Katie's Garden Event Reservation

Please fill out and return with Donation to Platteville Chamber Office to reserve the garden for your event.

$100 fee required at time of booking to reserve your date, 4-hour time limit.

Name(s) of Responsible Parties: _____

Address: _____

Phone Number(s): _____

E-mail: _____

Type of Event (wedding, reception, etc.) _____

Date of Event: _____ Time of Event: _____

Number of People Anticipated: _____

Need folding Chairs - *approximately 30 available* (circle one): YES / NO

Chairs are available during Welcome Center Hours and are located in an upstairs board room. Staff does NOT set up or tear down.

Need Electricity in Gazebo (circle one): YES / NO

Plan to Have A Rehearsal - *no extra fee* (circle one): YES / NO

Rehearsal Date/Time: _____

_____ Date: _____

Signaure of Responsible Party

Additional Notes:

_____

_____

_____

_____

Office Use Only

Payment Received

❑ Cash ❑ Check # _____

Date: _____

By: _____

Platteville Regional Chamber: 275 W. Bus. Hwy. 151, P.O. Box 724, Platteville, WI 53818 ◆ 608-348-8888 ◆ chamber@platteville.com

Katie's Garden Rules

Please review these rules and sign this copy.
Contact the Chamber at 608-348-8888 with any questions.

1. **No Alcohol is allowed in Katie's Garden**
2. **No pets allowed, except on trail. Pet must be leashed.**
3. **No staples, nails, tape or adhesives are allowed to be used on the gazebo.**
4. **No flowers or plants are to be picked or removed from Katie's Garden.**
5. **No walking or standing in the flowerbeds is permitted.**
6. **No sidewalk chalk or spray paint shall be used in the Katie's Garden gazebo, chamber building or parking lot areas.**
7. **The Chamber Building & Grounds is a smoke-free campus.**

Please note:

- Signs will be placed at entrances to the garden alerting the general public to your event taking place.
- Restrooms are available in the Chamber building, but they are only accessible during regular working hours: Monday-Friday 8 a.m.-5 p.m., Saturday 10 a.m.-4 p.m. and Sunday 10 a.m.-2 p.m. from May 1- October 31. Winter hours are Monday-Friday 8 a.m.-5 p.m. **THERE ARE NO OTHER CHANGING ROOMS OR FACILITIES AVAILABLE IN THE CHAMBER OFFICE!**
- All personal property and any other materials belonging to the event participants must be removed from the property immediately after the event. The Platteville Regional Chamber is not responsible for any personal property left on the premises. All trash should be placed in recepticals near the Chamber building.
- Due to underground electrical, Katie's Garden cannot accommodate traditional tents with in-ground stakes; however, small canopies are permitted.
- If you move the wooden benches, please put them back where you found them. Do not leave benches near stream.

I have received a copy of the Rules and Regulations for Katie's Garden at the Chamber of Commerce in Platteville, Wisconsin and I agree to comply with them.

_____ _____

Signature of Responsible Party *Date*

Katie's Garden Rules

Please keep this copy to share with your guests & photographer.
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