



Milwaukee County
Department of Parks, Recreation & Culture
Boerner Botanical Gardens



2015 WEDDING CEREMONY PERMIT APPLICATION

GARDEN SETTINGS (please see site map):

- Site 1 – **Annual Garden & Gazebo** - Suited for groups of 30 persons or less.
- Site 2 – **Rock Garden** - Suited for groups of 200 persons or less.
- Site 3 – **Rose Garden** - Suited for groups of 80 persons or less.
- Site 4 – **Shrub Mall** - Suited for groups of 200 persons or less.

PERMIT TIMES & FEES (subject to change):

Permit times for ceremonies are only available during the following two (2) hour time periods:

- 10:30 a.m. – 12:30 p.m.
- 1:00 p.m. – 3:00 p.m.
- 3:30 p.m. – 5:30 p.m.
- 6:00 p.m. – 8:00 p.m.

Please Note: The rental time you have selected must be strictly adhered to and includes all set up (no early drop-off of equipment, décor, etc.) and clean up (all items brought in must be removed) for your event. This allows us to be timely and prepared for our next guests.

Pricing for wedding ceremony in the Gardens: (based on a rental period of up to two hours):

- 1 – 50 guests \$375.00
- 51 – 100 guests \$525.00
- 101 – 150 guests \$700.00
- 151 – 200 guests \$900.00
- Each additional 50 guests \$185.00*

* Be advised, if attendance exceeds the number indicated on the permit, you must pay for the additional guests the day of the ceremony or the difference will be billed to the permit holder. Please be mindful that the total may move you into a higher payment range.

Indoor Rental of the Garden House

Although your permit does allow for a specific outdoor wedding site, it does not include indoor arrangements. It is strongly encouraged to reserve our Garden House Exhibit Room as an alternative in case of inclement weather. The **Garden House Exhibit Room** may be reserved **for up to two hours for an additional \$90.00** (\$95.04 w/ tax) during the permitted time period as an optional site in case of inclement weather. The Garden House has a capacity 30 banquet style or 45 theater style.

The **Garden House dressing room** may be rented for an additional **\$25.00/hour** (\$26.40 w/tax).

ARRIVAL & PARKING:

Please check in at the Visitor Center Admission Desk upon arrival. Park all vehicles in the parking lot, not on circle drive in front of the facility. All vehicle engines, including buses and limousines, must be turned off while in parking lot. We ask that our guests do not honk horns near the Gardens as ceremonies may be in progress.

REHEARSALS & ADMISSION BEYOND PERMITTED TIME:

Rehearsal reservations are required if holding rehearsal at the Gardens prior to ceremony. Please check at least one month in advance for site availability.

Regular admission rates apply to access the Gardens at any time outside of the permitted time period, including rehearsal times and visits to the wedding site. Please see our website for regular admission rates.

PHOTOGRAPHY:

The wedding permit fee includes photography privileges at the permitted wedding site only. To obtain other Gardens photography privileges, a separate **Photography Permit may be purchased for an additional \$125.00**, (\$132.00 w/tax). Caution should be used around all plantings - Do not step into the flowerbeds, on the rock ledges, or into any wooded area. Failure to do so may result in permit revocation.

ALCOHOL:

Alcohol will be allowed at the site with an **Alcohol Permit for \$85.00** (\$89.76 w/ tax). If alcohol is present at your site and no permit has been purchased, a **\$200.00 fee will be imposed** per chapter 47.17 of the Milwaukee Co. Ordinances.

CHAIRS:

A limited amount of chairs are available for rent on a "first-come, first served" basis and are offered through Friends of Boerner Botanical Gardens. A separate permit is required with payment made **payable to FBBG Garden Fund. Chair Rental - \$3.00/chair**

MUSIC & ELECTRICAL HOOK UP:

Low volume music/sound amplification is allowed at your site. Sound, including sound not using amplification, must be "contained" to your site as to not impose on other areas in the Gardens. Electrical hook-ups are available at selected sites for an additional **\$50.00 fee** (\$52.80 w/ tax). There is no electrical hook up available in the Rock Garden.

STRUCTURES, FURNISHINGS, & PROPS:

No furnishings that require staking are allowed. Small structures may be used and weighted to stay in place. Rice, confetti, birdseed, and flower petals are not allowed. Permit holder will be subject to additional clean up (**a minimum of \$150.00**) if these items are used. **Props must be approved at least 2 weeks prior to event.**

CLEAN-UP:

Please be advised, permit holder is responsible for site clean-up. Any and all costs incurred by the Gardens for clean-up beyond normal operating procedures will be billed (**a minimum of \$150.00**) to the permit holder. Please be mindful to leave the site in as good a condition as you found it.

CANCELLATION POLICY:

All cancellations must be submitted in writing.

- **All cancellations will be charged a \$50 administrative fee.**
- A written cancellation must be received no later than **ninety (90) days** prior to the scheduled date to receive a 100% refund (minus \$50 administrative fee).
- To obtain a 50% refund, a written notification of cancellation must be received no later than **forty five (45) days** prior to the schedule date. After that, there are NO refunds.
- Additionally, to receive any refund the original permit must accompany the written notification.
- No refunds will be given due to inclement weather, unless the cancellation of your event is a decision made by Milwaukee County Parks Department due to severe weather conditions.

PERMIT QUESTIONNAIRE:

Please read carefully, complete, and return with payment.

Date of Ceremony _____

Time of Ceremony _____ Rental Period _____

Site Number/Name _____ Estimated Attendance _____

Spouse Name _____ Spouse Name _____

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Phone _____ Phone _____

Email _____ Day of Event Phone _____

The permit holder agrees that it will at all times during the existence of this permit indemnify and hold harmless Milwaukee County against any and all liability, costs or expenses (including attorney’s fees) which Milwaukee County may sustain by reason of the acts or omissions of the permit holder, its guests or invitees.

\$ _____ WEDDING - per attendance	\$ _____ PROPS
\$ _____ PHOTOGRAPHY \$125.00 (\$132.00 w/tax)	\$ _____ CANCELLATION
\$ _____ ALCOHOL \$85.00 (\$89.76 w/tax)	\$ _____ GARDEN HOUSE EXHIBIT RM.
\$ _____ ELECTRICAL HOOK-UP \$50.00 (\$52.80 w/tax)	\$ _____ GARDEN HOUSE DRESSING RM.
	\$ _____ TOTAL
<p><i>“For Office Use Only”</i> - Date _____ Processed by _____ Amount _____</p> <p style="text-align: right;">Cash Check Charge</p>	

Payments may be made in cash, check (payable to **Milwaukee County Treasurer**), or credit card (Visa, MasterCard, Discover or American Express.)

I hereby acknowledge that I have read, understand and agree to follow the terms and conditions, rules, regulations and considerations contained herein. In addition, I acknowledge and understand that I am responsible for any damage, and or excessive clean-up costs that may result from my actions or those of my guests or invitees.

Permit is for the selected Garden Site only.

I AGREE THAT THE ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.

Signature _____ Date _____
(Electronic Signature Accepted)

<p>Photograph Release: Applicant grants permission to Milwaukee County Parks to take and use photographs of Applicant and/or guests for the purpose of promoting garden facilities, services, programs and/or special events. Photo sections, cropping and reproduction will be determined by Milwaukee County’s discretion.</p> <p style="text-align: right;">Initials _____</p>
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