

Rates and Regulations

In this document you will find a brief overview of a few standard and frequently occurring rental costs. Below this, you will find important rules and regulations which apply in the Hortus. We request you carefully read and consider this information before making an appointment. More information about our venues, caterers and other matters can be found on <https://www.dehortus.nl/venue-hire/?lang=en>

Care for green

With your booking you directly contribute to the conservation and management of the garden and it's collection. The Hortus Botanicus is an independent foundation that relies on its own income.

Rates

	Incl VAT	Excl VAT
Laranjazaal		
per day part (9-13/13-17)	465	384,30
whole day (9-17)	900	743,80
evening (18-01)	700	578,50
extra hour	150	123,97
Oranjerie		
from 18:00 h.	1200	991,75
from 18:00 h. Mon-Wed in Nov - March, except during the Holidays	750	619,83
In combination with Laranjazaal evening	1.550	1.281,00
Closing costs Oranjerie		
High season: April - October Mon-Wed Oranjerie closes at 16:00 h.	500	413,22
Low season: Nov-March Mon-Sun Oranjerie closes at 16:00 h.	500	413,22
In high season we are not able to close the Oranjerie earlier on Thursday till Sunday		
Palmenkas left wing		
From 16:00 h.	1.650	1.363,64
In combination with Oranjerie	2.700	2.231.40

Staff

Party manager per hour	39,50	32,64
Bar staff per hour	35,50	29,34

Catering

External catering fee – not permitted in Palmenkas -	500	413,22
Catering fee for partners over food	10%	
Corkage fee wine per standard size bottle	17,50	14,46
Corkage fee champagne per standard size bottle	25	20,66
Plate fee	1,50	1.24

Tents

Including basic lighting and heating

5x5m	500	413,22
7,5 x 10m (stretch)	1500	1239,67
Tent for caterer at the Palmenkas	200	165,29

Terms of payment

Except the rental costs, the quote will always include:

Deposit	500	
Advance drinks	6,- per person, per hour	

Additional

Terrace heating (no tent)	75	61,98
Fire pit in the winter	55	45,45
Guided tour of 30 minutes per 15 guests	45	37,19
High tables for the Laranjazaal	25	20,66

Photoshoots

Reservations through info@dehortus.nl.

Occasion shoots	75 (incl entrance for 6 pax)	
Professional shoots	from 225 EX VAT	

We reserve the right to alter any and all prices and agreements in an estimate. No rights can be derived from the prices listed in this document.

Regulations

Capacity

Laranjazaal:

Cabaret setup	40 persons
Dinner setup	40 persons
Theatre setup	50 persons
U-shape setup	26 persons
Standing occasion	50 persons

Oranjerie

Standing occasion	80 persons
Round and long tables	70 persons
Round tables	60 persons
Long tables	50 persons
Standing occasion Oranjerie and tent	120-150 persons
Sit down dinner Oranjerie and tent	120 persons

Palmenkas (left wing only)

Theatre setup	60 persons
Round tables	50 persons
Long tables	50 persons
Standing occasion	70 persons*

*For a standing occasion from 17:00h onwards, the main hall and outside area are also be available. The right wing cannot be rented

Availability

Laranjazaal

All year round between 09:00 and 01:00. For every reservation of two hours or more a day part will be charged. For earlier starts or extensions of one hour or more, an hourly rate + one hour of staff costs will be charged.

Oranjerie

All year round between 18:00 and 01:00.

Palmenkas (left wing)

The Palm Greenhouse is available from May 15th until October 1st *only* and can be rented between 16:00 and 22:00. The main hall and outside area of the Palm Greenhouse are only available for standing occasions from 17:00 onwards. **Preparation for any event in the Palm Greenhouse may, where it concerns the east wing (otherwise known as the Indian Greenhouse), not commence any earlier than 15:00. Setting up in any other part of the Palm Greenhouse may not commence any earlier than 17:00**

Catering

On our website you can find the caterers with whom we collaborate: <http://dehortus.nl/en/Prices>.

Small parties and snacks can be catered by the Hortus.

It is possible to have an external caterer cater in the Museum Café for a buy-out fee. This caterer is obliged to visit our location no later than 3 weeks prior to the event to receive our conditions and view our facilities.

Music and sound

Our exploitation permit contains some noise restrictions. To comply with these rules and to maintain a good relationship between the Hortus and its neighbours, we have strict sound regulations. We ask for your understanding in this matter.

The volume produced during your event is subject to the judgement of our staff at all times.

There is a modest sound system in the Laranjazaal. This is the only sound system allowed in the Laranjazaal.

In the Palmenkas music cannot exceed the level of background music. A modest and mobile sound system is available for the Greenhouse.

In the Oranjerie amplified music may only be played through our music installation or by one of our DJs.

Maximum volume in the Oranjerie is 80 dB at all times.

When sound levels approach this limit, all doors to the terrace must be closed.

After 22:00h all doors must be closed. You are still allowed to go outside of course.

Acoustic live music is only allowed indoors.

Drinks

The Hortus provides the drinks for your event. The only exception possible is with regards to the wine. It is allowed to bring your own wine or champagne. For this we charge a corkage fee per bottle.

Staff

If the Hortus does not cater your event, the Hortus will not provide the staff necessary for the catering. The hiring, build up, dismantling, preparation and serving of all related consumptions are the responsibility of your selected caterer.

The Hortus staff is responsible for the rest of your event as well as for managing the venue. When deemed necessary, our staff is permitted to correct or remove you or your guests from the location at all times.

The Hortus exhibition contains many rare and valuable flora. For this reason an usher, which will be provided by the Hortus, is mandatory.

Materials and decorations

The Hortus has a limited range of supplies for the decoration and set up of your event. In most cases, the decoration of your event is your caterers or planners responsibility. The caterer or planner has to rent the desired supplies through rental company Servé.

Any decorations or other supplies must first be approved by the Hortus, due to the fact that our venue has many National Monuments and our collection contains fragile and rare flora. Please note that nothing may be attached to the buildings or the plants in our collection, nor is it allowed to move the plants in our collection.

Any materials you or one of your guests bring to the Hortus have to be taken away after your event. The Hortus cannot be held responsible for these materials at any time or in any situation.

Open fire on the terrace is only allowed when there are no potted plants in the surroundings. This is approximately between October and April. Open fire is not allowed anywhere else.

The use of drones is forbidden in the Hortus.