



GREEN BAY
BOTANICAL GARDEN

FACILITY RENTALS

Thank you for considering Green Bay Botanical Garden for your event!

Weddings | Ceremonies | Receptions

When your relationship is ready to bloom, there is no better place to celebrate your love with family and friends than at Green Bay Botanical Garden. The Garden features six different outdoor venues, as well as an indoor venue, all with varying capacities and beautifully unique atmospheres. Whether you're drawn to a more intimate location or want an expansive, elegant setting, you'll find a stunning surrounding that fits your style. Peak bloom is between June and August.

Social Events

With our variety of spaces, you'll find the perfect location for any occasion, including bridal showers, baby showers, anniversary celebrations, graduation parties, quinceañeras, birthday parties, gender reveal parties, family reunions and memorial services.

Corporate and Nonprofit Events

Celebrate milestones, engage employees and educate customers by holding your events at our unique venue. The Garden's variety of spaces, from meeting rooms to our gorgeous Donald J. Schneider Family Grand Garden, are the perfect fit for board meetings, business dinners, picnics, seminars, workshops, incentive events and more.

Photo Opportunities

The Garden provides a stunning backdrop for breathtaking photography, including all types of individual and group portraits from family photos, senior photos, engagement or wedding photos and more.

*Permit required for all posed photography, commercial videos and the like.

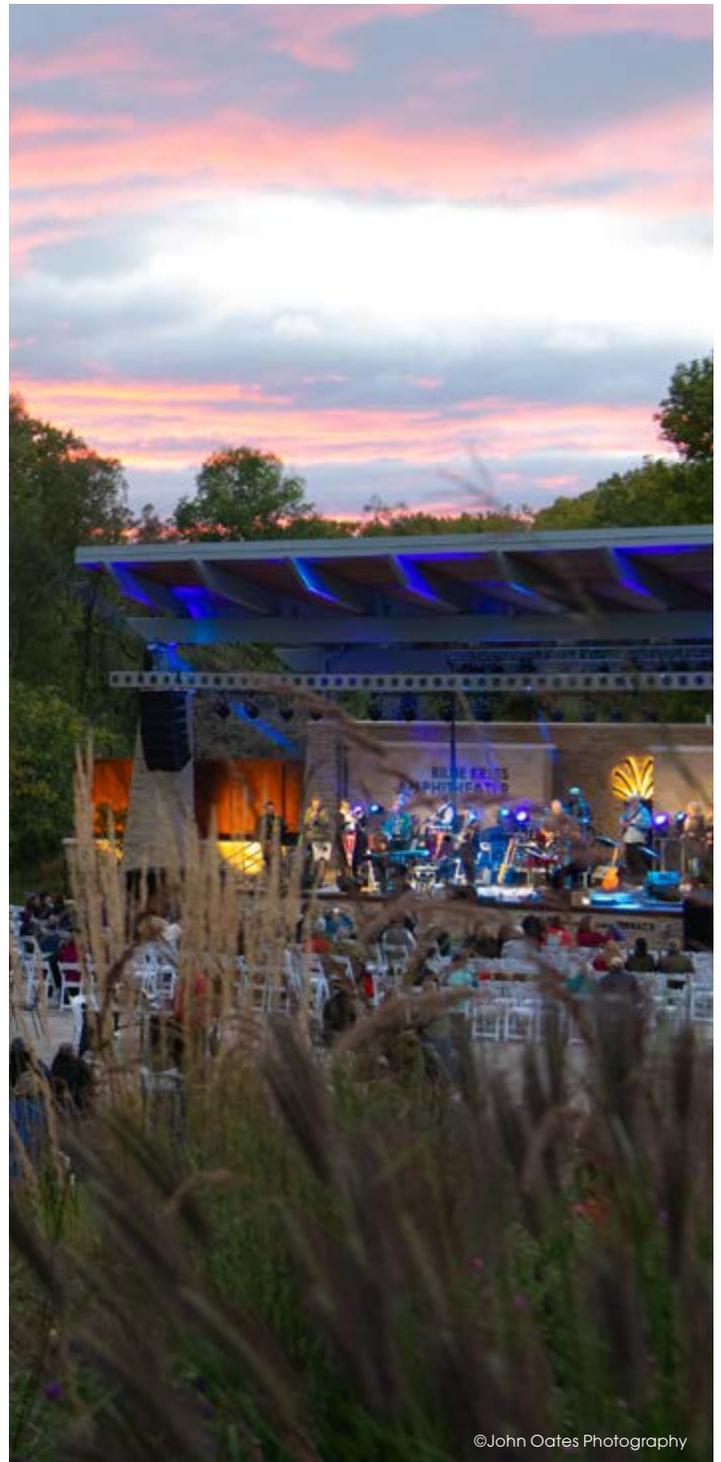
*Group reservations are required.

Site Visits

The Garden invites you for a complimentary site visit to explore our many venue options.

Self-guided visits of the venues are available during non-special event, general Garden hours. No appointment is needed; simply let Guest Services know you are interested in holding an event and would like to view our spaces.

We offer guided site visits of our venues Monday-Friday during open Garden hours. Please contact us in advance to schedule a private site visit.



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Event Contacts

Weddings

weddings@gbbg.org
920.491.3691 ext 118

Social, Corporate and Nonprofit Events

rentals@gbbg.org
920.491.3691 ext 113

Ceremony Venues

Kress Oval Garden

This garden is enveloped with vibrant perennials and two brilliant white arbors, a peaceful water fountain and the Stumpf Belvedere—an exquisite Grecian Gazebo.

