

CONGDON GARDENS FACILITY RESERVATION FORM

Reservations are accepted, on a first-come basis. One half of the reservation fee and the completed reservation form are required at the time of the reservation. Final payment is due sixty (60) days prior to the date of the reservation. This form and payment shall be mailed to Congdon Gardens at Box 385, Delavan, Wisconsin 53115. Only checks or money orders are accepted, no credit or debit cards.

RENTAL INFORMATION (Please Print!)

Name of renter	
Address	
City, State, Zip Code	
Cell phone number	
Email address	
Date of wedding	
Garden area desired	
Start/end time including set-up and clean-up	
Date and time of rehearsal	
Anticipated number of guests who will be attending	
Anticipated number of guests who will require hotel lodging	

I agree to abide by any and all rules set by Congdon Gardens. I agree that I will be responsible for the conduct of my group. I further agree to reimburse Congdon Gardens in full for the fee as agreed upon for the use of the facility as well as any and all damage to the facility.

Signature	
Printed name	
Date	

OFFICE USE ONLY

	Amount	Date Paid
Rental fee		
Fee for damages		
TOTAL		

