

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.

Care for green

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

Rooms and capacity

Laranjazaal

The Laranjazaal is a room with lots of natural light and a view on the canals of Amsterdam en the botanical greenhouse and gardens. The room is located on the first floor and can be reached by stairs. The Laranjazaal is suitable for meetings, workshops, presentations, and private gatherings as lunches or dinner. The room is available year-round in the following day parts: 09:00 – 13:00, 13:00 – 17:00 and 18:00 – 01:00 o'clock. The use of the projector and furniture is included in the rental price.

The Laranjazaal has the following capacities:

U-shape setup	26 persons
Dinner setup	40 persons
Theater setup	60 persons
Standing occasion	60 persons

Oranjerie

The monumental Oranjerie is a room with large windows and doors, a high ceiling and a spacious terrace. The Oranjerie is open as the museum café during opening hours and can be rented for multiple purposes year-round between 18:00 – 01:00 o'clock. The Oranjerie is very suitable for receptions, dinners and parties. With the use of tents, the capacity of the Oranjerie can be extended.

The Oranjerie has the following capacities:

Long tables	50 persons
Round tables	60 persons
Round and long tables	70 persons
Standing occasion	80 persons
Standing occasion with tent(s)	120 – 150 persons
Sit-down dinner with tent(s)	120 persons

Palmenkas

The monumental Palmenkas, Palm Greenhouse, is divided in three areas: the left wing, the atrium, and the right wing. The Palmenkas is available for private events from the second half of May until the first weekend of October. Between 09:00 and 15:00 o'clock the left wing can be used for ceremonies without any catering. Ceremonies starting after 16:00 o'clock can additionally also use the atrium and outside area for a standing reception starting at 17:00 o'clock. Optionally, the left wing can be used for dinner. The right wing of the Palmenkas can only be used in exceptional cases from 18:00 o'clock on.

The Palmenkas has the following capacities:

Ceremony	65 persons, excluding 10 to 15 people standing.
Long tables	60 persons
Round tables	40 persons
Standing occasion	80 persons

When using the entire Palmenkas after 18:00 o'clock (depending on the required set-up time):

Ceremony	120 persons
Sit-down dinner	80 persons
Standing occasion	120 persons

Rates

Venues

Laranjazaal	Incl. BTW	Excl. BTW
per day part (9-13/13-17)	465	384,30
whole day (9-17)	900	743,80
evening part (18-01)	700	578,50
extra hour	150	123,97

Oranjerie	Incl. BTW	Excl. BTW
From 18:00 o'clock	1200	991,75
In combination with the Laranjazaal evening part	1.550	1.281,00
Reduced rate on Mon-Wed in Nov-March		
From 18:00 o'clock	750	619,83
In combination with the Laranjazaal evening part	1.350	1.115,70

Closing costs Oranjerie	Incl. BTW	Excl. BTW
High season April-Oct on Mon-Wed		
Oranjerie closes at 16:00 o'clock	500	413,22
Low season Nov-March on Mon-Sun		
Oranjerie closes at 16:00 o'clock	500	413,22

Palmenkas	Incl. BTW	Excl. BTW
Lift wing for a ceremony (9-15 o'clock), no catering possibilities.	1.250	1.033,06
In combination with the Laranjazaal	1.650	1.363,63
Left wing from 16:00 o'clock & atrium from 17:00 o'clock	1.950	1.611,57
In combination with the Oranjerie	2.950	2.438,02
Entire Palmenkas from 18:00 o'clock	2.950	2.438,02
In combination with the Oranjerie	3.950	3.264,46

Personnel

The deployment of staff is compulsory with every evening rental and at De Hortus' discretion.
The staff also takes care of the set-up and dismantling of your event and will therefore start earlier and continue working longer.