Capacity | 250 seated

150 chairs provided, can be tented.



Johnson Woodland Garden

This intimate garden has a dry creek bed and flagstone staircase which contrasts beautifully with the more formal gardens that overlook it. Native trees, shrubs and wildflowers surround a bluegrass lawn.

Capacity | 250 seated

150 chairs provided, can be tented.



Matthew Schmidt Garden

Surrounded by native trees, magnolias, blooming shrubs and wildflowers, features a breathtakingly beautiful 130-foot living wall and the Wangerin Pavilion, a contemporary backdrop structure.

Capacity | 250 seated

150 chairs provided, can be tented.



Cowles Terrace

Native trees, grasses and wildflowers envelop this garden venue. The Cowles Terrace features a grand staircase and access to the Billie Kress Amphitheater.

Capacity | 300 seated

150 chairs provided, can be tented.



Kaftan Lusthaus

An exquisite gazebo with a Scandinavian design. It features an impressive hand-painted rosemaling and charming chandeliers. Surrounded by the beauty of the Lux Foundation Upper Rose Garden.

Capacity | 50 seated with chairs provided.



Stumpf Belvedere

An early Grecian Gazebo. The stars, clouds and moon engraved into its crown capture the poetry of the view. This gorgeous structure enhances the spectacular view overlooking the Garden.

Capacity | 10 standing

Dressing area and electricity not available.



Ceremony Amenities | Pricing

Amenities

All site rentals include the following:

- Two hour site reservation for ceremony.
- Bridal dressing suite fully equipped with a private restroom, full length 3-way mirror, clothing racks and vanity. Reserved one hour prior to ceremony.
- Access to the site for a 45-minute rehearsal within three days prior to ceremony. Reservation required.
- Access to electricity for music and lighting needs. Electrical cords not included.
- Complimentary directional signs (11x8.5) for your guests from the Fischer Visitor Center to your venue.
- Chairs for your guests based on site selection.
- Endless photo opportunities. Photography permit applies.
- Admission for your guests the day of your event.
- Complimentary wheelchairs and scooters for guests (based on availability).
- Convenient, free parking.
- Dedicated Garden Event Lead on site during your event.



You will have an Event Lead the day of the event, who will be at your venue to oversee load-in, setup, be a point-of-contact during the event, and close the venue at the end of the event. The Event Lead is not an event planner or wedding coordinator.

The Garden does not have an area for the storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of time of delivery.

Venue | 2-Hour Rental

| | Capacity | May-October | |
|--|----------|-------------|------------------|
| | | Saturday* | Friday & Sunday* |
| Kress Oval Garden | 250 | \$1,550 | \$1,250 |
| Matthew Schmidt Garden | 250 | \$1,300 | \$1,000 |
| Johnson Woodland Garden | 250 | \$1,300 | \$1,000 |
| Cowles Terrace | 300 | \$1,150 | \$1,000 |
| Kaftan Lusthaus | 50 | \$750 | \$525 |
| Stumpf Belvedere (standing room only for 10 guests) | 10 | \$150 | \$150 |

- * Reservation is subject to availability.
- * Price subject to change without notice.
- * Rental fees may be subject to sales tax.
- * Rental time includes any event setup you or your vendors have planned.

- * Monday through Thursday rental options by request (based on availability).
- * Garden Angel and above members receive a discount on rentals.
- * Discounts cannot be combined. Please inquire for details.

Schneider Family Grand Garden

For an elegant outdoor reception, the Schneider Family Grand Garden is the perfect setting. Amongst the blooms and beneath the stars, you'll be surrounded by your loved ones under an enchantingly lit tent. Guests can dance the night away on Cowles Terrace or spill out into the adjacent WPS Foundation Plaza or Schneider Foundation Classroom with cocktails in hand. Explore the adjacent magnolia collection and bask in the ambiance of native flowers.

Capacity | Approximately 175 for a plated or family style meal and up to 150 for a buffet

Possible options for higher guest counts must be discussed with Sales and Events Team.

Details

Inclusive Package

*Includes venue rental and items below

- 40'x 80'-white high peak pole tent
- Bistro lighting
- French window sides
- Up to 200-resin chairs
- Up to 25-60" round tables
- Up to 8-6' banquet tables
- Up to 2-48" round tables
- Up to 8-30" tallboy tables (no chairs)

* Indoor back-up facility (Cornerstone Foundation Hall)

Venue | 12.5-Hour Rental

| | Capacity | May-October Friday-Sunday |
|-------------------------------|----------|------------------------------|
| Schneider Family Grand Garden | 175 | \$4,000 |

- * Back-up facility must be coordinated with Sales and Events Team 48 hours in advance.
- * Reservation is subject to availability.
- * Price subject to change without notice.
- * Rental fees may be subject to sales tax.
- * Rental time includes any event setup you or your vendors have planned.
- * Monday through Thursday rental options by request (based on availability).
- * Garden Angel and above members receive a discount on rentals.
- * Discounts cannot be combined. Please inquire for details.

