

Allen Centennial Gardens' Rental Regulations & Guidelines

Allen Centennial Gardens (ACG) rents garden space for weddings, memorials, and other approved events. For event space rentals, please read thoroughly. Due to limitations in staffing, phone and email questions that are answered in the following regulations and guidelines will be directed back to these pages.

NOTE: ACG is a public botanical garden. The primary mission of the Gardens is to serve as an outdoor classroom for horticultural and botanical education and to provide beauty, respite and inspiration to the public. It is not a professional rental facility nor does it provide wedding planning. The gardens provide a unique and beautiful site at a reasonable cost for memorable events but can only provide the space with limited services. We invite you to use the grounds but insist you read the following guidelines closely. Please be aware that we have no indoor space available as a backup location in the case of inclement weather.

1. Reservation Contract: A contract that states the specific garden location, rental date, time slot, responsible parties and all other pertinent information must be signed at the time of booking. Payment including the security deposit and any other associated fees is due in full at the time of contract signing; no space will be held or reserved without full payment. Please see the fee schedule on the ACG website for current rental rates. Any changes to the contract after signing must be submitted in writing and approved by ACG administration. Please contact Kristin Jacobson at (608) 262-8406 or kmjacobson@wisc.edu in advance to clear proposed changes.

ACG reserves space for events one year in advance. Reservations open on the first business day following New Year's Day during the year preceding the date of the event. For example, reservations open Jan. 2, 2009 for events to be held in 2010. Events to be held in 2011 may not be booked until Jan. 4, 2010.

1a. Garden site: All individual garden spaces within ACG are named. A specific named garden site can be reserved for the exclusive use of an event within the reserved time block only. The contract will specify the named area that is reserved. The public cannot be excluded from any other areas of the Gardens, including those adjacent to the reserved site. For example, a reservation for the English Garden does not include the Terrace Garden and reservations for the Lawn Garden do not include the Orientation Garden. All renters except University of Wisconsin departments are limited to one garden per event. University of Wisconsin departments may obtain special permission to rent more than one garden site by contacting Ed Lyon at 608-262-1549 or eslyon@wisc.edu.

The English Perennial, Lawn, Terrace, and Woodland gardens are available for rental. For weddings and ceremonies involving 10 or fewer people, the Red Bridge and the Gazebo on the West Walk may be chosen as the garden site instead of one of the gardens listed above. The Terrace and Woodland gardens are limited to groups of 25 or fewer. The English Perennial and Lawn gardens can accommodate up to 200 people. Due to concerns for the turf, the English and Lawn gardens are available on an alternate week basis. Please check the calendar to see which garden is available for rental on your chosen event date.

1b. Time slot: ACG rents garden space in three hour time slots. Time slots available for rental are 8 – 11 AM, 12 – 3 PM, and 4 – 7 PM on Fridays, Saturdays and Sundays and 4 – 7 PM on Tuesdays, Wednesdays and Thursdays beginning on the second Friday in May and ending on the first Sunday in October. Only one time slot may be rented per event and only one event may take place per time slot. All activities related to the event including preparation and clean up must start and end within the specified time slot.

1c. Refund Policy: For cancellations with at least six months notice, 20% of the total rental fee will be withheld; the security deposit will be refunded. For any cancellation with less than six months notice, there will be no refund of the rental fee; the security deposit will be refunded. For events that are held, the security deposit will be returned after it has been determined that all ACG regulations and guidelines have been respected as determined by the staff member present and a site inspection. **It is the renter's responsibility to ensure that all of their guests abide by ACG regulations and guidelines.** Failure to do so may result in forfeiture of all or part of the security deposit.

To pass the site inspection the renter must:

- **Ensure no damage is done to garden planting areas and lawns** during the event
- **Remove all garbage** including scattered flower petals and other debris that was not present in the garden prior to the event. All trash related to the event must be collected and secured in the dumpster near the service building or carried off the grounds before the end of the event timeslot. Trash removal is not the responsibility of the ACG staff member overseeing the site. The renter is also responsible for bringing all necessary garbage cans and trash bags; those belonging to the Gardens are for garden visitors and must not be filled by renters.
- **Remove all personal items** from the garden site. Personal tables, chairs or other items can be left overnight only by making prior arrangements; there are no indoor facilities for storage and ACG cannot assume any responsibility for loss or damage. Storage arrangements for rental equipment and return to the rental company must be arranged with the rental company. There is no staff person present in the house on weekends to assist rental companies with the retrieval of their equipment.
- **Return house conference room, kitchen, and restroom to the condition in which she or he found them.**

2. Staff: A staff member is assigned to the site while the event is in progress and will be on site one hour before the event time. This staff member will be in charge of the site, provide electrical cords, enforce garden policies, and secure use of the house if house usage has been arranged in advance. The staff member is not responsible for moving or arranging chairs, tables, sound systems or other rental equipment nor is she or he responsible for cleaning and trash removal.

