

Booking Process



1. Notify Events & Programming Director

This can be done via text or email.

920-359-4488 or kruesch@monkgardens.com

2. Make your deposit. 50% of total rental cost is due to secure your date.

This payment can be online or via check. The Events & Programming Director will provide you with details to complete this process. Until 50% of your total rental cost is received, there is a possibility that you could lose that date. Communicate with the Events & Programming Director and try to pay this as soon as possible.

3. Complete the rental agreement.

This is a Google Form that will be emailed to you.

4. Submit insurance

This can be homeowner's insurance or one-day event insurance. Most insurance companies offer one-day event insurance, and you can easily find a place to get it online.

5. Make your final payment at least 4 weeks prior to your event.



Price chart for all areas of the Gardens:

Garden Space	Guest Capacity	4 hour weekday rental	4 hour weekend (Fri-Sun) rental
English Garden 	200	\$650	\$1000
Gazebo Lawn 	175	\$450	\$650
Shade Garden 	175	\$450	\$650
Treehouse 	10 Standing Room Only	\$150	\$250
Memory Circle 	50	\$150	\$250
Potager 	150 *just chairs	\$250	\$500

Add ons

✓ Bartender.....\$200/hour

If you would like alcohol served at your wedding or cocktail hour, you are required to have a licensed bartender to serve. We have several licensed bartenders on staff. Bring your own beverages and have us serve them, or choose from a list of available alcoholic beverages and order them through us for wholesale cost. The list of drinks available through us is available upon request.

✓ Speaker & Mic..... \$100

Planning that perfect “down the aisle song” or need to make sure everyone can hear the officiant? There is a Bluetooth compatible speaker and wireless microphone available.



8 ft tables.....no charge

If you need a table for additional seating or an area for a gift table, finger foods, etc. let us know. We have many 8ft rectangle tables available. These tables are well used and not very appealing to the eye, tablecloths are highly recommended! We do not have tablecloths available for rent at this time.

Find available dates:

<https://monkgardens.org/visit/plan-your-visit/event-calendar/>

FAQs:

Is the public allowed to walk through the space during my event?

No. Rented areas are blocked off with signs stating the area is closed, and a staff member is onsite for the duration if any issues arise.

What is the seating like in the potager area? Are there outlets?

The potager area has 8 4ft picnic tables (comfortably seat 4 people) and two 6 ft picnic tables. We have many 8ft tables available for extra seating. The area has 8 outlets.

What time slots are available?

Rentals can be booked in 4 hour blocks. It can be any 4 hours as long as the rental is over and cleaned up by 9:00pm. You can book two 4 hour blocks.

Can I bring in food?

Yes, we have no limitations on food. Check out our recommended caterer, Rockman's.