Amenities

Schneider Family Grand Garden:

- Site reservation for evening reception (10 am-10:30 pm). This includes any setup and tear down you have planned for your event. Entertainment must end by 10 pm to comply with city noise ordinance.
- Paved surface to accommodate a 40x80 tent for reception.
- Additional event space includes Cowles Terrace, Billie Kress Amphitheater, WPS Foundation Plaza and Schneider Foundation Classroom.
- Complimentary directional signs (11x8.5) for your guests from the Fischer Visitor Center to your venue.
- Tables and chairs included in inclusive package. Customized layouts available.
- Private restrooms and catering kitchen in close proximity to reception site (part of Schneider Foundation Classroom).
- Endless photo opportunities. Photography permit applies.
- Admission for your guests the day of your event.
- Accessible for those with mobility impairment.
- Complimentary wheelchairs and scooters for guests (based on availability).
- Convenient, free parking.
- Security staff on grounds.
- Dedicated Garden Event Lead on site during your event.

You will have an Event Lead the day of the event, who will be at your venue to oversee load-in, setup, be a point-of-contact during the event, and close the venue at the end of the event. The Event Lead is not an event planner or wedding coordinator.

The Garden does not have an area for the storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of time of delivery.

Indoor Reception Venue | Pricing

Cornerstone Foundation Hall

Envision filling Cornerstone Foundation Hall with family and friends for a lavish indoor reception. The space features stunning high ceilings with organic tones that complement exposed wood beams, large windows overlooking the Garden and a richly colored floor. The hall can accommodate approximately 200 guests at round tables with a traditional head table for exquisite receptions.

Guests may spill out into the adjacent K.C. Stock Foundation Lobby or onto the Roger C. Simurdiak Patio featuring the Jan Wos Garden.

Capacity | Approximately 200 plated or family-style meal or 150 for a buffet

Amenities

Cornerstone Foundation Hall:

- Site reservation for evening reception (10 am–11:30 pm). This includes any setup and tear down you have planned for your event.
- Complimentary directional signs (11x8.5) for your guests from the Fischer Visitor Center to your venue.
- 72" round tables and beautiful banquet chairs. Customized layouts available.
- Private restrooms and catering kitchen in close proximity to reception site.
- Endless photo opportunities. Photography permit applies.
- Admission for your guests the day of your event.
- Accessible to those with mobility impairment.
- Complimentary wheelchairs and scooters for guests (based on availability).
- Convenient, free parking.
- Security staff on grounds.
- Dedicated Garden Event Lead on site during your event.

You will have an Event Lead the day of the event, who will be at your venue to oversee load-in, setup, be a point-of-contact during the event, and close the venue at the end of the event. The Event Lead is not an event planner or wedding coordinator.

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Venue | 13.5-Hour Rental

| | Capacity | |
|-----------------------------|---------------|-----------------|
| Cornerstone Foundation Hall | 200 | |
| | January–April | |
| | Saturday | Friday & Sunday |
| | \$1,400 | \$1,150 |
| | May–October | |
| | Saturday | Friday & Sunday |
| | \$1,900 | \$1,500 |

- * Reservation is subject to availability.
- * Price subject to change without notice.
- * Rental fees may be subject to sales tax.
- * Rental time includes any event setup you or your vendors have planned.
- * Monday through Thursday rental options by request (based on availability).
- * Garden Angel and above members receive a discount on rentals.
- * Discounts cannot be combined. Please inquire for details.

Corporate and Private Rental Venues

From corporate luncheons and dinners to board retreats and client appreciation events, the Garden's unique setting offers an experience beyond the traditional meeting venue. You'll find the perfect location for any occasion.

Cornerstone Foundation Hall

With plenty of space for your guests, Cornerstone Foundation Hall is the ideal option for a variety of events including conferences, workshops, meetings, networking sessions and more. It features stunning high ceilings and large windows that overlook the Schneider Family Grand Garden. This spacious hall also provides a convenient drop-down screen and LCD projector for all your audio-visual needs.

Capacity | up to 200 with seating at banquet rounds (based on setup)

*Cornerstone Foundation Hall can be divided into East and West spaces accommodating up to 100 guests with seating at banquet rounds (based on setup).

George Kress Foundation Suite Of Classrooms (ABC)

Featuring floor-to-ceiling windows, refreshing natural light fills the George Kress Foundation Suite of Classrooms. The suite can be offered as one, in a combination or can be split up into three different rooms: Fred & Jeanne Parish Board Room (A), the Patricia Baer Classroom (B) and the Nancy Gustavson Classroom (C). Guests can experience the outdoor Garden by simply walking out onto the adjoining Mabel Thome Patio. This lower level area also features extensive counter spaces and three sinks, and it's accessible via stairs or the elevator.

Capacities

George Kress Foundation Suite Of Classrooms (ABC) | up to 88 guests with seating at banquet rounds (based on setup)

Fred & Jeanne Parish Board Room (A) | up to 32 guests with seating at banquet rounds (based on setup)

Patricia Baer Classroom (B) | up to 40 with theater seating (based on setup)

Nancy Gustavson Classroom (C) | up to 40 with theater seating (based on setup)

Kaftan Lusthaus

Perfect for spring, summer or fall, Kaftan Lusthaus is an exquisite gazebo with a Scandinavian design. Located near the Lux Foundation Upper Rose Garden, this venue provides a refreshing backdrop for brainstorming workshops, team bonding or an intimate party. Its elegance and charming design will help spark new ideas, transform old ones or simply give your guests a chance to be invigorated in nature.

Capacity | up to 36 guests with seating at banquet rounds (based on set up)

Schneider Foundation Classroom

Located in the Schneider Family Grand Garden, the Schneider Foundation Classroom offers a gorgeous seasonal space. With garage style doors, guests can find comfort and refreshment inside while still viewing stunning native flowers and plants blooming throughout spring, summer and fall.

