



Office Use Only	
Date	_____
Deposit Amount	_____
Balance Due	_____
Paid in Full (Date/Initials)	_____

Bird Haven Greenhouse Event Request Form

DATE OF EVENT _____ NUMBER OF GUESTS/CHAIRS _____

TYPE OF EVENT _____

TIME *(please circle preferred time below)*

12:00P 1:30P 3:00P

LOCATION *(please circle preferred location below)*

OUTSIDE GAZEBO OUTSIDE PERGOLA INSIDE GREENHOUSE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ EMAIL _____

Full cost is \$450 per event. LIMITED TO 1 HOUR *(must take down decorations before the next event arrives)*.

A non-refundable \$50 deposit is due at the time of submitting the rental request. Remainder of payment is due in full no later than one week prior to the date of event.

There will be an additional cost of \$1 per chair over 75 chairs.

- All events must begin and end on time.
- All decorations, props, music officiate, and rehearsals must be provided by the event host.
- Parties are to arrive dressed and no earlier than 1 hour before their allotted time.
- No alcohol is allowed on the grounds.
- During unplanted months of the year, events are held in the greenhouse.
- Maximum number of guests attending the event is 125.
- Events will be moved into the greenhouse in weather that is unsuitable for outdoor ceremonies.
- If planning and inside rehearsal, call the office at 815-741-7275 x504. The greenhouse is open 8a-4:30p. Rehearsals after hours are on your own.
- The greenhouse staff will not be responsible for any items that are left unattended or left behind.

DEPOSIT AMOUNT _____ BALANCE DUE _____

SIGNATURE _____ DATE _____