

## 2020 WEDDING CEREMONY PERMIT APPLICATION

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

### GARDEN SETTINGS

A Wedding Ceremony Permit is for the selected site only.

- Annual Garden Gazebo, capacity up to 30 people
- Rock Garden Vista, capacity up to 200 people\*
- Rose Garden, capacity up to 200 people, with site expansion into Perennial Mall\*
- Shrub Mall, capacity up to 300 people\*

\* **Site Capacity is limited to 50 people under the COVID Clause Addendum**

### PERMIT TIMES & FEES

Ceremony times are available during only the following two-hour (2-hour) time periods:

- 10:30 a.m. – 12:30 p.m.
- 1:00 p.m. – 3:00 p.m.
- 3:30 p.m. – 5:30 p.m.
- 6:00 p.m. – 8:00 p.m.

**NOTE:** You must strictly adhere to the time stated on the permit. The permit time includes all setup (no early drop-off of equipment, décor, etc.) and cleanup (all items brought in must be removed). Your cooperation allows us to be timely and prepared for our next guests.

### Attendance Categories

Pricing for the two-hour Wedding Ceremony Permit is based on the number of guests:

- 1–50 guests \$400
- 51–100 guests\* \$550
- 101–150 guests\* \$725
- 151–200 guests\* \$925
- Each add'l 50 guests\* \$200

**NOTE:** If attendance exceeds the number of guests indicated on your permit AND is in a higher attendance category, you must pay for the actual attendance category the day of the ceremony or you will be invoiced for the difference.

\***Not available under the COVID Clause Addendum**

### RENTALS IN THE GARDEN HOUSE – *Not available under the COVID Clause Addendum*

A Wedding Ceremony permit allows for use of a specific outdoor site; it **does not** include an indoor site. You are strongly encouraged to reserve an alternate site in case of inclement weather. The Garden House Exhibit Room, with a **maximum capacity of 45 people**, may be rented **for up to two hours for an additional \$110 plus tax**, (\$116.16) during the time period of your Wedding Ceremony Permit.

The **Garden House Dressing Room** may be rented to prepare for your ceremony. The fee is an additional **\$35/hour plus tax**, (\$36.96/hour). Milwaukee County Parks/Boerner Botanical Gardens is not responsible for lost or stolen items. **Restrooms are not available as changing rooms.**

### PHOTOGRAPHY

The Wedding Ceremony Permit includes photography privileges at the permitted wedding site only during the rental time of the permit. To obtain photography privileges in other public areas of the Botanical Gardens, purchase a separate Photography Permit for **\$150 plus tax**, (\$158.40).

### CHAIRS – *Not available under the COVID Clause Addendum*

A limited number of chairs are available for rent on a first-come, first-served basis. Chair Rental is **\$3/per chair plus 5.6% sales tax**. Complete a Chair Reservation Application at least two (2) weeks prior to the event.

## RULES & REGULATIONS FOR WEDDING-SITE RENTALS

**1. ADMISSION RATES / 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. Vehicle engines must be turned off when parked. **Guests should check in at the Fee Booth upon arrival.**

- Milwaukee County Residents with ID  
Senior (60+), \$5; Adult (18–59), \$7; Youth (6-17), \$5; Child (5 and under), Free  
Group (20 or more in group): Adult, \$6.50 ea; Youth, \$4.50 ea
- Non-Milwaukee County Residents  
Adult (18 and up), \$8; Youth (6-17), \$6; Child (5 and under), Free  
Group (20 or more in group): Adult, \$7.50; Child, \$5.50
- Any Person with Disability or Student with ID, \$5

**2. ALCOHOLIC BEVERAGES:** You may bring alcohol to your permitted site only when you have purchased an Alcohol Permit (\$90). 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 Milwaukee County Ordinances. Complete an Alcohol Permit Application at least three (3) weeks prior to the event.

**3. AMPLIFIED SOUND & ELECTRICAL HOOK UP:** Low-volume music/sound amplification is allowed at the permitted site. Sound, including non-amplified sound, must be “contained” to the site so as to not impose on other areas of the Botanical Gardens. Electrical hook-ups are available at select sites for \$50 plus tax (\$52.80).

**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 permitted rental period; this includes the removal of all decorations, structures, furnishings, and props. 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 / STRUCTURES / PROPS – Not available under the COVID Clause Addendum:** No staking is allowed. Use sand bags, weights, or water barrels to hold structures in place. The use of balloons anchored with weights is allowed; however, any balloons that become tangled in garden spaces will result in your being invoiced for excessive cleanup (\$150 minimum). **Please inform your guests!** All decorations, structures, and props must be approved at least three (3) weeks prior to the event

**7. DRONES: The use of drones (unmanned aerial vehicles) is prohibited** without the prior written approval of the Parks Director or designee. Please contact the Botanical Gardens at least two (2) weeks in advance.

