



2016 GARDEN HOUSE RENTAL APPLICATION

GARDEN HOUSE SETTING:

The Garden House was constructed in 1935 using native fieldstone, hand-split by artisans to build the exterior walls and chimney. The Exhibit Room has hand-carved wooden animals on the entrance lintel and at the base of the oak beams, massive wooden furniture, and a beautifully inscribed fireplace mantel with an excerpt from a poem by Alexander Pope, "*Nature – Where Order in Variety we see, And where, though all things differ, all agree*". The Exhibit Room also feature portraits of the three men who were instrumental in bringing us the beauty of the Gardens: Charles B. Whitnall, the father of Milwaukee County park system, Gardens designer Alfred Boerner, and John Voight, the man who implemented their vision during his 38 year tenure as Director of the Gardens.

RENTAL TIMES & FEES:

- Garden House Up to 2 hours: \$100.00 (105.60 with tax)
- Garden House Up to 6 hours: \$200.00 (211.20 with tax)
- Garden House Each additional hour:
(beyond 6 hours) \$50.00 (52.80 with tax)
- Garden House Rental Package*:
*dressing room not included
(includes admission fee) \$375.00 (396.00 with tax)
- Dressing Room only*:
*Up to 20 people \$35/hour (36.96 with tax)
- Garden House Rental Package*:
*including dressing room:
(includes admission fees) \$475.00 (501.60 with tax)

The Garden House Exhibit Room and the Garden House Dressing Room are available for rental between the hours of 8:00 a.m. – 10:00 p.m.

*The Garden House Rental Package includes admission for up to 45 adults for up to 6 hours. Also, except for the Garden House Rental Package, regular admission rates apply to all Garden House Room Rental attendees.

ADMISSION TO THE GARDEN HOUSE & GARDENS:

Regular admission rates apply to all Garden House Room Rental attendees.

- Adults (18+) - \$5.50 Children (6-17) - \$3.50 Under 5 yrs. – Free
- Seniors (Milwaukee Co. 60+), Person with disability, or Student (with ID) - \$4.50
- Group Rates (20 or More): Adult - \$4.50 Children - \$3.00

CATERING:

- Zilli Hospitality Group is the exclusive caterer at the Boerner Botanical Gardens Visitors & Education Center for all food and beverage events. While renters may bring in beverages, home prepared food and light snacks, any formal catering must be done through Zilli Hospitality Group. Any questions related to catering your event should be directed to: **Zilli Hospitality Group (414) 525-5635**.
- Alcohol Permit - Alcohol will be allowed at the site with an **Alcohol Permit for \$85.00** (\$89.76 with tax). If alcohol is present at your site and no permit has been purchased a **\$200.00 fine and/or 90-day jail sentence can be imposed** per chapter 47.17 of the Milwaukee Co. Ordinances.

AUDIO-VISUAL AND OTHER EQUIPMENT NEEDS:

- Arrangements for the set up of audio-visual equipment should be made in advance. It is the responsibility of the Renter to provide any necessary equipment for the event.
- One (1) Duraflame log ONLY may be used in the fireplace.

CANCELLATION POLICY:

All cancellations must be submitted in writing.

- The written cancellation must be received no later than **ninety (90) days** prior to the schedule date.
- **All cancellations will be charged a \$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.

OTHER CONSIDERATIONS:

- Contact the Gardens one (1) week prior to your event to finalize your set up needs. The Gardens will set up the room for you prior to your event.
- Please check in at the Visitor Center Information Desk upon arrival.
- Please advise your driver and guests to park in the parking lot, not the circle drive in front of the facility. The circle is a fire lane and must remain clear. **Engines must be turned off while parking in the lot.**
- All preparation and clean-up must be completed within your allotted rental period. The permit holder may be billed for any extra time outside of your rental agreement.
- Any and all costs incurred by the Gardens for clean-up beyond normal operating procedures will be billed **(a minimum of \$50.00)** to the permit holder. Please be mindful to leave the site in as good a condition as you found it.
- Existing room furnishings, i.e. wooden tables, couch, chairs or pictures cannot be removed from the room. Extra furnishings, i.e. folding chairs, table, or arbors are **not allowed**. In addition, the table in the window alcove and couch cannot be repositioned without permission from Parks Staff.
- Decorations are allowed, however, affix them with masking tape. **NO TACKS OR NAILS OF ANY KIND ARE PERMITTED**. Rental groups are responsible for the removal of all decorations including masking tape and clearing tables and counters of all perishables.
- **The use of confetti or any confetti-type material, i.e. rice and/or helium balloons are prohibited.**
- Candles must be contained in fire proof holders.
- Linens are not provided by Boerner Botanical Gardens
- The Garden House is not handicapped accessible; if wheelchair access is required, please request a ramp one (1) week prior to the scheduled event date.

PERMIT QUESTIONNAIRE:

Please complete this portion of the permit and return with payment.

Set up # requested: # _____
 (Indicate special requests on back of sheet)

Date of Event _____

Time (includes your set up and clean up time), from _____ to _____

Type of Event _____ Estimated Attendance _____

Group Name _____

Responsible Person _____

Address _____

City, State, Zip _____

Daytime Phone _____ Evening Phone _____

Email _____

\$ _____ GH – Up to 2 hours: \$100.00 (105.60 w/tax) \$ _____ GH – Up to 6 hours: \$200.00 (211.20 w/tax) \$ _____ GH Dressing Room, up to 20 people, \$35/hour (36.96 with tax) \$ _____ Garden House Rental Package* \$375.00 (396.00 with tax) *No dressing rm. \$ _____ Garden House Rental Package including dressing room: \$475.00 (501.60 with tax) \$ _____ Additional hour: \$50 (52.80 with tax)	\$ _____ Alcohol Permit \$85.00 (89.76 w/tax) \$ _____ Photography \$135.00 (142.56 w/tax) \$ _____ Guest Admission Prepaid - seasonal rates apply Guest Admission NOT PAID – I understand that payment for guests admission is due day of event based on attendance _____ (initials required) \$ _____ CANCELLATION \$ _____ TOTAL
“For Office Use Only” - Date _____ Processed by _____ Amount _____ <div style="display: flex; justify-content: center; gap: 20px;"> Cash Check Charge </div>	

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

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.

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 that may result from my actions or those of my guests or invitees.

Signature _____ Date _____