



Milwaukee County Parks Boerner Botanical Gardens

Revised February 27, 2019



2019 GARDEN HOUSE RENTAL APPLICATION

SEND COMPLETED APPLICATION AT LEAST THREE (3) WEEKS PRIOR TO EVENT DATE

In 1935, artisans of the Works Progress Administration (WPA) worked to create the Garden House. Exterior walls and the chimney were constructed with hand-split native fieldstone. The Exhibit Room features hand-carved animals of the entrance lintel, hand-hewn oak beams, massive wooden furniture, and the fireplace mantel. In addition, the mantel highlights 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 three men who were instrumental in bringing the Botanical Gardens to life: 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.

Parking lots and restroom facilities remain open to the public during regular Botanical Gardens hours.

RENTAL TIMES & FEES

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

All preparation and cleanup must be completed within the rental period.

Garden House Exhibit Room Up to 2 hours \$110 plus tax (\$116.16) + admission for each attendee
Capacity: 45

Garden House Exhibit Room 2–6 hours \$240 plus tax (\$253.44) + admission for each attendee
Capacity: 45

Garden House Exhibit Room each additional hour \$50/hour plus tax (\$52.80/hour)

Dressing Room / Small Meeting Room \$35/hour plus tax (\$36.96/hour)
Capacity: 15

Garden House Rental Package

Includes admission for up to 45 adults for up to 6 hours. Dressing room **not** included \$375 plus tax (\$396)

Garden House Rental Package with Dressing Room / Small Meeting Room \$475 plus tax (\$501.60)
Includes admission for up to 45 adults for up to 6 hours

ADMISSION / ARRIVAL / PARKING

Admission is collected April through October, 8 a.m.–6 p.m. seven days a week.

Complimentary parking is available in the paved parking lot. The circle drive is for loading/unloading only

Guests should check in at the Education & Visitor Center Information Desk upon arrival.

- Milwaukee County Residents with ID
Senior (60+), \$5; Adult (18–59), \$6.50; Youth (6-17), \$4.50; Child (5 and under), Free
- Non-Milwaukee County Residents
Adult (18 and up), \$7.50; Youth (6-17), \$5.50; Child (5 and under), Free
- Any Person with Disability or Student with ID, \$5
- Group Rates (20 or more in group): Adult, \$5.50; Child, \$4

WHEELCHAIR ACCESSIBILITY

The Garden House offers a ramp at the southern entrance for wheelchair accessibility. The restrooms in the Garden House are **not** wheelchair accessible.

