FREQUENTLY ASKED QUESTIONS

WHAT ARE THE COSTS ASSOCIATED WITH RENTING THE GARDEN?

The costs can be broken down into the following: 1) venue fee, 2) $500 refundable security deposit, 3) $300 non-refundable security officer fee, 4) required event insurance and 5) catering expenses and rentals. When considering the total costs of renting the Lan Su Chinese Garden, we encourage you to contact the caterers for estimated pricing before booking.

WHAT DOES THE RENTAL FEE INCLUDE?

The rental rates reflect a flat rate venue rental fee for the 4 hour event time only. The garden will provide you with a Venue Facilities Coordinator who will be on site for the entirety of your event and is able to assist with any venue related needs. All food, beverage and equipment are coordinated separately through one of the garden's exclusive caterers.

CAN I HOLD A DATE?

Lan Su Chinese Garden does not hold a date until a contract and deposit are in place. We are happy to let you know if someone else is interested in the same date.

HOW MUCH IS THE DEPOSIT?

The deposit is 50% of the venue fee plus a $500 refundable security deposit. The remaining 50% of the venue fee and a $300 non-refundable security officer fee are due 7 days prior to your event.

DOES THE GARDEN REQUIRE EVENT INSURANCE?

Yes, Lan Su Chinese Garden requires event insurance for all event rentals of the Garden. Proof of insurance is due 45 days prior to your event. Your Event Sales Representative can provide further information.

DOES A WEDDING COORDINATOR COME WITH THE GARDEN RENTAL?

No, Lan Su does not provide a wedding planner or day-of-coordinator. A Venue Facilities Coordinator is provided on the day of your event to assist with any venue related needs. Similarly, your caterer will provide you with a Catering Event Manager who will lead the catering team in executing the timeline you have provided. If you would like a wedding planner or day-of-coordinator to coordinate the rehearsal and ceremony, we are more than happy to provide referrals.

IF I'M GETTING MARRIED IN THE GARDEN, DO I GET A REHEARSAL?

Yes, if you have booked Lan Su for your wedding ceremony, you receive a complimentary wedding rehearsal. A Venue Facilities Manager will be on hand to monitor the rehearsal but this staff person does not serve as a wedding planner or wedding consultant. Rehearsals are scheduled on a first come first serve basis. All rehearsals MUST be completed by 5 p.m. during summer hours or 3 p.m. during winter hours.

WHEN CAN I RENT THE GARDEN?

Lan Su can be rented before we open or after we close. The venue fee covers a four hour guest timeline and this timeline varies based on the season. Peak season garden public hours (Mar. 15 - Oct. 31) are from 10 a.m. - 7 p.m. Guest will be allowed access to the garden starting at 7 p.m. and your event time is from 7 p.m. - 11 p.m. Garden winter public hours (Nov. 1 - Mar. 14) are from 10 a.m. - 4 p.m. The four hour guest event timeline during winter hours can be from 5 p.m. - 9 p.m. or 6 p.m. - 10 p.m.

WHAT TIME DOES THE CLIENT AND THE EVENT VENDORS HAVE ACCESS TO THE GARDEN?

Lan Su Chinese Garden is a major tourist destination and is a member based organization. It is important to limit the impact from events during our public hours. The garden is open during peak season (Mar. 15 – Oct. 31) from 10 a.m. – 7 p.m. Catering and vendor access is allowed one hour prior to closing (6 p.m. during peak season). Client access is allowed 30 minutes prior to closing (6:30 p.m. during peak season). Because of the limited event setup time, it is suggested to keep the event logistics and rental items to a minimum.

CAN I RENT THE GARDEN EARLIER THAN THE ALLOTTED LOAD IN TIME OR ALL DAY?

Lan Su Chinese Garden is a major tourist destination and is a member based organization with over 4,000 members. Altering our public hours has a significant impact to our visitors and members. Lan Su can be rented for additional event time and the fees involved are based on the time of year and are based on the lost revenue for both the garden and teahouse. If you are interested in additional event rental time, please inquire for more information.

CAN I BRING MY OWN FOOD AND BEVERAGE?

All food and beverages are provided by one of our exclusive caterers. No outside food or beverage is allowed.

WHAT ARE THE RESTRICTIONS ON ALCOHOL?

Alcoholic beverages are limited to champagne, beer, white wine, sake and sake cocktails. Liquor is not allowed. Red wine or dark colored liquids are not allowed due to the potential of staining our limestone and clay floors.

WHY IS GLASS NOT ALLOWED?

Lan Su has intricate inlaid mosaic pathways throughout, on which our visitors can walk barefoot. Hence any broken glass would pose a potential danger. The caterers are aware of this and will be happy to provide you with acrylic or disposable serviceware.

CAN I GET DRESSED AT THE GARDEN ON MY WEDDING DAY?

Lan Su Chinese Garden is a cultural museum, and as such, does not have dressing rooms or changing areas. We recommend all wedding parties and performers arrive completely dressed for your event.

WHAT DO I DO IF IT'S RAINING ON MY EVENT DAY?

We are an outdoor venue that is about 70% under cover with the enclosed pavilions, covered pavilions and covered walkways. The main terrace patio could also be tented through your caterer. Your caterer is happy to create a back up "rain plan" in addition to your event floor plan should the weather it rain on the day of your event. Please keep space limitations in mind when selecting Lan Su during the rainy months.

DOES THE GARDEN HAVE A PARKING LOT?

Metered street parking and pay commercial lots are available in the immediate vicinity of Lan Su for your guests to park. We are two blocks from the Old Town Chinatown light rail stop for the MAX, on the bus line, and within easy walking distance of many downtown hotels. There is also a parking garage at the intersection of Naito and Davis.

CAN WE SMOKE IN THE GARDEN?

Lan Su is a non-smoking facility. Guests are permitted to smoke in the outer courtyard before entering the garden.

WHAT ARE THE RESTRICTIONS FOR DECOR?

Lan Su is quite beautiful with little or no decor. Hanging lanterns with LED lights are permitted and can be coordinated through your caterer. Flowers, bubbles, up-lights and market lights are also permitted. If there is other decor you would like to bring in, please ask. Firecrackers, sparklers, rice, silly string, dyed flower petals, dark colored fake flower petals and tiki torches are not permitted inside Lan Su. Sparklers are allowed in the outer courtyard.

CAN I PLACE CANDLES THROUGHOUT THE GARDEN?

Candles are welcome on rental table tops only when in appropriate holders (the holder is higher than the flame). Do keep in mind there is often a light breeze in the garden that can make it difficult to keep a candle lit. LED candle lights are permitted and even suggested. LED lights can be placed along railings and walkways.

CAN I FLOAT DECOR ITEMS IN THE LAKE?

Lake Zither is filled with delicate water plants and precious valuable fish. In order to protect these, we do not allow any items to be floated or displayed in the lake.

CAN MY DOG BE A PART OF MY WEDDING?

Due to the delicacy of Lan Su, no pets are allowed. Service animals are always permitted.

ONCE I'VE BOOKED MY EVENT, CAN I VISIT ANYTIME I WANT?

Site visits for clients and vendors are provided at no cost with advance notice. Unscheduled visits without prior notice do require regular admission for entry.

If you have additional questions or need more information, please contact Anna Schwartz at 503.734.5512 or lansu@vtgrouppdx.com