Capacity | up to 32 guests with seating at banquet rounds (based on set up)

*Additional outdoor rental spaces available by request. Please discuss with the Sales and Event Team.

Schneider Family Grand Garden

For an extraordinary outdoor event, look no further than Schneider Family Grand Garden. This expansive and beautifully paved space, Cowles Terrace, provides a spectacular view of the entire Schneider Family Grand Garden and is a must for large staff and client appreciation events, company picnics, graduations and other occasions. Your guests can explore the Magnolia Collection, the Matthew Schmidt Garden and numerous native flowers in bloom, experiencing it all underneath the sun or stars.

Capacity | up to 500 with theater seating (300 chairs provided with rental), 175 plated or family-style, 150 for a buffet. Possible options for higher guest counts. Please discuss with the Sales and Events Team.

Corporate | Private Events | Pricing

Amenities

- Complimentary, high-speed internet.
- Audio-visual capabilities (available in Schneider Education Center).
- Complimentary directional signs (11x8.5) for your guests from the Fischer Visitor Center to your venue.
- Tables and chairs provided. Customized layouts available.
- Endless photo opportunities. Photography permit applies.
- Admission for your guests the day of your event.
- Accessible for those with mobility impairment.
- Complimentary wheelchairs and scooters for guests (based on availability).
- Convenient, free parking.
- Dedicated Garden Event Lead on site during your event.

You will have an Event Lead the day of the event, who will be at your venue to oversee load-in, setup, be a point-of-contact during the event, and close the venue at the end of the event. The Event Lead is not an event planner or wedding coordinator.

The Garden does not have an area for the storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of time of delivery.



The Garden offers additional activities ideal for team-building including walking tours, volunteer opportunities and hands-on demonstrations by Garden staff.

Venue | 8-Hour Rental

| | January–April | | May–October | |
|-----------------------------|---------------|-----------------|-------------|-----------------|
| | Saturday | Friday & Sunday | Saturday | Friday & Sunday |
| Cornerstone Foundation Hall | \$1,400 | \$1,150 | \$1,900 | \$1,500 |
| East Hall | \$700 | \$575 | \$950 | \$750 |
| West Hall | \$700 | \$575 | \$950 | \$750 |

| | January–October | | November & December |
|-----------------------------------|--------------------------|-----------------|---------------------|
| | Friday, Saturday, Sunday | Monday–Thursday | Monday–Thursday |
| George Kress Foundation Suite | \$500 | \$400 | \$325 |
| Fred & Jeanne Parish Board Room A | \$275 | \$225 | \$200 |
| Patricia Baer Classroom B | \$150 | \$100 | \$100 |
| Nancy Gustavson Classroom C | \$200 | \$150 | \$150 |
| Combined Classrooms AB or BC | \$350 | \$275 | \$275 |
| Schneider Classroom | | \$275 | |

8 *If interested in only a half day rental up to 4 hours, please inquire with our Sales and Events Team.



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Schneider Family Grand Garden 12.5-Hour Rental | May–October

Site reservation for reception (10 am–10:30 pm). This includes any setup and tear down you have planned for your event. Entertainment must end by 10 pm to comply with city noise ordinance.

Package One | \$4,000

Entire Schneider Family Grand Garden including Concessions Building, Fischer Overlook Arbor, Cowles Terrace, Billie Kress Amphitheater, Matthew Schmidt Garden, and back-up facility in Cornerstone Foundation Hall and George Kress Foundation Suite of Classrooms.

Includes | 40x80 white high peak tent, French window sides, bistro lighting, 25–60" tables, 300 resin chairs, 8–30" tallboy tables (no chairs), 8–6' banquet tables, 2–48" round tables, 2 small speakers and microphone that amplifies only on Cowles Terrace.*

Package Two | \$2,500

Entire Schneider Family Grand Garden including Concessions Building, Fischer Overlook Arbor, Cowles Terrace, Billie Kress Amphitheater, Matthew Schmidt Garden, and back-up space in Cornerstone Foundation Hall and George Kress Foundation Suite of Classrooms.

Includes | 25–60" tables, 300 resin chairs, 8–30" tallboy tables (no chairs), 8–6' banquet tables, 2–48" round tables, 2 small speakers and microphone that amplifies only on Cowles Terrace.*

Package Three | \$1,900

Entire Schneider Family Grand Garden including Concessions Building, Fischer Overlook Arbor, Cowles Terrace, Billie Kress Amphitheater and back-up space in Cornerstone Foundation Hall only.*

Includes | 25–60" tables, 300 resin chairs, 8–30" tallboy tables (no chairs), 8–6' banquet tables, 2–48" round tables, 2 small speakers and microphone that amplifies only on Cowles Terrace.*

* Additional patio seating available.

* Back-up facility must be coordinated with Sales and Events Team 48 hours in advance.

* Speakers and microphone must be coordinated no later than 14 days in advance of event.

* Rental rate does not include rehearsal.

* Additional sound, lighting, security, ushers and rental equipment for an additional fee based on event.

* Reservation is subject to availability.

* Price subject to change without notice.

* Rental fees may be subject to sales tax.

* Rental time includes any event setup you or your vendors have planned.

* Monday through Thursday rental options by request (based on availability).

* Garden Angel and above members receive a discount on rentals.

* Discounts cannot be combined. Please inquire for details.