Party manager per hour		
-person in charge on the evening; also a member of the bar staff-	42,50	35,12
Bar staff per hour	37,50	30,99

Catering

External catering party - Only possible in the Oranjerie -	500	413,22
Catering fee for partners over food	10%	
Corkage fee for wine, per standard size bottle	17,50	14,46
Corkage fee for champagne or sparkling wines, per standard size bottle	25	20,66
Plate fee - for wedding cake	1,50	1,24

Tents

-including basic heating and lights-		
5x5m pagoda tent	500	413,22
7,5 x 10m stretch tent	1500	1239,67
Tent for caterer at the Palmenkas	200	165,29

Additional

Terrace heating (no tent)	75	61,98
Fire pit in the winter	55	45,45
Fire lanterns (10 pieces)	75	61,98
Guided tour of 30 minutes per 15 guests	50	41,32

Terms of Payment

Before an event, the following must be paid in advance:

Rental costs	
Staff costs	
Deposit	500
Advance for the drinks (based on two drinks per hour)	6,- per person, per hour

After the event the advance for the drinks and the staff hours will be recalculated.

Any surplus will be transferred back to you, including the deposit. If any additional payment is required, this will be deducted from the deposit. In the event that the deposit is not sufficient, an additional invoice will be sent.

All prices are subject to change and based on pricing for 2020. .

Regulations

Catering

The Hortus has two preferred catering partners. For catering in the Palmenkas only these two caterers are permitted to cater.

Studio Buik

www.studiobuik.nl | studiobuik@gmail.com | 06-46313400

Studio Buik stands for honest, healthy, colorful, beautiful, surprising and especially tasty food. We will look with you for a unique concept and the unique flavors from the world kitchen that suit your event or party.

PIP Catering

www.pipcatering.nl | info@pipcatering.nl | 023-5338449 | 06-20829968

Creates modern dishes, where the chefs like to include the appearance and the beautiful colors of De Hortus Botanicus in the menu.

Small occasions, lunches and reception bites can also be provided by the Hortus.

For an additional fee, it is also permitted to use an external catering party in the Oranjerie. This caterer must visit the Hortus at least three weeks prior to the event to see the kitchen and to receive our conditions. Ask us for the terms and conditions.

Beverages

All beverages will be provided by the Hortus. Drinks outside of our assortment, will be charged per opened unit. Any left overs of the unit can be taken with you after the event.

The only beverages not necessarily provided by the Hortus are the wines. For a corkage fee it is permitted to bring your own wine or champagne.

Personnel

The deployment of staff is compulsory with every evening rental and at De Hortus' discretion.

The staff also takes care of the set-up and dismantling of your event and will therefore start earlier and continue working longer.

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.

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 neighbors, 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.

Acoustic live music may be used as background music. The musicians are only allowed to play for short moments at a time.

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

Acoustic live music may be used as background music. The musicians are only allowed to play for short moments at a time.

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.

Equipment

The Hortus has a limited range of supplies for the decoration and set up of your event. All present furniture may be used for your event. All additional materials will be rented, either by the Hortus or by the caterer.

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.

Decoration

Due to the delicate collection and surroundings of the Hortus, it is prohibited to (re)move any collection items (plants). This can only be done by the Hortus staff.

It is not allowed to attach any decorations to the collection pieces of the Hortus or to the pots or tubs of the plants. In the venues it is not allowed to attach anything to the walls or surroundings without permission of the Hortus. Please contact us when you're planning on bringing flags, garlands or banners.

Drones, balloons, sky lanterns, sparkles, fireworks, or smoke machines are not allowed in the Hortus. It is not permitted to throw rice, (bio-degradable) confetti, glitter or other materials.

It is permitted to throw fresh flower petals or to blow bubbles.

The use of live animals, or the presence of any animals is not allowed at any event. It is not allowed to bring any vehicles in to the garden.

Unannounced decorations, for instance as a surprise for a wedding couple, can and will be refused and removed by the Hortus staff.

Smoking policy

The buildings, greenhouses and gardens of De Hortus are smoke-free zones. During the day, the entire garden is non-smoking. During an evening event it is allowed to smoke on the terrace at the Oranjerie and on the square in front of the Palmenkas.

Responsibility

The tenant is responsible for violation of our terms and conditions, even when guests or participants commit the violation.

The Hortus can and will recover any damage or fines from the tenant.

The detailed terms and conditions for rental are in our General Terms and Conditions document that will be sent with the final booking.