

Date request received:

By Whom:

Date of Wedding:

Metropolitan Park District Facility Wedding Rental Permit

A Division of the Metropolitan Park District of Tacoma
W.W. Seymour Botanical Conservatory
316 South "G" Street



Tacoma, WA 98405
(253)404-3975

NAME OF GROUP OR INDIVIDUAL _____

DAY OF WEDDING POINT OF CONTACT _____

ADDRESS _____

DAYTIME PHONE & EMAIL _____

DATE OF USE _____

TIME: FROM _____ TO _____

RENTAL TIME INCLUDES ANY SET UP AND TAKE DOWN.

NUMBER OF PEOPLE EXPECTED (MAXIMUM 50) _____

Please initial that you've read and understand the following:

CHAIRS:THE CONSERVATORY HAS 18 CHAIRS FOR TO BORROW: **WEDDING PARTY IS RESPONSIBLE FOR SETTING UP CHAIRS.**

MUSIC PLAYER: PHONES, MP3, LAPTOP CAN BE PLUGGED INTO OUR STEREO SYSTEM. CHECK MUSIC BEFORE YOUR WEDDING DAY OR BRING YOUR OWN RADIO.

WEDDING TOAST: MUST OBTAIN BANQUET PERMIT FROM THE WASHINGTON STATE LIQUOR CONTROL BOARD: COST IS \$12.00. Information can be found at <http://liq.wa.gov/>

WEDDING PARTY IS RESPONSIBLE FOR ALL CLEANUP AND MAY BE SUBJECT TO RESTITUTION FOR ANY DAMAGES DONE TO THE FACILITY AND/ OR PLANTS.

FACILITY RENTALS WILL BE REFUNDED IN FULL UP TO 60 DAYS BEFORE AN EVENT. ONLY 50 % (HALF) OF THE RENTAL FEE WILL BE REFUNDED 30-59 DAYS PRIOR TO AN EVENT. NO REFUND SHALL BE GIVEN FOR CANCELLATIONS WITH LESS THAN 30 DAYS NOTICE.

Non-refundable deposit of \$75.00 will be required to hold your reservation.

I understand that this permit issued is subject to the general rules and regulations of the Board of Park Commissioners, to the applicable ordinances of the Metropolitan Park District, and the City of Tacoma.

Signature _____

Date _____

DATE OF DEPOSIT _____ DATE OF FULL PAYMENT: **MUST BE RECEIVED 30 DAYS PRIOR TO EVENT** _____

STAFF WORKING _____

NOTES:

In case of an emergency please call Tyra Shenaurt at (253) 414-2532