



ALLEN CENTENNIAL GARDEN

Rental Guidelines

FACILITY USAGE GENERAL GUIDELINES

Allen Centennial Garden is a public garden. The grounds remain open to the general public from dawn to dusk year-round.

- All rentals at Allen Centennial Garden include:
 - Access to grounds for all attendees
 - Access to electricity
- All garden rental activities including set-up and clean-up must take place within the reserved time period
- Rental clients are responsible for general clean-up of the rental area
- Any personal items must be brought in and removed within the reserved time period
- It is the Renting party's responsibility to ensure that all guests abide by Garden regulations and guidelines
- The Garden does not assume responsibility for loss or damage of personal items
 - Allen Centennial Garden requires the Lessee to provide evidence of insurance for all events.

LOCATIONS, TIMING, FEES

Primary Locations are:

- The English Garden
 - Maximum of 100 people within a 20' x 40' tent
- The Green
 - Maximum of 200 people within a 40' x 40' tent

Secondary Ceremony Locations:

For events involving 25 or fewer people other areas such as the Red Bridge, The Gazebo, or the Woodland garden are available. Please contact us for additional information on these areas.

Times Blocks and Rental Fees

Allen Centennial Garden accepts reservations up to 12 months before a scheduled event. Outdoor events can be held at Allen Centennial Garden from April 15 through October 31, understanding that the look and feel of the garden will be dependent on the season.

Days	English Garden or The Green	Rental Fee
Monday – Thursday	4 pm – 7 pm	\$ 400
Friday evening	4 pm – 7 pm	\$ 600
Saturday	9 am – 6 pm	\$ 1500
Sunday	9 am – 6 pm	\$ 1300

What is Included

You will be the only scheduled event in the garden for the entire day.

- Access to all areas of the garden for photography
 - Photography permit for professional photography is included.
- Rehearsal time as arranged
- Garden representative on-site to handle last minute details
- Electrical outlets and cords for sound systems or amplifiers
- Changing room and restroom access at a nearby campus building – no facilities are presently available within the Garden due to renovation projects. In addition, there is a handicap accessible port-a-potty available in the Garden.

Payment Policies

- A requested date, time, and location will be considered confirmed when 50% of the rental fee, a copy of the signed Rental Contract, and evidence of liability insurance is received.
 - Should a second request for the same date and time be received in the interim, the first request will have 24 hours to confirm their reservation
- The final balance is due 90 days prior to the event.
- Events reserved less than 90 days prior to the event date must be paid in full at the time of reservation.
- In the event of Cancellation, the following policies will be enforced:
 - Cancellation 90 days or more prior to event: Full amount will be refunded
 - Cancellation 60 – 89 days prior to event: 50% of the amount will be refunded
 - Cancellation within 60 days of the event: There will be no refund

FURNISHINGS

Tents and Chairs

Tent rentals are strongly encouraged as a back-up plan to inclement weather. Chairs or tents are permitted in the English Garden and the Lawn Garden (see sizing under Locations). These items can be rented through one of two of Allen Centennial Garden's preferred vendors:

- Event Essentials (**608-846-5004, ext. 312** or **Jackie@eventessentials.com**)
- Bucky's Rentals (**608-291-2500** or **Rich@budysrentals.com**)

Tents reserved for a weekend time slot are routinely set up on Fridays and taken down on Mondays. If, for some reason, the tent needs to be removed earlier, ACG will assume the cost of the removal.

Electricity

ACG can provide electrical cords and outlets. Other equipment such as sound systems, decorative items, tables and podiums may be brought in or rented. The renter is responsible for the transport, set up and removal of all materials brought in to the garden, all within the reserved time period.

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 Garden by others

Photography

Photographs and videos are a wonderful way to remember your occasion and we encourage casual photographs and videos for personal use and enjoyment. Any permitting for posed photography related to a scheduled wedding ceremony is included in the rental free.

Food and Beverage

Allen Centennial Garden's food policy allows for simple refreshments to be served during an event. Arrangements for light hors d'oeuvres and beverages can be arranged through one of two campus vendors.

