

KLEHM

ARBORETUM & BOTANIC GARDEN

2017 BUSINESS & SOCIAL RENTALS

MAY 1 - OCTOBER 31

MONDAY THROUGH THURSDAY	GALLERY	CLASSROOM	CLARCOR	GARDEN PAVILION
8am to 10pm	\$100/hr	\$50/hr	\$65/hr	\$350/hr
All Day Rental 8am to 4pm	\$600			
FRIDAY, SATURDAY, SUNDAY (5 hour rental minimum)				
8am to 10pm	\$150/hr	\$65/hr	\$85/hr	\$500/hr
Extended hours 10pm to 12pm	\$200/hr			

Klehm requires that all food come from a Klehm Approved Caterer.

Clients should include time necessary for set up and take down within the rental period.

NOVEMBER 1 - APRIL 30

MONDAY THROUGH THURSDAY (3 hour rental minimum)				
8am to 4pm	\$75/hr	\$50/hr	n/a	n/a
4pm to 10pm	\$100/hr	\$75/hr	n/a	n/a
All Day Rental 8am-4pm	\$400			
FRIDAY, SATURDAY, SUNDAY (5 hour rental minimum)				
8am to 4pm	\$75/hr	\$50/hr	n/a	n/a
4pm to 10pm	\$100/hr	\$75/hr	n/a	n/a
Extended hours 10pm to 12pm	\$200/hr			

Klehm requires that all food come from a Klehm Approved Caterer.

Clients should include time necessary for set up and take down within the rental period.

Refundable Security Deposit:

Gallery	Classroom	Clarcor	Garden Pavilion
\$200	\$50	\$100	\$400

Rentals Services:

Free set up of Klehm tables & chairs to your specifications

Klehm Staff on site throughout event

Projector & screens available

Free WIFI in Gallery and Classroom

Payment, Refund and Cancellation Policy:

A down payment of the security deposit plus **50%** of the rental fee will be required to reserve the date. The remaining balance is due **90 days prior to the rental date**. For events reserved less than 90 days before the event, a full payment must be made to

Klehm Arboretum & Botanic Garden

2715 S. Main St. | Rockford, IL 61102 | klehm.org | 815-965-8146 | Contact Chris Sarna at cscarna@klehm.org