Food and Beverage Service Policies

Beverage Policy

Green Bay Botanical Garden (GBBG) offers a complete selection of beverages for your event. All alcohol must be coordinated through the Garden's Sales and Events Team. Wisconsin State Liquor Law regulates the sale and service of alcoholic beverages. The Garden, as a licensee, is responsible for the administration of these regulations. Subsequently, no liquor, beer or wine can be brought into the Garden from an outside source and will be confiscated and disposed. All alcohol must be provided by the Garden. The Garden can special order alcohol to personalize your event, based on availability from beverage vendors. Green Bay Botanical Garden reserves the right (without obligation) to refuse to serve alcohol to anyone who the Garden deems to be intoxicated or out of control. No alcohol may be served to anyone under the age of 21. All prices subject to change without notice. No shots or drinks on the rocks.

Alcohol and beverage selections are due no later than 30 days prior to the event date. A guaranteed guest count is due at least fourteen (14) days prior to the date of scheduled event. Banquet Pre-Event Order (beverage estimate) is based on the guaranteed number of guests.

Billing

Client agrees to provide a signed Banquet Pre-Event Order, Credit Card Authorization Form and submit payment of bar estimate (if applicable) no later than seven (7) days of the date of scheduled event. A final invoice will be provided within three (3) business days after the date of scheduled event. At that time, a refund or additional charge will occur based on estimation of the guaranteed number of guests and/or consumption (if applicable).

Billing includes a 5.5% sales tax and 20% service charge (added to all hosted and bar packages), bartender fee of \$100 per bartender for all bar services (1 bartender per 75 guests). Events with less than 50 guests charged \$100 bar set up fee. Events with 50-99 guests charged \$50 bar set up fee. Mixers, ice, standard garnish, beverage napkins and plastic ware is included in the bar fee.

Glassware for wine service or a champagne toast at dinner needs to be coordinated by the client through their authorized catering vendor. Green Bay Botanical Garden does not allow glassware in the outdoor gardens.

Examples of billing design include:

- Fully hosted bar.
- Hosted bar for only certain types of drinks such as beer, wine and soda.
- Hosted bar that converts to a cash bar when a certain dollar amount has been consumed.
- Hosted bar that goes to a cash bar after a certain amount of time.
- Drink tickets available by request and must be provided by the Garden.

Food Policy

GBBG requires client to contract with an authorized catering vendor for scheduled events with 50 or more guests, at which food and/or non-alcoholic beverages will be served. Lessee may select an authorized catering vendor from the list of Preferred Professionals on page 14. The Garden's approved catering vendors will assist in the planning of your event's customized menu. These approved vendors professionally cater all events at Green Bay Botanical Garden and must be a valid business member of the Garden at the time of your event. Please confirm valid membership before contracting authorized catering vendor as our list changes periodically. All arrangements are contracted between the client and the caterer. The Garden should be informed of the catering vendor at least two weeks prior to the scheduled event. Green Bay Botanical Garden will receive an 8% commission on all food sold before taxes to compensate for the use of equipment and utilities at the Garden.

Food and/or non-alcoholic beverages prepared by sources other than authorized catering firms are not allowed at GBBG unless pre-authorized by Garden staff. This provision exists solely for the protection and benefit of the client and the Garden.

Please contact the Sales and Events Team for food and non-alcoholic beverage options for groups under 50 guests.

Preferred Professionals

Non-catering vendors on the Preferred Professionals list are highly recommended, however are not required for your event. Please see page 14 for a listing of additional vendors to help create your memorable event.

Drink Packages

Weddings | 6-Hour Service
Corporate Events | 2-Hour Minimum

Package One

Beer, Wine & Soda

Per Person | \$12

2 domestic draft beers, house wines & sodas

Package Two

House Liquor, Beer, Wine & Soda

Per Person | \$17

House liquor selections, 2 domestic draft beers, house wines & sodas

Package Three

House & Premium Liquor, Beer, Wine & Soda

Per Person | \$19

House and premium liquor selections, 2 domestic draft beers, house wines & sodas

Non-Drinkers

Per Person | \$8

All guests under 21 years of age

House Liquor

Kessler's Whiskey, Gordon's Vodka, Gordon's Gin, Castillo Silver Rum, Aristocrat Brandy, Amaretto, Peach Schnapps

Premium Liquor

Southern Comfort, Malibu, Captain Morgan, Korbel Brandy, Bacardi Rum, Jose Cuervo, Crown Royal, Jack Daniels, Tanqueray Gin, Skyy Vodka, Mount Royal Light-Rye

House Wines

Cabernet, Merlot, Sauvignon Blanc, Chardonnay, Pinot Grigio, Moscato

Domestic Draft Beer Selections

Bud Light, Busch Light, Miller Lite, Coors Light

Microbrews/Specialty Draft Beer Selections

New Glarus, Titledown, Hinterland, Lakefront, Stone Arch, Keweenaw, Fox River Brewing, Stillmank

No shots or drinks on the rocks—Garden policy

A 5.5% sales tax and 20% service charge will be added to all hosted bars and bar packages.

Bar Options

Hosted Bar

All drinks are charged based on consumption. Available to groups under 100. See drink packages for larger groups.

Cash Bar

Guests purchase drinks individually. Can combine hosted and cash bar for limited items or times.

