Allen Centennial Gardens

620 Babcock Dr.
Madison, WI 53706

2010 Wedding Reservation Contract

Date of Function: _____ # of Guests _____

Rental Time Period: 8 AM to 11 AM | 12 PM to 3 PM | 4 PM to 7 PM
(Circle one)

Specific Ceremony Time: _____

Garden Choice (circle)

English Perennial	Gazebo	Lawn
Red Bridge	Terrace	Woodland

Bride and Groom Names: _____

Address: _____

Phone: (_____) _____ Email: _____

Reimbursement name & address: _____

Fee: _____ plus $150 damage deposit = total $_____
(Due at time of confirmation) Check payable to Allen Centennial Gardens
Mailing address: 1575 Linden Dr., Madison, WI 53706

Signed contracts will be received and subject to a **three-day waiting period**. Events on campus must be screened in order not to conflict with other UW events (i.e. athletic events) which would cause parking problems for participants. Wedding parties will be notified by either phone or email as to reservation confirmation. By signing this form, the wedding party acknowledges that the 2010 Garden Regulations and Guidelines have been read and agreed upon.

Signatures: Wedding party _____

Dept. of Horticulture _____

During football Saturdays the parking office sells all campus parking lots, therefore leaving no available parking for wedding ceremony attendants. **However**, if the wedding party can make arrangements to provide transportation (i.e. bus, limousine, shuttle, etc.) for all wedding party members and guests, wedding ceremonies can be allowed to take place in the Gardens on those Saturdays.

Reservations are confirmed by payment in full. Holds on dates without payment are not allowed. If there is a conflict between parties having a wedding on the same day or unexpected horticultural problems within the selected garden site, Management will have the final say and an alternate garden site may be provided. For any wedding ceremony cancellation, **20% of total fees will be non-refundable**.

University of Wisconsin-Madison … Department of Horticulture
1575 Linden Dr. … Madison, WI 53706 … (608) 262-8406 … Fax (608) 262-4743

(12/15/08)