



## 2019 CANCELLATION / REFUND REQUEST

**Rules related to cancellations are included on your original permit application.** To cancel your reservation, the **Permit Holder** must complete this form and submit it along with your original permit(s).

Any cancellation refund is based on when Boerner Botanical Gardens receives this notice and your original permit(s). If **received**:

- within 24 hours of payment: **full refund**
- ninety (90) or more days prior to the scheduled date: refund, **less \$50 administrative fee**
- forty-five (45) to eighty-nine (89) days prior to the scheduled date: **50% refund, less \$50 administrative 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 was made by Milwaukee County Parks due to severe weather conditions.**

### PERMIT HOLDER

Name \_\_\_\_\_  
 Group Name (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### RENTAL / RESERVATION

Reserved Date: \_\_\_\_\_ Reserved Time: \_\_\_\_\_ Site (if applicable): \_\_\_\_\_

- Alcohol Permit – NOT REFUNDABLE
- Chair Reservation .....
- Electrical Hook-up .....
- Garden House Rental Permit.....
- Garden House Dressing / Small Meeting Room Rental Permit.....
- Pedestal Reservation.....
- Photo Permit .....
- Wedding Permit.....
- Other .....

<i>For office use only</i>		
TOTAL REFUND _____		
Refund Method	Cash	Check    Credit Card
Date _____	Processed by _____	
Cancellation Transaction # _____		

Cancellation by     Permit Holder     Milwaukee County Parks

### PAYMENT

Original method of payment:    Cash    Check    Credit Card

Method of refund requested:

- Credit Card – If your refund is approved, we will call for details to be entered into our secure payment system.
- Check – If your refund is approved, allow four to six weeks for a check to be issued by the Milwaukee County Treasurer.

By signing below, I understand and agree that Boerner Botanical Gardens will cancel my event or the component(s) of my event reported on this form:

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

**SEND COMPLETED REQUEST & ORIGINAL PERMIT(S) TO:**  
**Boerner Botanical Gardens, 9400 Boerner Drive, Hales Corners, WI 53130 Tel: 414-525-5601 Fax: 414-525-5610**  
**OR Shirley.Walczak@milwaukeecountywi.gov**