General Bar Pricing

| | |
|-------------------------------|-------|
| Soda & Bottled Water | \$2 |
| Domestic Beers | \$4 |
| Microbrews | \$5 |
| Specialty Beers & Imports | \$6 |
| House Wine by the glass | \$6 |
| House Wine by the bottle | \$25 |
| House Champagne by the bottle | \$25 |
| House Cocktails | \$6 |
| Premium Cocktails | \$7 |
| Domestic ½ barrel | \$275 |
| Microbrew/ Specialty ½ barrel | \$400 |

Infused Water

3 gallon minimum

Raspberry Lime, Calling all Citrus, Rosemary Watermelon, Blackberry Sage, or Pineapple Mint
\$16/gallon

Craft Cocktails

3 gallon minimum

| | |
|---------------------------|-------------|
| Rosemary Vodka Lemonade | \$50/gallon |
| Green Bay Breeze | \$60/gallon |
| Crown Apple Old Fashioned | \$85/gallon |
| Red or White Sangria | \$50/gallon |

- Bartender fee of \$100 per bartender for all bar service.
- 1 bartender per 75 guests.
- Events less than 50 guests charged \$100 bar set-up fee.
- Events with 50-99 guests charged \$50 bar set-up fee.
- 100 guest minimum for bar packages.
- Specific brand pricing available upon request.
- Drink tickets available upon request.
- Prices are not guaranteed until deposits are received.
- All pricing includes plastic ware, mixers, ice, standard garnishes and beverage napkins.
- Prices subject to change without notice.

Preferred Professionals

Accommodations

Comfort Suites
920.499.7449
comfortsuitesgb.com

Lodge Kohler
920.327.4604
lodgekohler.com

Radisson Hotel & Conference
Center Green Bay
920.494.7300
radisson.com/greenbaywi

Tundra Lodge Resort & Waterpark
920.405.8700
tundralodge.com

Bakery

Monzú Bakery & Custom Cakes
920.639.9869
monzubakery.com

Catering

Biebel's Catering
920.468.6828
biebelscatering.com

Bleu Restaurant
920.227.3487
bleudining.com

Chefusion Eclectic Cuisine & Lounge
920.432.2300
chefusion.com

Foodelicious Catering & Consulting,
Associated with Royal Scot Golf
Course & Supper Club
920.388.9888
foodeliciouscc.com

Josephine's Pizza & Pastaria
920.434.6100
josephinespizza.com

Margarita's
920.429.0400
margaritas-greenbay.com

Not By Bread Alone
920.429.9422
notbybread.com

Renard Country Elegance Inc.
920.432.6116
renardscatering.com

The Marq
920.532.4811
the-marq.com

The Runaway Spoon
920.624.2433
runspoon.com

Van Abel's of Hollandtown
920.766.2291
vanabels.com

Event Décor & Planning Services

Bay Towel
800.242.5606
baytowel.com

Sash & Bow
920.347.9000
sashandbow.com

Florist

Ginger Birch Floral & Events
920.634.2377
gingerbirchgirl.com

Petal Pusher
920.435.1118
gbpetalpusher.com

Schroeder's Flowers, Inc.
920.436.6363
schroederflowers.com

Music

Elite Music Service (DJ)
920.497.0998
elitemusicservice.com

N.E.W. Piano Guys, LLC
920.360.1800
newpianoguys.com

Photography

Amenson Studio
920.619.6288
amensonstudio.com

Cody L33 Photography
920.819.3662
clsphoto.wix.com/clsphoto

Kathleen Caylor Photography
920.865.6500
caylorphoto.com

KLEM Studios
920.621.5423
klemstudio.com

Shaunae Teske Photography
920.609.7376
shaunae.com

Rental Equipment

Biebel's Catering
920.468.6828
biebelscatering.com

Green Bay Exposition Services
920.434.0815
greenbayexposervices.com

Sash & Bow
920.347.9000
sashandbow.com

Vintage Farmhouse Tables
920.530.0700
vintage-farmhouse-tables.com

Alcohol Policy: Due to state and local liquor license restrictions, all alcohol beverage service for scheduled events on the Garden's premises must be purchased and served through Green Bay Botanical Garden. Alcohol brought in by clients, wedding parties or their guests will be disposed of immediately or guest may be asked to vacate the premises.

These vendors support the Garden and are provided for your convenience, however we cannot guarantee their services. Please note that you may choose a vendor that is not listed here with the exception of catering vendors. Only approved catering vendors holding a valid business membership of the Garden can be hired for catering services. Please confirm valid membership before contracting authorized catering vendors as our list changes periodically.

Terms & Conditions

Authorized representative of my group, business or organization hereinafter referred to as lessee.

1. Agrees to indemnify and hold harmless Green Bay Botanical Garden (GBBG), its directors, officers, employees, agents, and volunteers against any damage, loss, claim, or liability whether for personal injury or property damage caused by, or arising from, the actions of the lessee's guests or invitees. Furthermore, lessee is responsible for any damage caused by its guests or invitees to any buildings, property, equipment, or gardens of GBBG.
2. Lessee is required to pay a 50% nonrefundable deposit of the total rental fee at the time of booking. Lessee is responsible to pay the balance (if applicable) no later than seven (7) days prior to the date of the scheduled event and understands rental fees are subject to sales tax. GBBG requires a credit card on file for damages above and beyond normal wear and tear that may be incurred as a result of the lessee. GBBG reserves the right to require a security deposit at the time of booking.
3. Lessee understands GBBG will issue a duplicate copy of the Lease Agreement as validation of lessee's reservation upon receipt of lessee's deposit as specified in Section 3 of the Lease Agreement. Lessee understands and agrees that future Event Confirmations and Banquet Event Orders (BEO) are an extension of the Lease Agreement.
4. Should it become necessary for lessee to cancel the scheduled event, lessee must notify GBBG immediately of said cancellation in writing. Lessee understands and agrees to forfeit its nonrefundable deposit when notification is received no later than seven (7) days prior to the scheduled event. Lessee understands and agrees to forfeit the entire contracted rental fee(s), if cancellation occurs within seven (7) days of the scheduled event.
5. Lessee understands the Lease Agreement shall be governed by the laws of the State of Wisconsin.