RULES & REGULATIONS FOR GARDEN HOUSE RENTALS

- 1. ADVERTISING:** Any social media public posting and/or advertising for a building rental is considered promotion of a Special Event. If you will be promoting your event, **do not use this application**. Please complete a Special Event Application at least three (3) weeks prior to event date.
- 2. ALCOHOLIC BEVERAGES:** You may bring alcohol on-site **only when you have purchased an Alcohol Permit**. If alcohol is present 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 Milwaukee County Ordinances. Complete an Alcohol Permit Application.
- 3. AMPLIFIED SOUND & AUDIO-VISUAL EQUIPMENT:** The use of microphones, DJ equipment, and live bands is considered amplified sound. All sound must be confined to the rental space; the sound must not carry to the outside. A drop-down projection screen is available in the Exhibit Room. You must set up and break down, or arrange for the setup and breakdown, of any audio-visual equipment, within your permitted rental time. **NOTE:** WiFi is not available. Contact the Botanical Gardens at least one (1) week prior to your rental for approval.
- 4. 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.
- 5. CLEANUP / DAMAGE:** You are responsible for the restoration of the facility to its original condition by the end of the rental period; this includes the removal of all decorations and masking tape, and clearing tables and counters of all perishables. If excessive cleanup or damage occurs, you will be invoiced for the work required to bring the facility to its original condition (\$50 minimum).
- 6. DECORATIONS:** Feel free to decorate your rental using only fireproof decorations that will not damage park property. Use only masking tape to affix decorations. **NO TACKS OR NAILS OF ANY KIND ARE ALLOWED**. Candles are allowed only when contained in fireproof holders. Helium balloons are allowed indoors only when anchored with weights. You will be invoiced for the removal of any helium balloons from the ceiling (\$50 minimum). **The use of glitter or ANY confetti-type material is prohibited inside or outside the rental** and will result in your being invoiced for excessive cleanup (\$150 minimum). Smoke/Fog/Mist machines are prohibited. All setup and cleanup must be completed within the rental period. You will be invoiced for any time beyond the rental period.
- 7. FIREPLACE:** You may bring one (1) Duraflame log for use in the fireplace. Contact the Botanical Gardens at least one (1) week prior to the event date to arrange for Gardens Staff to light it.
- 8. FOOD & BEVERAGE:** You may bring in only beverages, cake or desserts, home-prepared food, and light snacks. Any formal catering must be done through Zilli Hospitality Group, the exclusive caterer at the Botanical Gardens. For catering details, contact Zilli Hospitality Group at 414-525-5635.
- 9. FURNISHINGS / SETUP:** Furnishings shall not be moved from the room or repositioned **without prior approval from the Botanical Gardens**. Tables and chairs supplied by the Botanical Gardens may be set up by Parks staff according to your selected standard setup or pre-approved custom setup. You are not allowed to provide your own rented furnishings. Linens are **not** provided. Contact the Botanical Gardens at least one (1) week prior to your event for approval.
- 10. SALES / DONATIONS:** If you have sales, collect donations, sell raffle tickets or have a silent auction of any kind, you must obtain a Special Event Permit. For more information, contact the Botanical Gardens.
- 11. SMOKING / VAPING:** Smoking or vaping is prohibited in all Milwaukee County Parks buildings, or within 30 feet of any entrance or exit of a building, per Milwaukee County Ordinance 47.16(3)(a)(b).
- 12. TEEN PARTIES:** Events with most guests under the age of 21 must end by 8 p.m., per Milwaukee County Sheriff's request. Adult supervision is required, with one (1) adult per every ten (10) teens.
- 13. THROWING RICE:** Throwing rice, confetti/confetti-like material, flower petals, or birdseed inside or outside the rental is prohibited and will result in your being invoiced for excessive cleanup (\$150 minimum). **Inform guests!**

APPLICANT INFORMATION FOR GARDEN HOUSE RENTAL

Please complete and return.

Requested Date of Event _____

Requested Garden House Rental Period (include time for setup and cleanup), from _____ to _____

Requested Dressing Room Rental Period (include time for setup and cleanup), from _____ to _____

Type of Event _____ Estimated Attendance _____

Group Name (if applicable) _____

Responsible Person _____

Address _____

City, State, Zip _____

Daytime Phone _____ Evening Phone _____

Email _____

\$ _____ GH – Up to 2 hours: \$110 (\$116.16 w/tax)	\$ _____ Guest Adm Prepaid, seasonal rates apply.
\$ _____ GH – Up to 6 hours: \$240 (\$253.44 w/tax)	I understand that payment for all guest admissions that have not been prepaid is due the day of the event and is based on attendance. _____ (initials required)
\$ _____ Each additional hour: \$50/hr (\$52.80 w/tax)	<input type="checkbox"/> Alcohol Permit
\$ _____ GH Dress Rm: \$35/hr (\$36.96 w/tax)	<input type="checkbox"/> Photo Permit
\$ _____ GH Pkg NO Dress Rm: \$375 (\$396 w/tax)	<input type="checkbox"/> Wedding Permit
\$ _____ GH Pkg w/ Dress Rm: \$475 (\$501.60 w/tax)	

If the application is approved, we will call you for payment by cash, check (payable to Milwaukee County Treasurer), or credit card (Visa, MasterCard, Discover or American Express).

By signing below, I hereby acknowledge that I have read, understand, and agree to the general rules, regulations, and considerations of renting the Garden House 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 _____

<i>For Office Use Only</i>	
Permit Granted for Date: _____	Garden House: from _____ to _____ Dressing Room: from _____ to _____
Date Processed: _____ by _____	Amount _____ Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/>
Set up # requested: # _____ (Indicate special requests on back of sheet)	
Transaction # _____	

**SEND COMPLETED APPLICATION, AT LEAST THREE (3) 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**