DC Smith Instructional Greenhouse

Conservatory Event Reservation

Date of Event ___________________________ Time of Event ___________________________

Group Name __________________________________________ Number of Guests ___________

Title and Description of Event _____________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Group Contact ___________________________ Address __________________________________
E-mail address ___________________________ Phone _________________________________

Total Fee $ ____________ Requisition/Fund Acct # ___________________________________

Signatures
Group Director______________________________________ Date ________________
Greenhouse Manager________________________________ Date ________________

Please complete and return to D.C. Smith Greenhouse Manager at least two weeks before requested date.

D.C. Smith Instructional Greenhouse, University of Wisconsin – Madison
1575 Linden Drive, Madison, WI 53706 ... 608/262-3844
Conservatory Event Reservation

Instructions

1. Fill out all information accurately. Please describe the nature and/or purpose of the event.
2. Allow for set up and clean time in your reservation.
3. There is a fire code limit of 40 people in the D.C. Smith Conservatory.
4. The event fee is $30.00 per hour of reserved time.
5. For payment specifics contact:
   Phil Dunigan
   Agricultural Research Stations
   N695 Hopkins Road
   Arlington, Wisconsin 53911
   608/846-3750

6. Send the completed form to
   D.C. Smith Greenhouse Manager
   1575 Linden Drive
   Madison, WI 53706
   608/262-3844

7. Fees must be paid in advance and the signed form returned by the greenhouse manager to the group director in order for the event to take place.
8. Refunds for canceled events may be arranged. Contact the manager for assistance.