3. Tents: ACG does not provide tents, but tents are permitted in the Lawn and English Gardens if rented through a licensed rental company. The Lawn Garden can accommodate a tent up to 40' long by 40' wide whereas the English Garden can only accommodate a tent up to 40' long by 20' wide. Tents must be up by 7:00 AM on the day of the event. Tent removal from the site must occur within 24 hours following Tuesday through Thursday events and by 7:00 AM on the

Tuesday morning following Friday through Sunday events. Tents rentals are highly encouraged; guests have found them as desirable for shade from the summer heat as for shelter from rain.

On Fridays, Saturdays, and Sundays, there is not enough time between rental time slots to put up or take down tents. This means if a tent is put up for a Friday morning wedding, it will stay up for the entire weekend. Since one tent rental will affect all other weekend renters, we've adopted the following rules. The first group to book their site rental for a time slot on a Friday, Saturday or Sunday, will choose whether or not there will be a tent that weekend. If there will be a tent, that group agrees to arrange for the rental of a tent large enough to accommodate the largest group renting the same garden site that weekend. All other groups renting the site agree to split the cost of the tent with the first group. Because tent rental requires cost sharing and coordination between weekend renters, all groups renting the gardens on a weekend agree to provide contact information that will be shared with all other groups renting the same garden that weekend. All discussions about sharing rental costs must occur between the parties renting the gardens. Due to staffing limitations, ACG is unable to participate in this process.

4. Equipment: ACG can provide electrical cords and outlets. Other equipment such as sound systems, decorative items, tables and podiums may be brought in or rented. If the renter brings her or his own equipment or public address system, she or he is responsible for the transport, set up and removal of the equipment. All equipment must be removed at the conclusion of the event. The renter should bring carts to transport equipment to the wedding area. Carts are not available at the Gardens. Please use the service area gate in parking lot 32 (behind the house) to load and unload equipment.

5. House Use: A conference room in the Agricultural Dean's Residence is available to the renter, particularly in the case of weddings. If used as a bridal changing room, the bride, bride's mother, bridesmaids, photographer and ceremony officiate, may use it as a gathering location prior to the wedding ceremony. The space is limited to those people only.

Everything must be removed from the house by the end of the rental time slot; the staff member will lock the door and leave at this time. The house is not available without a staff person present. If plans are to take photographs after the event, have someone designated to remove items. The entrance and exit for the house is through the back (kitchen) door.

6. Restrooms: A portable, wheel-chair accessible restroom facility is available in the service area located west of the English Garden. Restrooms in the house are not for public use.

7. Changing Rooms: Additional changing rooms are available for rent at the nearby Short Course Dorms. Please call Mary Vance at Dorm Reservations, (608) 262-2270 (press 0 when voice mail begins) to make arrangements. Dorm room rental rates are approximately \$35.

8. Parking: The driveway of the Agricultural Dean's Residence shall not be used for parking. The driveway shall be kept free of vehicles at all times except for loading and unloading. Parking for event guests must be arranged through University of Wisconsin Transportation Services. Phone the Special Events Department at (608) 262-8683 to request parking spaces in

UW Lot 36 across from the Gardens. Parking space in Lot 36 is usually available for event guests on weekdays after 4:30 PM and on weekends.

Parking is regulated by UW Transportation Services between the hours of 8:00am and 5:00 pm Monday through Friday. During those hours, metered parking is available in 3 locations. There are four 25-minute meters in front of the Gardens, three 3-hour and three 2-hour meters in lot 32 behind the Gardens and fifty-four 2-hour meters on the top level of parking ramp lot 36 across Observatory Drive from the Gardens. You may also access the Gardens by foot or bike via the Lakeshore Path and by bus. Madison Metro routes 11, 28, 38, 44 and 80 stop directly in front of the Gardens.

