

Outdoor Weddings & Wedding Receptions

Whether you dream of a quaint ceremony or a lavish affair, our unique garden offers the perfect setting for your special day. Our 20 acre award winning garden features 26 different garden themes and over 4000 plant varieties. It is an ever-changing canvas – each season brings new colors and a large array of natural backdrops and landscapes.

Outdoor Weddings

Outdoor weddings are available mid-May through mid-October. Indoor receptions and ceremonies are available year-round. Wedding Gardens may be reserved in the timeframes listed below. Reduced fee Garden rentals are available Monday through Thursday. Garden rental is nonrefundable due to weather. *Only if you book your reception with us, you will have indoor ceremony space in case of weather.*

May – September

11:00 am – 1:00 pm

1:30 pm – 3:30 pm

4:00 pm – 6:00 pm

October

11:00 am – 1:00 pm

1:30 pm – 3:30 pm

Not available

Rehearsal

A one-hour rehearsal time may be scheduled for the day prior to your wedding.

Ceremony Chairs

Garden rental fees do not include chairs. Chairs must be rented from Best Events catering 608-755-4123.

Bridal Changing Rooms

Our bridal changing rooms are available for a fee of \$100 per room, based on availability. If you would like to have alcoholic drinks prior to your wedding, these must be purchased through RBG and will be set up in your bridal changing room. No alcohol is allowed to be brought in.

Ceremony

We have six outdoor gardens available for rental. Each garden is supplied with electricity. Access to your wedding space begins no earlier and ends no later than the timeframe rented. If more time is desired, multiple timeframes may be rented.

NOTE: Coolers of bottled water are available for ceremonies \$1.50 per bottle, 3 day notice is required.

Wedding Gardens

Gazebo Garden \$700

Resting gently in the cooling shade of majestic Hackberry trees, our Gazebo Garden welcomes you and your wedding guests. Your photos will be particularly romantic with the backdrop of the Japanese bridge and Dancing Waters Fountain just beyond the Garden. A 40 foot tall fountain can also be seen from this location. The Gazebo Garden can accommodate up to 200 people.

Japanese Garden \$400

The Japanese Garden is perfect for the couple desiring an intimate space amid the mythical elements and curved bridges of centuries old traditions. This garden is ideal for marriage proposals, memorable anniversary renewals or an intimate ceremony. The Japanese Garden can accommodate up to 40 people. No chairs are allowed in the Japanese Garden.

North Point Garden \$400

At first sight, you might think the North Point Garden was designed in your dreams. Located on the shore of our northernmost point, this garden boasts a large, arched pergola to create the relaxed and comfortable feel of your dream wedding. Potted urns spill over with bountiful blooms and a bluestone patio for extra seating. The North Point Garden can accommodate 50 people.

French Formal Rose Garden \$700

The French Formal Rose Garden is as elegant and formal as its name suggests. The lush curved lawn space, surrounded by colorful roses, is framed by a pergola and bountiful hanging baskets. Our Dancing Water Fountain and koi pond add another dimension of interest and beauty. The Rose Garden can accommodate 250 people.

Sunken Garden \$700

The Sunken Garden is nestled inside a tall arborvitae hedge and whispering cottonwood trees, creating the ideal spacious, yet intimate, ceremony area. At the front of the garden a lovely circular stone fountain provides a melody of falling water to greet your guests as they arrive. The Sunken Garden can accommodate 250 people.

Wellness Garden \$500

The Wellness Garden is new as of 2018 and provides a heavy focus on the sensory experience through a large range of colorful plantings including raised garden beds with two levels. The Wellness Garden can accommodate 100-150 people.

*All ceremonies require a \$250 security retainer fee. After inspecting for cleanliness and/or damage, this will be refunded to you via check within 2 weeks of your ceremony.

Wedding Receptions

As your guests enter, they will be welcomed into a lovely slate tiled atrium. An elegant reception hall and patio terrace is the perfect setting for cocktails, hors d'oeuvres and/or dinner for up to 250 guests.

One of the benefits of choosing RBG for your special event is the flexibility to select a caterer based on your unique needs and budget. You will find a list of our approved caterers in this packet. RBG does not provide linens, glassware, china or place settings. You would also be responsible for additional décor (table linens, centerpieces, etc.) and the setup and removal of those items.

The Parker Education Center and Atrium are available for a rental fee of \$2,500 and access to our facility begins at 9 a.m. and you must vacate by 12 a.m.

Facility rental price includes the following services:

- Use of, set-up and tear down of tables and chairs
- Gift table, cake table, DJ table, guest book table and risers for small head table (12 or less)
- Dance floor area
- Screen & ceiling-mounted projector
- Bar set-up and tear down with licensed bartenders
- Complimentary Wi-Fi and parking

Your guests will also have access to our beautiful botanical gardens during regularly scheduled hours. The gardens will not be available after public closing hours. No drinks are allowed outside with the exception of the back gated terrace.

