



**2011 WEDDING PERMIT APPLICATION**

**GARDEN SETTINGS** (please see site map):

- Site 1 – Juniper Grove.
- Site 2 – Annual Garden Gazebo. Ideally suited for groups of 30 persons or less.
- Site 3 – Rock Garden.
- Site 4 – Rose Garden. Suited for groups of 80 persons or less.
- Site 5 – Fragrance Garden. Available only to groups renting Boerner Hall.
- Site 6 – Oak Tree.

**PERMIT TIMES & FEES** (subject to change):

1. Permit times are available during the following two (2) hour time periods:

- |                      |                    |
|----------------------|--------------------|
| • 8:00 – 10:00 a.m.  | • 2:00 – 4:00 p.m. |
| • 10:00 – 12:00 p.m. | • 4:00 – 6:00 p.m. |
| • 12:00 – 2:00 p.m.  | • 6:00 – 8:00 p.m. |

2. Permit fees are based on the number of attendees.

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

**ADMISSION TO THE GARDENS OUTSIDE OF THE PERMITTED TIME:**

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.

- |                     |         |                                     |                                 |
|---------------------|---------|-------------------------------------|---------------------------------|
| • Children under 6  | Free    | • Adults                            | 5.00                            |
| • Children (6 – 17) | \$ 3.00 | • Resident Seniors (60+) & Disabled | 4.00                            |
| • Students with ID  | 4.00    | • Group Rate (20+)                  | 4.00 (adults) & 2.50 (children) |

**OPTIONAL INDOOR RENTAL:**

The Garden House Exhibit Room may be reserved for an additional \$80.00 (for up to 2 hours) during the permitted time period as an optional site in case of inclement weather (maximum capacity 45).

**PHOTOGRAPHY:**

The permit fee includes photography privileges at the permitted site only. To obtain other Gardens photography privileges, a separate Photography Permit may be purchased for an additional \$100.00. Caution should be used around all plantings. Do not step into the flowerbeds, on the rock ledges, or into any wooded area.

**CANCELLATION POLICY:**

To obtain a 100% refund, a written notification of cancellation must be received no later than one hundred eighty (180) days prior to the schedule date. To obtain a 50% refund, a written notification of cancellation must be received no later than ninety (90) 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. **All cancellations will be charged a \$50 administrative fee.**

**RULES, REGULATIONS AND CONSIDERATIONS:**

- Permit is for the selected Garden Site only. Site 4 (Rose Garden) is not available after mid-October.
- Please check in at the Visitor Center Information Desk upon arrival.
- Be advised, if attendance numbers exceed the permitted number a head count will be taken and the permit holder will be billed for the difference.
- Please advise your driver and guests to park in the parking lot, not the circle drive in front of the Visitor Center.
- Please refrain from horn honking near or in the Gardens.
- Alcoholic beverages are not permitted at Boerner Botanical Gardens per chapter 47.17 of the Milwaukee County Ordinance.
- Except for the permitted Garden Setting site, reservations cannot be made for specific locations within the Gardens for photography sessions.
- Be prepared to have an alternate indoor site in case of inclement weather. We do not provide an alternate indoor space as part of your permit. The Garden House Exhibit Room can be rented for groups of 45 or less.
- Electrical hook-up is not available in the Gardens.
- Please make wedding preparations prior to arrival. Dressing facilities are available at an extra cost.
- Please maintain a low level on any musical equipment so as not to interfere with the enjoyment of the Gardens by others. Amplified music is not allowed.
- Although seating is not allowed, a few chairs may be requested for elderly and/or disabled guests only.
- Extra furnishings, e.g. folding chairs, arbors, floral displays, tents or other props, including rice and flower petals to toss after a ceremony, are not allowed.
- 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 to the permit holder.
- 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.
- Payments may be made in cash, check (payable: **Milwaukee County Treasurer**), Visa, Master Card or Discover.

**PERMIT QUESTIONNAIRE:**

Please complete and return with payment.

<i>"For Office Use Only"</i>	
Date	_____
Processed by	_____
Amount	_____

Date / Time of Ceremony \_\_\_\_\_

Bride Name \_\_\_\_\_ Groom Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone

\_\_\_\_\_

Site Number \_\_\_\_\_ Estimated Attendance

\_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: **MILWAUKEE COUNTY TREASURER**

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.

Signature \_\_\_\_\_ Date

\_\_\_\_\_