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## 2018 GARDEN HOUSE RENTAL APPLICATION

### GARDEN HOUSE SETTING:

In 1935, numerous artisans of the WPA worked to create the Garden House. Exterior walls and the chimney were constructed with hand-split native fieldstone. The Exhibit Room also features the work of WPA artisans, work seen in the hand-carved animals of the entrance lintel, the oak beams, massive wooden furniture, and the fireplace mantel. In addition, the mantel includes an excerpt from a poem by Alexander Pope: “*Where order in variety we see, And where, though all things differ, all agree.*” On the walls are portraits of the three men who were instrumental in bringing us the beauty of the Botanical Gardens: Charles B. Whitnall, the father of the Milwaukee County Park System, Botanical Gardens designer Alfred Boerner, and John Voight, the man who implemented their vision during his 38-year tenure as Director of the Boerner Botanical Gardens.

### RENTAL TIMES & FEES:

Garden House rooms are available from 8 a.m.–10 p.m.

- Garden House Exhibit Room Up to 2 hours: \$110 plus tax (\$116.16)  
Capacity: 45 plus admission for all attendees
- Garden House Exhibit Room 2–6 hours: \$240 plus tax (\$253.44)  
Capacity: 45 plus admission for all attendees
- Garden House Exhibit Room each additional hour: \$50/hour plus tax (\$52.80/hour)
- Dressing Room Permit Add-on: \$35/hour plus tax (\$36.96/hour)  
Must be rented in conjunction with a Botanical Gardens  
Wedding or Photography permit  
Capacity: 20
- Garden House Rental Package: \$375 plus tax (\$396)  
Includes admission for up to 45 adults for up to 6 hours  
Dressing room **not** included
- Garden House Rental Package with Dressing Room: \$475 plus tax (\$501.60)  
Includes admission for up to 45 adults for up to 6 hours

### ADMISSION TO THE GARDEN HOUSE & BOTANICAL GARDENS:

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

- Adult (18+), \$6.50; Youth (6-17), \$4.50; Child (5 and under), Free
- Milw. Co. Senior (60+ with proof of residency), Person with Disability, Student with ID, \$5
- Group Rates (20 or more in group): Adult, \$5.50; Child, \$4

## FOOD & BEVERAGE / ALCOHOL:

- You, the Permit Holder, may bring in beverages, cake or desserts, home-prepared food, and light snacks only. Any formal catering must be done through Zilli Hospitality Group, the exclusive caterer at the Boerner Botanical Gardens Visitors & Education Center. For questions related to catering, contact **Zilli Hospitality Group at (414) 525-5635**.
- You, the Permit Holder, may bring alcohol on-site **only when you have purchased an Alcohol Permit**. If alcohol is present at your site and you do not have an Alcohol Permit, you may receive a **\$200 fine and/or a 90-day jail sentence**, per chapter 47.17 of the Milwaukee County Ordinances. Please complete an Alcohol Permit application.

## AUDIO-VISUAL EQUIPMENT NEEDS:

- A drop-down projection screen is available in the Exhibit Room. You, the Permit Holder, must provide and set up or arrange for set up of any audio-visual equipment. NOTE: WiFi is not available in the Garden House. Please contact the Botanical Gardens at least one (1) week in advance for approval.

## CANCELLATION POLICY:

- Cancellations must be submitted in writing and must be accompanied by the original permit.
- **Cancellations will be charged a \$50 administrative fee** and may be charged a percentage of the permit fee, based on when the notice is received.  
Cancellation **received**:
  - **ninety (90) or more days** prior to the scheduled date: refund, less \$50 fee
  - **forty-five (45) to eighty-nine (89) days** prior to the scheduled date: **50%** refund, less \$50 fee
  - **forty-four (44) or fewer days** prior to the scheduled date: **NO** refund
- No refunds will be given due to inclement weather, unless the cancellation of your event was made by the Milwaukee County Parks due to severe weather conditions.

## OTHER CONSIDERATIONS:

- Contact the Botanical Gardens one (1) week prior to your event to finalize your setup of the Exhibit Room. Existing furnishings cannot be removed from the room. The table in the window alcove and couch can only be repositioned **with prior permission from the Botanical Gardens**, with setup provided by Gardens Staff. Extra furnishings, i.e. folding chairs, table, or arbors are not allowed.
- The Garden House restroom is not wheelchair accessible.
- One (1) Duraflame log **ONLY** may be used in the fireplace. Purchase one Duraflame log and make arrangements at least one (1) week in advance for Gardens Staff to light it.
- Decorations are allowed, however, they must be affixed with masking tape. **TACKS OR NAILS OF ANY KIND ARE NOT PERMITTED**. Candles must be contained in fireproof holders. You, the Permit Holder, are responsible for the removal of all decorations and masking tape and for the clearing of all perishables from the site. **The use of glitter, confetti or confetti-type material, and/or helium balloons is prohibited**.
- Linens are not provided by the Botanical Gardens.
- Please advise your guests that **the throwing of rice, glitter, confetti or confetti-type material is not allowed inside or outside the rental. A cleanup fee (\$150 minimum)** will be charged to you, the Permit Holder.
- The use of drones (unmanned aerial vehicles) is prohibited without the prior approval of the Parks Director or designee. Please contact the Botanical Gardens at least one (1) week in advance.
- 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. The circle drive in front of the facility is a fire lane and must remain clear. **Vehicle engines must be turned off when parked**.
- All preparation and cleanup must be completed within your allotted rental period. You, the Permit Holder, will be billed for any extra time outside the time of your Rental Permit.
- Any and all costs incurred by the Botanical Gardens for cleanup beyond normal operating procedures (**\$50 minimum**) will be billed to you, the Permit Holder. Please leave the site in as good a condition as you found it.
- The Parks Dept. is not responsible for lost or stolen items.

**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: \$110 (\$116.16 w/tax)	\$ _____ Alcohol Permit \$90
\$ _____ GH – Up to 6 hours: \$240 (\$253.44 w/tax)	\$ _____ Photography \$135 (\$142.56 w/tax)
\$ _____ GH Dressing Room, up to 20 people, \$35/hour (\$36.96 w/ tax)	\$ _____ Guest Admission Prepaid - seasonal rates apply
\$ _____ Garden House Rental Package* \$375 (\$396 w/ tax) *No dressing room	Guest Admission <b>NOT PAID</b> – I understand that payment for guests admission is due day of event based on attendance _____ (initials required)
\$ _____ Garden House Rental Package including dressing room: \$475 (\$501.60 w/ tax)	
\$ _____ Additional hour: \$50 (\$52.80 w/ tax)	\$ _____ CANCELLATION
	\$ _____ <b>TOTAL</b>
<i>For Office Use Only</i> Date _____ Processed by _____ Amount _____ Cash Check Charge	

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.

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

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