



**2011 GARDEN HOUSE EXHIBIT ROOM RENTAL APPLICATION**

**SETTING:**

The Garden House was constructed in 1935 as part of the Works Progress Administration (WPA). WPA artisans hand-split native fieldstone to build the exterior walls and chimney. WPA sculptors created the stone cats near the entrance, as well as much of the statuary found throughout the Gardens. In the Exhibit Room, craftsmen hand-carved wood animals on the entrance lintel and on the base of oak beams, and inscribed on the fireplace mantel an excerpt from a poem by Alexander Pope, "Nature – Where Order in Variety we see, And where, though all things differ, all agree". These fine craftsmen also made the massive wood furniture in this room. In the Exhibit Room you will also find the portraits of three men who were instrumental in bringing us the beauty of the Gardens: Charles B. Whitnall, the father of Milwaukee County park system; Alfred Boerner, the designer of the Gardens; and John Voight, the man who implemented their vision during his 38 year tenure as Director of the Gardens.

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

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

- General Office Hours: 8:00 a.m. – 4:00 p.m. Monday through Friday
- Admission Season: 8:00 a.m. – 6:00 p.m. seven days a week

2. The Rental fee schedule is as follows (plus 5.6% sales tax):

- |                   |    |                                |        |
|-------------------|----|--------------------------------|--------|
| • 2 hours or less | \$ | • Each additional hour         | 40.00  |
| 80.00             |    |                                |        |
| • Up to 6 hours   |    | • Garden House Rental Package* | 295.00 |
| 155.00            |    |                                |        |

\*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 to access the Garden House and Gardens:

- |                     |         |                                     |                                 |
|---------------------|---------|-------------------------------------|---------------------------------|
| • 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) |

**CATERING:**

The Bartolotta Catering Company is the exclusive caterer at the Gardens for all food and beverage events. While renters may carry in non-alcoholic beverages, home prepared food and light snacks, any formal catering including the distribution and or sales of alcoholic beverages must be done through the Bartolotta Catering Company. Any questions related to catering your event should be directed to: **Bartolotta Catering Company, (414) 525-5635.**

**AUDIO-VISUAL AND OTHER EQUIPMENT NEEDS:**

Arrangements for the set up of audio-visual equipment may 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:**

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. **A non-refundable \$50.00 administrative fee will be assessed to process all Garden House Exhibit Room Rental applications.**

**RULES, REGULATIONS AND CONSIDERATIONS:**

- Please check in at the Visitor Center Information Desk upon arrival.
- Be advised, unless the Garden House Rental Package is purchased (maximum capacity 45), all attendees must pay regular Garden admission rates.
- Please advise your driver and guests to park in the parking lot, not the circle drive in front of the Visitor Center.
- Alcoholic beverages are not permitted at Boerner Botanical Gardens per chapter 47.17 of the Milwaukee County Ordinance; except for at events catered by a permitted licensee.
- Please discuss your set up needs with Gardens' Staff; we will set up the room for you prior to your event.
- Contact the Gardens one (1) week prior to your event to clarify and finalize your set up needs.
- All preparation and clean-up must be completed within your allotted rental period.
- The permit holder will be billed for any and all damaged property and excessive clean-up costs associated with the rental.
- Existing room furnishings, i.e. wooden tables, couch and chairs, cannot be removed from the room.
- Extra furnishings, e.g. folding chairs, arbors, floral displays or other props, are not allowed.
- Decorations are allowed; however, staples, push pins, nails, tacks and helium balloons are not allowed.
- 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.
- 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.

Date Requested

\_\_\_\_\_

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

Group Name

\_\_\_\_\_

Responsible Person

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Daytime Phone \_\_\_\_\_  
\_\_\_\_\_

Evening Phone

Type of Event \_\_\_\_\_  
\_\_\_\_\_

Estimated Attendance

**SET UP REQUEST:**

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

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

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