



# Milwaukee County Parks Boerner Botanical Gardens

Revised Nov. 6, 2019



## 2020 CHAIR RENTAL RESERVATION APPLICATION SEND COMPLETED APPLICATION AT LEAST TWO (2) WEEKS PRIOR TO EVENT DATE

Set-up

Please complete and return with payment.

Event Date \_\_\_\_\_ Rental Time: from \_\_\_\_\_ to \_\_\_\_\_

Location \_\_\_\_\_

Number of Chairs \_\_\_\_\_ X \$3 = \$ \_\_\_\_\_ X 1.056 = \$ \_\_\_\_\_  
(Sales tax must be applied)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**CANCELLATION:** Cancellations must be submitted in writing on the Cancellation / Refund Request Form and must be accompanied by the original permit(s).

Any cancellation refund is based on when the notice is received. 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. Rentals are not rescheduled due to unfavorable weather conditions.

**Make payment** by cash, check (payable to **Milwaukee County Treasurer**), or credit card (Visa, Master Card, Discover or American Express). For credit card payments, we will call you for details to be entered into our secure payment system. If the application is not approved, payment will be returned.

By signing below, I hereby acknowledge that I have read, understand, and agree to the terms of chair rental at Boerner Botanical Gardens. If a permit is granted, I agree to indemnify, defend, and hold harmless, the County, its officers and employees, from any and all liability, including claims, demands, losses, costs, or damages to persons or property arising out of, or in connection with, or occurring in connection with this permit, where such liability is founded upon or grow out of acts or omissions of the Permit Holder or any of Permit Holder's guests or invitees. Milwaukee County Parks is not responsible for any lost, stolen, or damaged property during the approved rental period.

In addition, I acknowledge and understand that if a permit is granted I am responsible for the actions of my guests or invitees, and I will be billed for damages and excessive cleanup costs.

**ONLINE APPLICATION: ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE.**

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

*For Office Use Only* Date \_\_\_\_\_ Processed by \_\_\_\_\_ Amount \_\_\_\_\_  
 Transaction # \_\_\_\_\_  
 Cash Check Credit Card

**SEND COMPLETED APPLICATION & PAYMENT, AT LEAST TWO (2) WEEKS PRIOR TO EVENT, TO:**  
**Boerner Botanical Gardens, 9400 Boerner Drive, Hales Corners, WI 53130 Tel: 414-525-5601 Fax: 414-525-5610**  
**OR Shirley.Walczak@milwaukeecountywi.gov**