A 50% deposit for receptions or a 100% deposit for a ceremony is required to secure your date. The balance of the estimate is due 60 days prior. These are non-refundable. If cancelled within three months of your event date, any remaining estimated balance will be due along with your full cash bar minimum. Forfeited deposits cannot be used for any goods or services at RBG. RBG charges a \$35 NSF/returned check fee.

For more details or to make an appointment, please call 608.314.8408, or send an email to events@rotarygardens.org.

Beverage Options

Hosted Bar

Charges for drinks go on your tab. Please inquire for options on a hosted bar; you may customize your options. A service charge of 20% and sales tax will be added to your final bill for hosted bars.

Drink Tickets

A deposit of \$5 per ticket will be pre-charged. The difference will be refunded or be on the final tab. You may provide your own tickets or RBG can provide plain raffle type tickets. RBG will not be held responsible for any misuse of these tickets.

Cash Bar

Guests assume all charges for drinks on an individual basis.

Tap Beer

All half barrels must be ordered two weeks prior to event. You will pay for whatever is tapped. You may have up to two different types of tap beer and order a maximum of four half barrels.

Soda

Glasses of soda are \$1 each.
Juice and Red Bull are not included in the soda tab.

Wine with Dinner

We place bottles of wine on your dinner tables. Clear plastic cups will be provided or you may want to rent glassware. \$25 per bottle plus 20% service charge.

Additional Details

Weddings require a full bar set-up for your guests the entire evening. There is a \$500 bar minimum that must be met whether cash or hosted. If this amount is not met, the difference will be added to your tab. A 20% service charge will be added to the hosted bar total. RBG provides one bartender per 100 guests; an additional bartender can be retained for \$20 per hour. Beverage prices are subject to change without notice.

Coffee Service

Coffee service includes thermal throwaway cups, cream, sugar, sugar substitute, stir sticks.
60 cup urn \$30 plus 20% service charge.

Ceremony Water Service

Coolers of bottled water are available for ceremonies \$1.50 per bottle, 3 day notice is required.

Approved Caterers

The following caterers have agreements in place with RBG, though your choices are not limited to those listed below. If you want to use a caterer that is not listed here, they will need to sign a contract and submit a copy of their license and proof of insurance. A 12% catering commission will be added to all FOOD provided by your caterer. This commission does not apply to hard goods such as linens or dishware.

ABC Catering
Rockford, IL
815-316-3016
www.abccatering.net

Anytime Catering
Janesville, WI
608-289-0774
www.anytimecatering.com

Best Events
Janesville, WI
608-755-4123
www.besteventscatering.com

The Black Sheep
Whitewater, WI
262-763-5070
www.eatatblacksheep.com

Blue Plate Catering
Middleton, WI
608-827-7200
www.blueplatecatering.com

Courtyard Catering
Burlington, WI
262-763-5070
www.gooseberriesmarket.com

Famous Dave's
Janesville, WI
608-757-8100
www.famousdaves.com/janesville

Italian House
Janesville, WI
608-754-2226
www.italianhousejanesville.com

Knute's Catering
Orfordville, WI
608-879-2011
www.knutesbarandgrill.com

Mary's Place
South Beloit, IL
815-389-2120
www.cateringsouthbeloitil.com

Milwaukee Grill
Janesville, WI
608-754-1919
www.milwaukeegrill.com

Steve's Deli Dog House
Janesville, WI
608-314-6204
www.stevesdelidoghouse.com

Bunky's Cafe
Madison, WI
608-204-7004
www.bunkyscafe.net

Maurer's Market
Janesville, WI
608-756-0351
www.maurersmarket.com

EVENT POLICIES & PROCEDURES

The following policies have been established to enable us to accommodate you in an organized and professional manner, as well as provide a safe environment for you and your guests. We urge you to read them before signing.

Banquet Rooms

All contracted event space is based on the anticipated number of guests. Please pay attention to the contracted times you have access to the space. The Atrium and Gift Gallery are open to the public until your event begins (if the atrium is part of your rental). In compliance with local fire codes, maximum room occupancy may not exceed the room limitations and required seating for each person. Tables and/or chairs cannot block aisles or fire exits. All evening events must end no later than 11:30 p.m. and access ends no later than 12:00 a.m., unless contracted times are different. All catering equipment, décor, linens, etc. must be cleared out that night no later than 12 a.m. Failure to do so will result in the loss of security fee's/deposits and additional labor charges will apply at \$100.00 per hour, minimum 1 hour.

