



# 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**



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## 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.