Authorized Representative

1. Lessee must designate one (1) individual as its authorized representative. Lessee's Authorized Representative shall be empowered to act on behalf of the lessee including, but not limited to, entering into agreements, issuing cancellations, and deciding upon the configuration of GBBG's sites or facilities, providing the configuration is not in conflict with other sections of the Lease Agreement.
2. Telephone numbers and other pertinent contact information shall be included in the Lease Agreement. Furthermore, Authorized Representative agrees to the use of lessee's name for use in publicity and news announcements pertaining to the scheduled event.

3. Lessee agrees to indemnify and hold harmless Green Bay Botanical Garden (GBBG), its directors, officers, employees, agents, and volunteers against any damage, loss, claim, or liability whether for personal injury or property damage caused by, or arising from, the actions of the lessee's guests or invitees, vendors, contractors, independent contractors or sub-contractors. Furthermore, lessee is responsible for any damage caused by its guests or invitees to any buildings, property, equipment, or gardens of GBBG.

Availability

1. GBBG does not close for private functions, therefore the Emil and Gail Fischer Visitor Center, Donald and Patricia Schneider Education Center and formal gardens always remain accessible to the general public during regular operating hours. Areas within the main garden cannot be reserved for the exclusive use of any group.
2. GBBG is unable to guarantee the condition of the gardens due to unforeseen natural circumstances. GBBG reserves the right to refuse the use of the reserved garden if the event, in certain weather or other conditions, is determined by GBBG to be likely to cause damage to the reserved garden. In this event, an alternative location will be provided at no additional cost. If the rental cost of the alternative location is less than the reserved garden, GBBG will refund the difference.
3. GBBG's mission involves programming that causes the artwork and displays to continually change. This programming, as well as improvements being done on both the gardens and buildings, may affect or change the aesthetics of some areas.

Decorations & Equipment

1. GBBG does not offer coordinating services for events or provide additional equipment outside of what is owned or offered by our organization (chairs, tables, podiums, electrical cords, etc.). GBBG will set up and take down chairs for events in the Donald and Patricia Schneider Education Center, Kaftan Lusthaus, Schneider Foundation Classroom and the Emil and Gail Fischer Visitor Center, but are not responsible for the set up or take down of any additional equipment or decorations.
2. Tents may be coordinated in advance of the event through GBBG at a cost to you, the lessee. Tent reservations are based on availability. Additional charges may apply for week of event (within 7 days) tent reservations. Additional chairs for outdoor facility rentals will be an additional charge. Chair and tent prices are subject to change without notice.
3. Lessee is responsible for the set up and removal of all decorations and linens at the conclusion of the scheduled event. If lessee opts not to do this, lessee must make

Garden Policies

arrangements to complete this task. The applicable leased space must be presentable, clean, and ready for viewing by the general public after contracted rental time concludes. GBBG will remove the trash from the receptacles in the rental areas.

4. At no time may anything be attached to any walls or structures in the Donald and Patricia Schneider Education Center, Kaftan Lusthaus, Schneider Foundation Classroom, the Emil and Gail Fischer Visitor Center and/or in the Garden without prior permission from GBBG.

5. Because of the nature of the facilities, no birdseed, rice, flower petals (real or fake), glitter, silly string or confetti of any sort may be used or thrown anywhere on or near GBBG's facilities. GBBG does not allow release of living creatures with the exception of homing pigeons. Bubble favors are acceptable in outdoor spaces only.

Dressing Rooms

1. Restrooms at GBBG may not be used for dressing rooms as they are public. A dressing area will be provided if included with rental (based on availability) and must be reserved. All belongings must be removed from the dressing area within the allotted one (1) hour period.

Music & Entertainment

1. Amplified music is allowed at GBBG. Musicians must bring their own equipment. GBBG is not responsible for equipment or other personal property that are left unattended before or after the event.

Photographers & Videographers

1. All photographers and videographers must have a valid permit from GBBG for those who wish to use the Garden's setting as the background for posed photography or commercial videos. It is the responsibility of the photographer/videographer to apply for a permit in advance. The permit can be obtained by calling GBBG. The cost is renewable each year at \$75. One day permits are available at \$30.

2. Due to the Garden's close proximity to Austin Straubel Airport, additional precautions must be taken if flying a drone on GBBG's premises. It is your responsibility to notify Austin Straubel Airport, Air Traffic Control Tower before flying a drone. Please contact the Air Traffic Control Tower at 920.431.5751 before flying.

Food & Beverage Policy

1. GBBG requires lessee to contract with an authorized catering firm for scheduled events with 50 or more guests, at which food and/or non-alcoholic beverages will be served. Lessee may select an authorized catering firm from the list provided on page 14. These approved vendors must be a valid business member of the Garden at the time of your event. Please confirm valid membership

before contracting authorized catering vendor as our list changes periodically.

2. Food and/or non-alcoholic beverages prepared by sources other than authorized catering firms are not allowed at GBBG unless pre-authorized by Garden staff. This provision exists solely for the protection and benefit of the lessee and the Garden.