- UW Campus Catering, <http://www.housing.wisc.edu/catering>; catering.office@housing.wisc.edu; 608-262-5577
- UW Union Catering, 608-262-5577, events@union.wisc.edu

WEATHER

Inclement Weather Policy

Allen Centennial Garden does not at this time have an indoor facility to be used in case of inclement weather; the garden is rented rain or shine. Tent rental is suggested as a bad weather backup.

In the case of extreme weather resulting in a severe weather warning from the National Weather Bureau, Allen Centennial Garden will refund 100% of the rental cost incurred for the garden site.

PARKING

The circular drive in front of the Dean's Residence is to be used for drop-off and pick-up only.

Parking is regulated by UW Transportation Services between 7:30 a.m. and 4:30 p.m. Monday through Friday. During that time there is metered parking available in front of the Garden and paid parking available in Lot 36 across from the garden on Observatory Drive. Additional information regarding campus parking regulations can be found at <http://transportation.wisc.edu/parking/parking.aspx>.

Parking areas designated on the attached map are available at no charge weekday evenings after 4:30 and all day Saturday and Sunday.

On occasion campus (football) and community events may leave no parking available in the area.

RELEASE, LIABILITY AND INDEMNIFICATION

In consideration of being granted the right to use the Premises, the Lessee and its representatives, vendors, suppliers and invitees and guests hereby releases the Allen Centennial Garden from any and all losses, claims, liability, damage, action or expenses (including without limitation reasonable costs and attorneys' fees) arising out of this Agreement or the use of the Premises except to the extent arising from the gross negligence or willful misconduct of Allen Centennial Garden or any of its parties.

General Garden Rules and Etiquette

Allen Centennial Garden General Rules and Etiquette must be followed by renter and all guests at all times.

- Please stay on pathways and mowed lawn. Do not walk or stand in the flower beds
- Please do not pick plants, flowers, leaves, seeds or remove any plants from their habitat
- No wading or fishing in the pond
- For their safety, children should be supervised at all times and not allowed to run in the Garden
- Please do not climb on trees, sculptures or any structures in the Garden.
- The Garden is a smoke-free/tobacco-free environment
- Please do not litter. Renter is responsible for the removal of all waste
- Playing loud music or causing loud noises in the Garden that disturbs other guests is not allowed
- Electrical outlets and cords for sound systems or amplifiers
- Changing room and restroom access at a nearby campus building – no facilities are presently available within the Garden due to renovation projects. In addition, there is a handicap accessible port-a-potty available in the Garden.



ENGLISH PERENNIAL GARDEN WITH TENT

The English Perennial Garden is one of two larger garden areas that can accommodate a large wedding ceremony. The area will hold approximately 120 people. Many brides inquire about tent rental and how the tent might look set up on the English Perennial Garden site. These photos show an example of a tent set up for a wedding ceremony. Tents must be rented from a licensed tent rental company. It is best to contact the company for specific size measurements and placement of the tent. The **MAXIMUM** space for a tent is 40 feet wide (east-west) and 35 feet long (north-south). This **MUST** compensate for the distance a tent company needs for staking beyond the actual dimension of the tent – this varies from company to company and tent to tent so make sure the tent company knows this before ordering a tent whose edges would reach those limits and with stakes that may extend beyond those edges.



LAWN GARDEN WITH TENT

The Lawn Garden is one of two larger garden areas that can accommodate a large wedding ceremony. The area will hold approximately 200 people. Many brides inquire about tent rental and how the tent might look set up on the Lawn Garden site. These photos show an example of a tent set up for a wedding ceremony. Tents must be rented from a licensed tent rental company. It is best to contact the company for specific size measurements and placement of the tent. The MAXIMUM space for a tent is 44 feet wide by 44 feet long. This MUST compensate for the distance a tent company needs for staking beyond the actual dimension of the tent – this varies from company to company and tent to tent so make sure the tent company knows this before ordering a tent whose edges would reach those limits and with stakes that may extend beyond those edges.