9. Football Saturdays and Other Special Campus Events: For special campus events such as football Saturdays the parking office sells all campus parking lots, leaving no parking available to wedding ceremony attendants or event guests. However, if the renter can make arrangements to provide transportation (i.e. bus, limousine, shuttle, etc.) for all guests, wedding ceremonies and other events are allowed to take place in the Gardens on those days. Please be aware that the sound system from Camp Randall is loud enough to be heard in the Gardens and may cause a disturbance during wedding ceremonies and quieter events.

10. Alcohol and Food: Alcohol is not allowed in the Gardens due to liability issues. Non-alcoholic beverages and “finger foods” are allowed; renters must provide their own coolers and remove any garbage. All food, with the exception of bottled and canned beverages, must be provided by a licensed caterer. **There is no prep kitchen; food must be delivered and served pre-prepared.** It is suggested that catering be contracted through UW Housing-Catering. To contact UW Housing-Catering, call 608-262-5577.

11. Deliveries: Deliveries to the Gardens are accepted one hour prior to your reserved time. ACG staff is not responsible for receiving, handling, or safe guarding deliveries.

12. Music: Both live and recorded music is permitted, however the volume must be maintained at a low level so as not to interfere with the enjoyment of the Gardens by others.

13. Permitted: Aisle runners are permitted if they are contained under a tented area. (They should not be exposed to the sun as this damages the turf under the runner.) Bubbles and flower petals are also acceptable but must be removed by the end of the event.

14. Prohibited: Throwing rice, birdseed, confetti, and other items is prohibited. Smoking is not permitted in the Gardens or surrounding buildings.

15. Renter Contact Information: For events taking place on weekends, each renter’s contact information will be provided to all others renting the garden during that weekend in order to facilitate opportunities to share the cost of tents, chairs and other rental equipment.

16. Conflicts: If there is a conflict between parties having an event on the same day or there are unexpected horticultural problems within the selected garden site, a best effort will be made by

management to resolve any conflict and management will have the final say. An alternate garden site may be provided.

17. Wedding Rehearsals: Wedding parties may rehearse in the gardens at no additional charge, but ACG does not guarantee that every group will be able to rehearse. ACG also does not guarantee that wedding parties will be able to rehearse in the garden site rented for the ceremony. If another group has rented the ceremony site at the desired rehearsal time, wedding parties may rehearse in an alternate garden site. Alternate sites are listed in the table below.

CEREMONY SITE	ALTERNATE SITE
English Garden	Lawn Garden
Gazebo	Woodland Garden
Lawn Garden	English Garden
Red Bridge	Woodland Garden
Terrace Garden	Woodland Garden
Woodland Garden	Terrace Garden

Please note: The English Garden may not be used as a rehearsal site if there is an event taking place in the Terrace or Woodland Garden. Please use the Lawn Garden to rehearse if there is an event scheduled for the Terrace or Woodland Garden at the same time as your rehearsal.

Rehearsals do not grant the renter exclusive access to the garden site. **The public cannot be excluded from the rehearsal site while the rehearsal is in progress.** Also, any music played during the rehearsal must be kept at a low enough volume not to disturb other garden visitors. Rehearsals are limited to one and a half hours and must be scheduled in advance. Please contact Kristin Jacobson at 608-262-8406 or kmjacobson@wisc.edu to schedule a rehearsal.

18. Garden Plants and Flowers: Gardens and the plants they contain fluctuate in the timing and amount of flowering and color year by year, season by season and even day by day. To a large degree this is determined by environmental factors beyond the control of the gardeners. Staff can indicate what might be in bloom at particular times of the year but cannot give absolute answers. Staff cannot make changes to plantings to accommodate perceived deficiencies in plant materials or bloom.

19. ACG Contact Information:

Director, Ed Lyon
620 Babcock Dr. Madison, WI 53706
Email: eslyon@wisc.edu
Phone: 608-262-1549
Leave a message; he will respond to inquiries as soon as possible.

Event Coordinator, Kristin Jacobson
1575 Linden Dr. Madison, WI 53706
Email: kmjacobson@wisc.edu
Phone: 608-262-8406

(1/2/2009)