3. All alcohol beverage service for scheduled events on GBBG premises must be purchased through GBBG and served by GBBG within your leased rental site. All federal, state and local laws with regard to beverage purchase and consumption will be strictly adhered to. No one under the age of 21 will be served alcohol. GBBG reserves the right to ID anyone who appears under the age of 30. No shots allowed.

4. Alcohol and beverage selections are due no later than 30 days prior to the event date. A guaranteed guest count is due at least fourteen (14) days prior to the date of scheduled event. Banquet Pre-Event Order (beverage estimate) is based on the guaranteed number of guests.

5. Lessee agrees to provide a signed Banquet Pre-Event Order, Credit Card Authorization Form and submit payment of bar estimate (if applicable) no later than seven (7) days of the date of scheduled event. A final invoice will be provided to lessee within three (3) business days after the date of scheduled event. At that time, a refund or additional charge will occur based on estimation of the guaranteed number of guests (if applicable).

6. Glassware for wine service or champagne toast at dinner needs to be coordinated by the lessee through their authorized catering firm. GBBG does not allow glassware in the Garden.

7. It is strictly prohibited to bring outside alcohol onto the GBBG premises. Alcohol brought on the GBBG premises will be disposed of properly or guests may be asked to vacate the premises. It is the responsibility of the lessee to inform their guests and ensure compliance.

8. Lessee will be assessed additional charges for damage or cleaning beyond normal housekeeping duties or cleaning labor exceeding two hours. GBBG requires a credit card on file for damages above and beyond normal wear and tear that maybe incurred as a result of the lessee. GBBG reserves the right to require a security deposit at the time of booking.

9. Lessee understands and agrees to forfeit 50% of Banquet Pre-Event Order, if cancellation occurs within seven (7) days of scheduled event.

Safety & Security

1. A GBBG representative and/or security person must be present at all events to ensure the rules and policies of GBBG. All questions should be referred to this individual

during the event. The lessee agrees to abide by all requests of the representative and/or security.

2. For safety reasons, no wires, ropes, strings, cords, ribbons, signs or poles can be strung from plants, stakes, trees, nor laid on the ground.

3. GBBG does not permit sources of open flames in any of the leased spaces. Candles are permitted providing they are surrounded by glass globes whose height exceeds that of the candles flame.

4. For the safety and security of our Garden guests, GBBG does not permit the right to carry concealed weapons on the Garden grounds. No weapons are allowed on GBBG premises.

5. GBBG is not responsible for any personal property. Valuables indoor or outdoor should not be left unattended. The lessee is responsible for all damages incurred during the lease period.

6. GBBG does not permit parking on the circular driveway as it is a fire lane. The circular driveway may be used for unloading and loading of lessee's guests and invitees.

7. GBBG does not permit unruly or disorderly conduct which might cause harm or injury to its patrons, staff, volunteers or damage to property anywhere at the Garden. Any incident will be reported immediately to local law enforcement.

8. GBBG is a smoke free environment inside the Garden and on all patio spaces. Lessee must inform its guests and invitees of this policy, and ensure compliance.

9. Due to the nature of the surroundings young children are to be supervised at all times.

10. Transportation vehicles are not permitted on the grounds. Motorized vehicles to assist people with mobility impairments will be permitted on paved paths only. GBBG only allows service animals that assist people with disabilities on site. No pets or emotional support animals.

11. Lessee and its guests or invitees will not have access to the outdoor gardens once the Garden closes for regular operating hours.

12. Green Bay Botanical Garden reserves the right to shut down an event if determined activities pose a significant threat to the safety of patrons, employees, volunteers or property. No refund will be given if this occurs.

Force Majeure

1. In the event that GBBG is unable to perform its obligations under this agreement as a result of a force majeure, GBBG shall not be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, litigation, terrorism and/or terroristic threats, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond GBBG's control.

Approved Catering Vendors

Our approved catering vendors will assist in the planning of your event. These approved vendors professionally cater all events at Green Bay Botanical Garden and must be a valid business member of the Garden at the time of your event. Please confirm valid membership before contracting an authorized catering vendor as our list changes periodically. All arrangements are contracted between the client and the caterer. The Garden should be informed of the catering vendor at least two weeks prior to the scheduled event. Green Bay Botanical Garden will receive an 8% commission on all food sold before taxes to compensate for the use of equipment and utilities at the Garden.

All federal, state and local laws with regard to food and beverage purchase and consumption will be strictly adhered to. GBBG will not dispense alcoholic beverages to anyone under legal drinking age or any parties considered under the influence of alcohol. It is the law that no alcohol be brought in from outside sources. Therefore, all alcoholic beverages consumed on Green Bay Botanical Garden premises must be purchased and served through GBBG, according to the law.



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The Garden is the most beautiful venue in northeast Wisconsin, and an event here will be one your guests remember for years to come. The Garden's 47 acres of gardens and natural areas capture the beauty of Northeastern Wisconsin throughout every season. Explore the variety of versatile settings, each unique in its atmosphere. When you choose the Garden for your event, your rental fees support our environmental sustainability initiatives and help us serve more than 180,000 visitors each year.

VISION

Green Bay Botanical Garden will be the leading educational, recreational, social and horticultural destination enriching the quality of life in the upper Midwest.

MISSION

Green Bay Botanical Garden cultivates an appreciation for the enduring relationship between plants and people. Through our volunteers and staff, we serve people of all ages by providing year-round educational and recreational experiences within an environment that engages, inspires and refreshes.