8/7/2015

|  |
| --- |
| Crystal Zeyen |



|  |  |
| --- | --- |
|  | 2015 Private Event Packages |

**Private Events at Butterfly Pavilion**

Butterfly Pavilion provides a unique space for celebrations and parties throughout the year. Our 2,200 square foot ballroom has hardwood floors with large windows overlooking our patio, beautiful Discovery Garden, and Jefferson County Open Space. The ballroom accommodates 150 seated guests or 200 guests cocktail reception style, (with additional space on the patio for 100 guests) and comes equipped with wireless internet, a podium, whiteboard and presentation screen. The facility also includes an internal sound system with a handheld wireless microphone to use for presentations or toasts (ballroom only), and capability to connect an MP3 Player/iPod to pipe music throughout the ballroom and patio and access to our residential-sized warming kitchen that provides a great spot for serving box lunches, buffets, or a warm meal.

Enjoy the beauty and comfort of a truly multipurpose venue while knowing your event is making a positive impact in our community and beyond. Butterfly Pavilion is a nonprofit organization that rents our space as a means to financially support our mission of education and conservation. Your rental fees go directly back to our organization to support our educational programming for over 50,000 school children and partnerships with sustainable butterfly farms worldwide. Hosting your event at Butterfly Pavilion helps to create a sustainable future in both our local and global communities.

BALLROOM:

The ballroom accommodates up to 150 guests seated or 200 guests reception style. Each rental includes two hours for setup, one hour for teardown, white folding chairs, tables, and full A/V  
capabilities. Each additional hour is $150.

*Daytime Rates:*

2 Hour Event $1,000

4 Hour Event $1,200

Daytime rates include admission for each guest to experience all four of the Butterfly Pavilion exhibits (9:00am-5:00pm)

*Evening Rates:*

2 Hour Event $1,200

4 Hour Event $1,400

Evening rates include one hour access to our Wings of the Tropics Conservatory. (Events starting after 5:00pm)

*BALLROOM & PATIO*

The Ballroom and Patio combined accommodates up to 200 guests seated or 250 guest reception style. Each rental includes two hours for set up, one hour for teardown, white folding chairs, tables, and full A/V capabilities.

*Daytime Rates:*

2 Hour Event $1,200

4 Hour Event $1,500

Daytime rates include admission for each guest to experience all four of the Butterfly Pavilion exhibits (9:00am-5:00pm)

*Evening Rates:*

2 Hour Event $1,400

4 Hour Event $1,800

Evening rates include one hour access to our Wings of the Tropics Conservatory. (Events starting after 5:00pm)

*Evening Full Facility Rental $3,500*

For a truly magical experience, consider renting the entire facility. This special opportunity allows your guests to exclusively enjoy every square inch of the facility without the public present. Mingle throughout our fully-staffed interactive and educational exhibits.

A full facility rental includes access to our four exhibit areas for two hours including our 7,000 square foot Wings of the Tropics Conservatory with 1,600 free-flying butterflies, two classrooms, the ballroom and the patio; for an additional charge, the gift shop may also be made available to your guests. Integrate your theme throughout the zoo and then enjoy dancing and dinner in the ballroom. A full facility provides family fun, kids-only space, and adult-friendly entertainment space for 7 hours. Each additional hour is $350.

ADDITIONAL EXHIBITS $200  
(per exhibit for 2 hours. Evening Full Facility Rental Only)  
**Crawl-A-See-Em**  
Get eye-to-eye with leaf insects, scorpions, beetles, and millipedes; even hold our popular tarantula, Rosie! Includes one-on-one zookeeper time.  
**Water’s Edge:**  
You’ve heard of a petting zoo—try our touch tank! Touch live sea star and horseshoe crabs! Includes one-on-one zookeeper time.

**Invertebrate World**

Gaze upon our carnivore tower and learn all about extreme animals!  Get your hands dirty and explore our dug out where you can hold some of our animal residents

**Wings of the Tropics Conservatory**

Explore our 7,200 square-foot tropical rainforest, home to more than 1,600 live butterflies and over 200 plant species from around the world. You can also witness butterflies emerging from their chrysalides.

BUTTERFLY RELEASE

For an additional cost, you may include a butterfly release as part of your event in the Wings of the Tropics Conservatory (limited hours only). This special moment is a great opportunity for photographs and will surely impress your guests! Butterflies are presented in a decorative container and released by you or your guests. Butterfly Pavilion does not provide a zookeeper for your guests. Please be advised that the butterflies should not be touched and that their behavior is unpredictable.

Pricing

15 Butterflies $50

25 Butterflies $100

35 Butterflies $125

ROSIE ENCOUNTER $50

Have our star resident, Rosie the Chilean rose-haired tarantula, make a special guest appearance at your event. Rosie will be handled by a trained staff member and is a great photo opportunity for guests! 30 minutes.

RENTAL DETAILS INCLUDING SET-UP AND  
BREAKDOWN INFORMATION  
All events require a minimum $250 refundable damage deposit. Each rental includes access to our inventory of tables and chairs (200 white plastic folding chairs, 18 (6 ft.) rectangular banquet tables, 10 (6 ft.) round tables, 2 (8 ft.) rectangular banquet tables for food/beverage, and 1 (48”) round table).

