



2020 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

For office use only

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