Food and Beverage

Any food or beverage provided by RBG is subject to a 20% service charge and sales tax. Prices are guaranteed 60 days prior to your event and are subject to change without notice. All event food must be catered by one of our approved caterers that are contracted to provide services at RBG. You contract directly with the caterer of your choice from a list we provide. All approved caterers pay RBG a 12% Catering Commission fee based on the total of food and non-alcoholic beverages. The 12% is due the day of the event unless prior arrangements are made.

Payment/Deposits/Cancellations

A 50% deposit for receptions and a 100% deposit for ceremonies is required to secure your date. The balance of the estimate is due 90 days prior to event date. All deposits are non-refundable. Events cancelled within 3 months of event date will be charged any remaining estimate balance along with 100% of cash bar minimum. Forfeited deposits cannot be used for any goods or services at RBG. There is no refund due to inclement weather. We apply any refundable deposits/fees towards any outstanding balance; otherwise these are refunded within 30 days of event. RBG charges a \$35.00 NSF/Returned check fee. Final invoice must be paid in full within 30 days of receipt. A late fee of 1.5% per month will be assessed.

Decorations

The use of nails, screws, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is strictly prohibited. Candles are allowed only if flames are enclosed. Glitter, rice, bird seed, confetti, sparklers and the like are prohibited at RBG. Bubbles are allowed outside in the front parking lot only. We reserve the right to remove any decorations that violate these policies and additional labor charges will apply. We do not allow lantern or butterfly releases on RBG property. Groups contracting a vendor for rentals of linens, chair covers, decor, pipe and drape, and the like must have these rented items removed from RBG no later than 12 a.m. (or contracted end time) or additional labor charges will apply at \$100.00 per hour, minimum 1 hour. Please make sure you let the rental company know this policy.

Alcohol

All Friday and Saturday evening events require a full cash bar be set up for your guests the entire evening. Bar service is done through RBG. There is a \$500.00 bar minimum. No outside alcohol is allowed to be brought in to the Gardens, parking lot, facility or bridal changing rooms; deposits/security fees will be forfeited and additional charges may apply. All tab/hosted bars are subject to 20% service charge and tax. RBG prices are guaranteed 60 days prior and subject to change without notice. RBG does not serve alcohol to any person under the age of 21, including bride, groom and wedding party.

Garden Ceremony

No runners, birdseed, bubbles, confetti, sparklers, paint, glass, shepherds hooks or staked tents are allowed in the Gardens. Bubbles are allowed outside in the front parking lot only, away from front doors. Only real flower petals can be tossed on the "aisle" and you must leave the Garden how you found it or the \$250.00 Security Fee is forfeited and additional charges may apply. Any breach of contract terms will result in the loss of Security Fee's. Fountains or water features will not be turned off during your ceremony.

You have access to your rented garden during the times you have rented it. This applies to vendors as well. Please make sure your vendors know the time they can get in to the rented garden. Rental times are firm. No one is allowed to drive into the Gardens from the East gate (Gazebo), main gates or the catering drive. See Event Manager for questions. RBG is open to the public during ceremonies and rehearsals. There are no refunds due to inclement weather, and there is no indoor space to move the ceremony unless you have already rented the indoor space. You are allowed an hour in your specific garden for a rehearsal the day before. RBG reserves the right to determine the time for the rehearsal. We do not open gates for rehearsals. Please refer to your contract for the reserved time.

Liability

Renter/client agree to be responsible for any damage to or excess cleaning of the facility, Gardens or equipment by members, guests, invitees or outside groups contracted by the renter/client . Any excess cleaning having to be done to the facility or Gardens will be charged accordingly at \$100.00 per hour, minimum 1 hour. RBG cannot assume responsibility for damage or loss of any merchandise or articles left on the property prior to, during or following your event. RBG is not responsible for any equipment or other accessory items left on site, either in the facility or out in the Gardens, at any time. The renter/client will indemnify and hold harmless RBG, its agents and employees against any and all damages, claims or other liability due to personal injury, death or damage to or loss of property arising from the use of RBG property and facilities.

Miscellaneous

Smoking (including e-cigarettes) is not permitted in the facility, Gardens or on terrace patio at any time. Ash bins are outside the main entrance, away from the front doors. Smoking is only allowed in the main parking lot.

Patio furniture cannot be removed and we do not allow any staked tents to be set up on the patio.

Guests are welcome to walk and enjoy the Gardens as part of any rental, but must adhere to the posted closing times.

We do not allow the release of lanterns or butterflies, sparklers or the like within the grounds of RBG, including the front parking lot and back patio.

RBG reserves the right to require the renter/client or any guest/participant to leave the premises if RBG feels such action is warranted.

By providing your contact information, you agree to receive future communications from RBG. During your event, you may be filmed, videotaped and/or photographed by a RBG employee or contract photographer. Your attendance serves as permission for the use of your image by RBG and its constituents.

I, _____, have read, understand and hereby agree to honor all the above policies.

Signature

Date

Rotary Botanical Gardens Representative