, we kindly ask that all guests, vendors, and agents respect the delicate nature of our glass structures, plants, and grounds. A minimum fee of \$500 will apply to cover damages to any plants or structures, and this will be deducted from the damage deposit on file.
- For your convenience and safety, only Botanical Center staff are permitted to move plants. In the Mediterranean Room, some plants may be relocated to accommodate event setups. Any other adjustments require prior approval from the Botanical Center Director.
- When taking photographs, please remain on concrete pathways to protect the gardens from permanent damage.
- While we encourage sharing your memories on social media, please refrain from creating accounts or pages using the name "Roger Williams Park Botanical Center." Approved hashtags such as #RWPBC and #PVD are welcomed. Any unauthorized accounts will be reported for removal.
- As the event host, the Lessee assumes full responsibility for the behavior of all attendees, including guests and vendors. Damages will be assessed by the Private Events Department and charged accordingly.
- Events must comply with all laws, rules, and regulations. The Botanical Center reserves the right to refuse bar service or remove non-compliant guests.
- Please note that Roger Williams Park Botanical Center is a "clean air" environment. Tobacco, cannabis, and vaping are prohibited. A \$600 cleaning fee will be charged if any evidence of these products is found during or after the event.
- To ensure safety, children must be supervised at all times. Please note that mechanical toys, such as remote-controlled cars or drones, are not permitted on the premises.
- Complimentary parking is available in the Visitor's lot. For designated event parking or wayfinding assistance, please contact the Private Events team.
- For added safety, security personnel are required for events. This service is provided by the City of Providence for an additional fee of \$45/hr. Security is present during the setup and breakdown of events and is typically on-site for 7.5 hours for weddings.
- Please ensure all decorations and guests vacate the premises by the end of the contracted event time. Vendors will have the final hour of the event to complete their breakdown and cleanup.

Rental Information

- Rental includes 5 hours for a reception only and 5.5 hours for a ceremony and reception. Events may begin at 5 pm and must conclude by midnight on Fridays and Saturdays, or by 11:00 PM on Sundays. Additional hours may be arranged at \$750/hour, with a maximum of 6 hours.
- Chairs, tables, and additional heating or cooling are not provided. Licensed vendors must supply these items. Seasonal considerations apply for the Lakeside Pavilion, which is available April–October.
- The Botanical Center does not provide additional lighting beyond what currently exists in the Greenhouses and the Lakeside Pavilion. Additional lighting must be installed by a licensed and insured vendor.

Weddings

- Setup may begin at 4:00 PM. Early setup requests may be accommodated with prior approval and an additional fee.
- Dressing rooms are not provided; however, designated spaces may be available on request. Any damages to these spaces will incur a \$250 fee.
- Wedding rehearsals may be scheduled during public hours for a fee of \$100/hour. Only the wedding party and immediate family should attend.

Catering and Beverages

- All catering must be provided by licensed professionals and meet health and insurance requirements. Alcohol service must comply with Rhode Island liquor laws. Unlicensed or outside alcohol is prohibited.
- Alcohol service cannot begin before the scheduled start of the cocktail hour.
- Party favors containing alcohol are not permitted. Bartenders, catering staff, Botanical Center staff, and vendors are not allowed to consume alcohol during events.

Décor and Setup

- The Botanical Center will be decorated for the holidays November 1 - January 7. Decorations cannot be removed for Private Events. Please contact the Events Team for examples of prior years.
- The Botanical Center will be decorated for Fairy Garden Days starting in March through the end of April. The Greenhouses are not available to rent during April.
- To preserve the Botanical Center, decorations cannot be tacked, pinned, or glued to any surfaces. Only flameless, battery-operated candles are allowed.
- Vendors may begin setup inside the Greenhouses at 4:00 PM on the day of the event. Any setup before this time must be approved and may incur additional fees.
- Vendors may begin setup inside the Lakeside Pavilion starting at 2 pm on the day of the event.
- All decorations, including lighting and drapery, must be installed by licensed vendors and approved 90 days before the event.
- Hanging decorations from plants or trees is strictly prohibited.
- Real rose petals may be used during the ceremony processional. Prohibited items include floral aisle runners, balloons, releasing of balloons, glitter, or throwing rice, confetti, birdseed, or other flowers (real or fake). Fireworks, sparklers, and fire pits are prohibited.
- No décor may be hung from or attached to any plants or trees.
- The Botanical Center does not have refrigerated storage for cakes and other edible or non-edible items.
- The Botanical Center does not have storage on-site for items, alcoholic beverages, or event equipment. All décor and event materials must be delivered on the day of the event.

Breakdown

- All event-related materials, including food, trash, and decorations, must be removed immediately following the event. Failure to do so will result in additional cleanup fees.

Financial Arrangements

- A non-refundable deposit of \$1,000 is required at the time of booking. Full payment must be completed 30 days before the event.
- Cancellations must be submitted in writing 90 days in advance. Late cancellations will incur charges up to the full event cost.

Facility Usage and Capacity

The following grid outlines the capacity and uses for each section of the gardens and grounds. The individual spaces are only allowed to be utilized for the outlined purposes **ONLY**. Any request for alternative use must be approved in writing by the Botanical Center Director.

Any guest over the maximum capacity listed below will incur a fee of \$600/guest.

Space:	Seated Tables:	Suggested Use:
Conservatory Greenhouse	N/A	<ul style="list-style-type: none">• Arrival Receptions• Ceremony• Cocktail Reception
Mediterranean Greenhouse	<ul style="list-style-type: none">• 80 people max• 10 tables with 8 people per table• 150 people for a cocktail reception	<ul style="list-style-type: none">• Ceremony• Seated Dinner• Cocktail Reception• Dancing• Meetings
Lakeside Pavilion	<ul style="list-style-type: none">• 180 people• 18 tables with 10 people per table• 300 people for a cocktail reception	<ul style="list-style-type: none">• Ceremony• Seated Dinner• Cocktail Reception• Dancing• Meetings

Special Request Form

Please submit via email all requests at least 90 days before the event date. All requests will be reviewed and may be approved at the discretion of the Botanical Center Director. The Botanical Center Director will email a response within 2 weeks of the request. Please note that no requests will be permitted without the Botanical Center Director's approval.

Be as specific as possible when detailing your request.

Requester's Name: _____

Date of Request: _____

Phone & Email Address: _____

Name, Date, and Time of Event: _____

Event Caterer: _____

Examples of Requested Items:

Hanging bistro lights in the Mediterranean Room, removing plants, or hanging curtains in the hallway.

Please send via email to either:

Heather Manning – 80 guests or less		Katie Cush – 80 guests or more
Manager Event Facilities		Event Supervisor
hmanning@providenceri.gov		kcush@providenceri.gov

Roger Williams Park Botanical Center - 2025/2026 Event Rental Rates

RWP Botanical Conservatory Greenhouse, Mediterranean Room, and Lakeside Pavilion

	Monday through Thursday	Friday, Saturday, and Sunday	Holidays
January, February, & March	\$3,500	\$4,000	An additional fee of \$1,500
April through December	\$6,500	\$7,000	An additional fee of \$1,500

*Providence Residents receive a 10% discount on the venue rental fee with proof of ID for events held from May through December.

*Non-profits receive a 10% discount on the venue rental fee

*Event security is required and will be provided by the City of Providence for an additional cost.

*A Catering Tent is required for all food service events for an additional cost of \$500.

*The Botanical Center is not available for private events during April.

Please sign and date below to acknowledge that you have read, understood, and agree to comply with the above policy.

Lessee: _____

Date: _____