**8. HORN HONKING:** We ask that you and your guests refrain from honking horns near the Botanical Gardens; other ceremonies may be in progress.

**9. PATHS:** All persons are required to stay on established paths so as not to step into any flowerbeds, onto any rock ledges, or into any wooded area. Failure to do so may result in permit revocation.

**10. REHEARSALS / SITE VISITS:** A separate reservation is required for any rehearsal or site visit at the Botanical Gardens. Check site availability at least three (3) weeks in advance. Regular admission rates apply. (See Admission Rates above.)

**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. THROWING RICE:** Throwing rice, confetti/confetti-like material, flower petals, or birdseed is prohibited and will result in your being invoiced for excessive cleanup (\$150 minimum). **Please inform your guests!**

# WEDDING-SITE PERMIT APPLICANT INFORMATION

Please complete and return.

Requested Date of Ceremony \_\_\_\_\_  
Requested Time of Ceremony \_\_\_\_\_ Requested Rental Period \_\_\_\_\_  
Requested Site Name and Number \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

\$ _____ Wedding Permit per attendance Estimated attendance _____	<input type="checkbox"/> GH Exhibit Room Permit*
\$ _____ Electrical Hook-Up \$50 (\$52.80 w/tax)	<input type="checkbox"/> GH Dressing Room Permit*
\$ _____ 3-ft. Pedestal \$10 (\$10.56 w/tax)*	<input type="checkbox"/> Expanded Photography Permit*
<b>\$ _____ TOTAL</b>	<input type="checkbox"/> Chair Rental Reservation*
	<input type="checkbox"/> Alcohol Permit

**\*Not available under the COVID Clause Addendum**

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 a Wedding Ceremony Site 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.

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

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

<b>PHOTOGRAPH RELEASE</b> Applicant grants permission to Milwaukee County Parks to take and use photographs of Applicant and/or guests for the purpose of promoting garden facilities, services, programs and/or special events. Photo sections, cropping, and reproduction will be determined at Milwaukee County's discretion. Initials _____
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<i>For Office Use Only</i> Permit Granted for Date: _____ from _____ to _____ Date Processed: _____ by _____ Amount _____ Cash Check Credit Card Transaction # _____ NOTES:
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**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**

# ADDENDUM

## COVID Clause – Boerner Botanical Gardens Weddings

1. Group size must remain under 50 participants.
2. Participants must follow social distancing guidelines; participants must remain a minimum of 6 feet apart with an exception to those living in the same household or newlyweds.
3. Participants must follow local laws and guidelines, including usage of face masks.
4. Attendees should bring facemasks and hand sanitizers.
5. All participants must bring in any personal equipment needed for their own use (rings, flowers, etc.), sharing of items is not permitted.
6. Participants must follow the pack in, pack out model: Permit holder is responsible for all cleanup of trash and equipment.
7. No additional setup will be permitted (floral arches, stages, tents, etc.)
8. Electrical Access will be available. Permit holder must bring all their own electrical cords.
9. Restrooms are not available for use as an on-site dressing room. Come prepared.
10. No indoor space is available in case of inclement weather.
11. Weddings will not involve personal contact between individuals, except for members of the same household or newlyweds.
12. Weddings will only be permitted to use designated outdoor wedding sites at Boerner Botanical Gardens.
13. Wedding permits will be issued with the expectation that no Parks staff time is needed from the requester.
14. The renter is responsible for communicating to all users that they must pre-screen themselves and their families prior to attending the outdoor wedding. Pre-screening activities can include self-screening for the presence of symptoms within the past 14 days

Symptoms may include:

- Fever of 100.4°F or greater
- Cough
- Shortness of breath
- Diarrhea,
- Fatigue,
- Headache,
- Muscle aches,
- Nausea,
- Loss of taste or smell,
- Sore throat,
- Vomiting, etc.

Further, the renter is responsible for determining if, within the past 14 days, each guest/participant

- has traveled nationally or internationally.
- has been in close contact with a person who has been diagnosed with, was tested for, has symptoms of, or was isolated or quarantined as a result of COVID-19.

If the renter flags anyone during the pre-screening process, the renter shall not allow the individual to report to the wedding.

Permit holders are required to follow or comply with all determined requirements.

If permit holder fails to comply with all requirements, this permit is subject to cancellation without refunds.

By Signing below, I hereby acknowledge that I have read, understand, and agree to the general rules, regulations, and considerations of renting a Wedding Ceremony Site at Boerner Botanical gardens during COVID.

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