



## Private Events Frequently Asked Questions

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[www.butterflies.org](http://www.butterflies.org)

### Q: What kind of events can be held at The Butterfly Pavilion?

A: Anything! We can accommodate wedding ceremonies, wedding receptions, vow renewals, rehearsal dinners, holiday parties, corporate meetings, picnics, birthdays, anniversaries, business networking events, family reunions, board meetings, memorial services, teacher retreats, education programs, seminars and photo sessions.

### Q: What is included in a private event rental?

A: 2,000 square foot Ballroom, residential warming kitchen, patio and gardens and an inventory of tables and chairs. Currently, that inventory includes: (100) black chairs, (100) white plastic folding wedding chairs, 18 (6 ft.) rectangular banquet tables, 10 (6 ft.) round tables, 2 (8 ft.) rectangular banquet tables for food/ beverage and 1 (3.5 ft.) round cake table. For weddings, we also provide a bridal dressing room and a rehearsal time, which is usually between 4 p.m. and 5 p.m. on the day prior to the ceremony.

### Q: What meeting amenities are provided? What AV is provided?

A: Wireless Internet, podium, 2 pull-down screens, 2 white boards and a sound system including 1 handheld wireless microphone to use for presentations or wedding toasts. The sound system has the capability to connect your MP3 Player and pipe music throughout the ballroom and patio. If you intend to have a presentation, you will be required to bring your own projector and laptop. We can provide the AV cart to set both on.

### Q: Which exhibit is included in the contract fee?

A: Events taking place after 5 p.m. will receive up to 1 hour of private viewing in our Tropical Rainforest Conservatory and have full access to the discovery gardens and nature trail. Additional exhibit areas may be rented after-hours for entertainment or for young guests. Events taking place during our normal business hours of 9 a.m. - 5 p.m. will receive full access to all exhibits including the Crawl-A-See-Em, Water's Edge, Wings of the Tropics and the Traveling Exhibit Hall.

### Q: What is the rental fee? Is there a damage deposit required? How do I make a reservation?

A: It depends on the type of event, time of year and day of the week. All areas are available by the hour. Please see chart below. We require a \$500.00 damage deposit, with half of the total payment due and the signed contract returned to solidify your reservation.

Weddings**	Private Events		Non-Profit & Corporate Events***	
	Fri-Sat	Sun-Thurs	self set-up	self set-up
April-Oct	\$525/hr	\$475/hr	Mon-Thurs	\$175/hr
Nov-Mar	\$425/hr	\$375/hr	Fri-Sun	\$225/hr
			Mon-Thur	\$150/hr
			Fri-Sun	\$200/hr

\*\* For receptions, when renting 5 hours, receive 6<sup>th</sup> hour free.

\*\* For ceremony and reception, when renting 7 hours, receive 8<sup>th</sup> hour free.

\*\*\* For non-profit organizations hosting private events, we offer a 10% discount off the hourly rate.

### Q: What other fees or charges can I expect?

A: If you choose to serve alcohol, we charge a one-time corkage fee of \$150.00. If your event is after 5 p.m., we require a \$125.00 security fee to provide a security guard for the last 4 hours of your event. There is a standard carpet-cleaning fee of \$75.00 for every rental. If you would like to use our sound system, the usage fee is \$100.00, which includes a handheld microphone and the capability to plug in your MP3 Player to pipe music throughout the ballroom and patio.

### Q: Where can ceremonies be held and what is the capacity?

A: Ceremonies can be held in the Tropical Conservatory (50 guests seated or 75 to 100 guests standing) or on the Outdoor Patio overlooking our Discovery Garden and ½-mile nature trail (25 guests to 200 guests seated or standing).

### Q: What is the size and capacity of the Reception space?

A: Receptions can be held in our 2,000 square foot Ballroom or on our 1600 square foot patio, overlooking our gardens. The ballroom can accommodate up to 150 to 180 guests seated or 200 guests for a standing reception. The ballroom has hardwood floors and large windows overlooking the patio. The outdoor patio overlooks our discovery and sensory gardens, which include a waterfall and nature trail with meadowlarks, prairie dogs and wildflowers. The patio can accommodate up to 150 guests seated or 200 for a standing reception. The patio is seasonal and the gardens are blooming mid-June through the end of September. The patio is minimally lit after dark, so you may be required to provide additional lighting for your event.

**Q: Does the Butterfly Pavilion offer butterfly releases for ceremonies and events? Where do they take place? How do they work?**

A: Yes, we offer butterfly releases for Rainforest ceremonies, rehearsal dinners and memorials. Butterfly releases take place only inside our Tropical Conservatory because our butterflies are native to the Tropics. We do not release butterflies outdoors. Prices are as follows:

(15) Butterflies: \$50.00

(25) Butterflies: \$75.00

(35) Butterflies: \$125.00

We bring you a decorative container filled with butterflies, you lift off the top, and the butterflies are released into the conservatory.

**Q: What hours are available for facility rentals?**

A: The ballroom is available 7 days a week, during business hours of 9 a.m.- 5 p.m. or after business hours. Most rentals occur after 5 p.m., and during this time the ballroom, patio, conservatory, gardens and nature trail are entirely private to you and your guests. The ballroom is available for rental up until 12 a.m., with clean-up from 12 a.m.-1 a.m. The Tropical Rainforest Conservatory is available for wedding ceremonies after 5 p.m.

**Q: What are the Butterfly Pavilion's food and alcohol policies?**

A: We welcome you to bring any caterer or vendor of your choice. We provide a residential warming kitchen attached to the Ballroom which is a great working space for any caterer or for self-catering. If you need a caterer, we can connect you! Please refer to our preferred vendor list, which is a suggestive list only and is designed to be a resource to you if you need it. The Butterfly Pavilion's alcohol policy allows for host bars only; cash bars, where you would sell alcohol to your guests, are not permitted. We require you to provide a catering staff person or bartender to serve alcohol to your guests. We allow beer, wine and liquor.

**Q: Will there be Butterfly Pavilion staff on hand? What is their role?**

A: We provide a Butterfly Pavilion staff person from start to finish of your event, in addition to a contracted security guard (if your event takes place after 5 p.m.). Their role is to be your contact person/representative and to be a resource for you during your event should you have questions or concerns.

**Q: Does the Butterfly Pavilion require a security guard for after-hour events?**

A: Yes, we require security for events taking place after 5 p.m. We require a \$125.00 fee, which provides for a contracted security guard for the last 4 hours of your event.

**Q: Can we use candles?**

A: The Butterfly Pavilion allows candles as long as they are enclosed in glass and the flame is not higher than the glass container they are in. We allow candles in fire safe/appropriate containers, indoors in our Ballroom and outdoors on the patio. We do not allow candles in our Tropical Conservatory unless it is one unity candle for a wedding ceremony. Tiki torches are not allowed in any case.