



GREEN BAY BOTANICAL GARDEN

FREQUENTLY ASKED QUESTIONS

ADMISSION

Q. Do our guests have to pay admission to get into the Garden for our wedding ceremony or reception?

A. Your guests will not have to pay admission to attend your wedding ceremony or reception. However, we ask that an adequate amount of chairs are present for your guests during your wedding ceremony.

AVAILABILITY

Q. Do you tentatively hold event dates while I review options for my wedding?

A. Unfortunately, we do not hold event dates due to the high volume of inquiries received at the Garden. All event dates are considered available until a signed agreement and a 50% non-refundable deposit for the facility rental are received. An event will not be considered confirmed until the signed agreement and deposit have been received.

DECORATIONS

Q. Are we allowed to bring in decorations to the Garden?

A. We welcome you to bring in decorations to the Garden; however, we ask that you approve all decorations with the Sales & Rental Coordinator prior to your arrival the day of your event. Decorations that may cause harm or damage to the grounds or facility spaces are strictly forbidden.

Q. Are we allowed to get into the Garden early to set up for our ceremony?

A. You will be allowed to get into the Garden early to set up for your ceremony as long as there are no other events taking place prior to your scheduled time. Arrangements will be made on a case by case basis and need to be scheduled with the Sales & Rental Coordinator.

Q. Are we allowed to get into the Garden early to set up for our reception?

A. You are guaranteed the space from 2 pm-11:30 pm. The Garden doors lock at midnight. For an additional fee, more time to set up may be arranged with the Sales & Rental Coordinator.

DISCOUNTS/DEPOSITS/COST

Q. Do you offer any promotions or discounts for booking my wedding at the Garden?

A.

- We offer a 10% discount off of rental space if you book both your ceremony and reception (Cornerstone Foundation Hall) at the Garden. OR
- We offer a discount off of rental space for members with at least a Garden Angel Membership or above. Please inquire for details.

Q. How much does it cost to have my wedding ceremony or reception at the Garden?

A. Please refer to our Rental Rates information sheet, visit our website at www.gbbg.org or call the Sales & Rental Coordinator at (920) 491-3691 ext.113 for more information.

Q. How do I book my wedding ceremony or reception at the Garden?

A. All events require a signed agreement and a 50% non-refundable deposit for the facility rental in order to book your wedding ceremony or reception at the Garden. Please coordinate your event booking by contacting the Sales & Rental Coordinator at (920) 491-3691 ext. 113. An event will not be considered confirmed until the signed agreement and deposit have been received.



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DRESSING AREAS

Q. Is there a room available for the wedding party to get ready?

A. A bridal dressing suite fully equipped with private restroom, full length 3-way mirror, clothing racks and vanity will be available on a first come first serve basis. The bridal suite is provided for the bride and bridal attendants for a one (1) hour time slot and will need to be reserved prior to your event date. If the bridal suite is not available, a separate dressing area may be provided.

ELECTRICITY

Q. Is there access to electricity for my wedding ceremony?

A. Electricity is available for four (4) of our wedding ceremony sites. Kress Oval Garden, Woodland Garden, Jenquine Pavilion and Kaftan Lusthaus are equipped with electrical outlets. Please contact the Sales & Rental Coordinator for additional information on the location of the electrical outlets.

GARDEN ONSITE CONTACT

Q. Is there a Garden staff member here the day of my wedding to direct my guests, answer questions or to help me with my wedding?

A. The Garden has an Event Host to assist you and your guests during rehearsals, ceremonies or receptions. Our Event Host ensures that all guests, caterers and vendors adhere to Garden policies and is available to answer any questions that you

may have. The Event Host is not responsible for the clean up, set up or tear down of items brought into the facility by wedding couples or guests.

INCLEMENT WEATHER

Q. If there is inclement weather, does the Garden provide a rain backup for my wedding ceremony?

A. The Garden is not entitled to provide a rain backup for inclement weather the day of your event. However, should you rent one of our outdoor gardens; tents may be rented for an additional fee and coordinated with our Sales & Rental Coordinator. The Garden staff will assist you and your guests as much as possible in the event of inclement weather.

“The day of our wedding we had inches of rain pour down. The staff provided us with some other options. They watched the radar and kept our guests informed in the lobby. Thankfully we were able to have our dream wedding under the sun as the rain subsided minutes before the ceremony. We would like to extend our appreciation to the staff, for a beautiful day!”

~Riki & Jay



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MINISTERS/OFFICIANTS

Q. Are we able to bring our own minister or officiant for our wedding?

A. We welcome you to select your own minister or officiant.

SMOKING

Q. Does Green Bay Botanical Garden allow smoking on the premises?

A. The Garden is a completely smoke free environment and the Garden staff ask for respect of the facility policies.

CONCEALED WEAPONS

Q. Does Green Bay Botanical Garden allow concealed weapons on the premises?

A. For the safety and security of our Garden guests, Green Bay Botanical Garden does not permit the right to carry concealed weapons on the Garden grounds

PHOTOGRAPHY/VIDEOGRAPHY

Q. Does our photographer need to have a permit to photograph our wedding at the Garden?

A. We do require a permit if any photos will be sold or published to ensure proper photo credit to the

Garden. All permits may be obtained by contacting the Sales & Rental Coordinator.

Q. Does our videographer need to have a permit to record our wedding at the Garden?

A. We do require a permit if any video will be sold or published to ensure proper credit to the Garden. All permits may be obtained by contacting the Sales & Rental Coordinator

Q. Are photos allowed to be taken on the grounds before or after our ceremony or reception?

A. We welcome you to take photos before or after your ceremony or reception throughout the grounds during Garden hours. However, as more than one ceremony can take place during the day on a specific site, your site time will be limited to the contracted time.

“The Garden was absolutely beautiful. Our pictures turned out fantastic!”

~Roberta

“Thanks for being a fabulous wedding venue! Besides the fact of the Garden being absolutely beautiful, the Garden staff went out of their way to be accommodating to us and our guests. The staff did a fabulous job of catering to us at the rehearsal and on the big day!

Thanks so much!

~Jordan