

**Platteville Area Chamber of Commerce & Katie's Garden**  
**INFORMATION & RULES FOR**  
**GARDEN WEDDINGS**



1. A donation of \$100 payable to the Platteville Regional Chamber is requested to reserve Katie's Garden for a period of 4 hours for your wedding. Receipt of the \$100 is non-refundable.
2. The reservation also includes a set of two (2) wine glasses etched with "Katie's Garden". Signage will be placed at each entrance to the Garden along the trail letting walkers/bikers know a wedding is taking place. A wedding rehearsal time is also included at a time that works well for both parties.
3. The Chamber Building also serves as a Travel Wisconsin Welcome Center and *access to the restroom facilities is only available during our regular working hours*. Our summer hours are Monday-Friday (8AM-6PM); Saturday (10AM-4PM); and Sunday (10AM-2PM) from May 1<sup>st</sup> through October 31<sup>st</sup>. Our winter hours are Monday-Friday (8AM-5PM), November 1st - April 30th.
4. All personal property and any other material belonging to the bridal party must be removed from the property immediately after the ceremony (within a ½ hour). The Platteville Regional Chamber is not responsible for any personal property left on the premises.
5. The Gazebo is equipped with electrical outlets adequate for most usage. The Platteville Regional Chamber does not provide a sound system. We have 40 folding chairs available for your use. You are responsible for set-up, take down, cleaning and returning to storage area of the chairs immediately after the event.
6. ABSOLUTELY NO SMOKING IS ALLOWED IN OUR BUILDING OR IN KATIE'S GARDEN. CONSUMPTION OF ALCOHOLIC BEVERAGES ON CHAMBER PROPERTY IS STRICTLY PROHIBITED.
7. Katie's Garden is open at all times for public enjoyment with the exception of the immediate area where the wedding is performed.
8. Please do not throw rice or birdseed. We encourage the use of flower petals or bubbles instead.
9. Your reservation includes the right to have professional photography taken in Katie's Garden on the day of your wedding.
10. Due to underground electrical, Katie's Garden cannot accommodate traditional tents with in-ground stakes; however, small canopies are permitted.
11. We encourage you to provide bottled water for your guests.
12. All trash shall be placed in the receptacles near the Chamber building.
13. Moving wooden benches is allowed on condition that they are not left in the grassy area between the trail & the stream and returned to their original place.



# RULES FOR KATIE’S GARDEN



PLEASE SHARE THESE RULES WITH YOUR GUESTS AND PHOTOGRAPHER.

ANY QUESTIONS: Please call the Chamber at 608/348.8888.

- 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.**

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.

\_\_\_\_\_  
Bride’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom’s Signature

\_\_\_\_\_  
Date

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THIS COPY IS FOR YOUR USE.  
PLEASE DO NOT RETURN TO THE CHAMBER OFFICE



# INFORMATION KATIE'S GARDEN EVENT

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



Names(s) of Responsible Parties: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Type of Event (wedding, reception, etc.): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_

Need folding Chairs: \_\_\_\_\_ Yes \_\_\_\_\_ No

Need electricity in gazebo: \_\_\_\_\_ Yes \_\_\_\_\_ No

Rehearsal: \_\_\_\_\_ Yes \_\_\_\_\_ No

Rehearsal Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bride/Groom Date: \_\_\_\_\_

**OFFICE USE ONLY:**  
*Payment Received*  
 Check# \_\_\_\_\_  Cash  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_