

# KLEHM

## ARBORETUM & BOTANIC GARDEN

### 2018 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			
<b>FRIDAY, SATURDAY, SUNDAY</b> (5 hour rental minimum)				
8am to 10pm	\$750	\$325	\$425	\$3,500
Extended hours 10pm to 12pm	\$200/hr			

*Klehm requires that all food come from a Klehm Approved Caterer. Greenfire is the Exclusive Caterer for the Garden Pavilion. 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			
<b>FRIDAY, SATURDAY, SUNDAY</b> (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			

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#### Refundable Security Deposit:

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

#### Rentals Services:

- Free set-up of Klehm tables & chairs to your specifications
- Projector & screens available
- Klehm Staff on site throughout event
- 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 secure the reservation. Security Deposits will be returned within 30 days after the event. In the event of cancellation, security deposits will not be refunded. Cancellations within 90 days of the event forfeit all payments made to Klehm. We appreciate visitors of all abilities. For information about access contact our office at 815-965-8146.

#### Klehm Arboretum & Botanic Garden

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