**Butterfly Pavilion Set up/Teardown Service**

The Butterfly Pavilion team is now offering an Event Set Up/Teardown service to our valued clients:

***Set Up $200***

Includes set up of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor set up must be completed by the Client. Floorplan of set up must be sent to Events Manager no later than (1) week prior to event.

***Teardown $250***

Includes teardown of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor teardown must be completed by the Client. This service also includes cleaning of the Warming Kitchen.

It is important to note that your complete rental time must include time for all set-up, the celebration, and breakdown/clean-up. You must also allow adequate set-up/clean-up time for your caterer prior to the event.

Butterfly Pavilion closes at 5 pm daily; all events held after 5pm must remain contained within the agreed-upon rental space. Exhibits are available in the evening at an additional charge (see above).

If you do not wish to purchase the Set Up/Teardown services, please note that the client will be responsible for all set up and teardown of event within the allotted timeframe (including tables, chairs, kitchen clean up, and trash).

PATIO  
If the Patio space is a part of your rental, tenting is available through Butler Rents for an additional fee. A 20’x40’ tent is standard for our space, and will be set up 20 feet from the building. As a preferred vendor, Butler Rents offers a 10% discount off their products when you have your event at Butterfly Pavilion and also provides a 50% discount on delivery fees to our facility.

PREFERRED VENDORS

The Butterfly Pavilion works with a number of Preferred Vendors who can transform your event into a WOW event! Please ask to see our list of Preferred Vendors. There is a $150 fee for clients that do not use our preferred vendor catering and bakery partners.

ALCOHOLIC BEVERAGES

All adult beverages and liquor must be purchased from and served by Butterfly Pavilion. Our Private Events Manager will work with you to determine a bar package that best fits your budget and needs. There is a $150 charge per Bartender (1 Bartender per 100 guests).

SECURITY

All events happening after 5:00pm or that include Alcohol must have Security. The charge for Security is $200

**Corporate Events & Meetings at Butterfly Pavilion**

Butterfly Pavilion provides a unique space for meetings and parties throughout the year. Our 2,200 square foot ballroom has hardwood floors with large windows overlooking our patio, beautiful Discovery Garden, and Jefferson County Open Space. The ballroom accommodates 150 seated guests or 200 guests cocktail reception style, (with additional space on the patio for 100 guests) and comes equipped with wireless internet, a podium, whiteboard and presentation screen. The facility also includes an internal sound system with a handheld wireless microphone to use for presentations or toasts (ballroom only), and capability to connect an MP3 Player/iPod to pipe music throughout the ballroom and patio and access to our residential-sized warming kitchen that provides a great spot for serving box lunches, buffets, or a warm meal.

Enjoy hosting your event at Butterfly Pavilion while knowing your company is making a positive impact in our community and beyond. Butterfly Pavilion is a nonprofit organization that rents our space as a means to financially support our mission of education and conservation. Your rental fees go directly back to our organization to support our educational programming for over 50,000 school children and partnerships with sustainable butterfly farms worldwide. Hosting your event at Butterfly Pavilion helps to create a sustainable future in both our local and global communities.

*Corporate Daytime Package*

(Monday – Friday Only, 8:00am-5:00pm)

Includes use of half or full ballroom, one hour for set up, one hour for teardown, white folding chairs, tables, full A/V capabilities, and admission for each guest to experience all four of the Butterfly Pavilion exhibits (9:00am-5:00pm).

Half Ballroom (up to 65 people)

2 Hour Event $750

4 Hour Event $1,000

Full Ballroom (up to 150 people)

2 Hour Event $1,200

4 Hour Event $1,400

Evening Full Facility Rental $3,500

(Events starting after 5:00pm)

For a truly magical experience, consider renting the entire facility. This special opportunity allows your guests to exclusively enjoy every square inch of the facility without the public present. Mingle throughout of full-staff interactive and educational exhibits for 2 hours.

A full facility rental includes access to four exhibits areas (for two hours) including our 7,000 square foot Wings of the Tropics Conservatory with 1,600 free-flying butterflies, two classrooms, the ballroom, and the patio; for an additional charge, the gift shop may also be made available to your guests. Integrate your theme throughout the museum and then enjoy dancing and dinner in the ballroom. A full facility provides family fun, kids-only space and adult-friendly entertainment space for 7 hours. Each additional hour is $350.

CLASSROOM RENTALS

(Monday-Friday Only, 8:00am-5:00pm)

For groups under 25 people, we offer our Classrooms for you to use as a space for staff retreats, group meetings, or seminars.

Classroom Rate

4 Hour Rental $250

8 Hour Rental $500

The classroom rental includes admission for each guest to experience all four of the Butterfly Pavilion exhibits (9:00am-5:00pm). A/V capabilities may be available for an additional fee.

ADD ONS

ADDITIONAL EXHIBITS $200  
(per exhibit for 2 hours. Evening Full Facility Events Only)  
**Crawl-A-See-Em**  
Get eye-to-eye with leaf insects, scorpions, beetles, and millipedes; even hold our popular tarantula, Rosie! Includes one-on-one zookeeper time.  
**Water’s Edge:**  
You’ve heard of a petting zoo—try our touch tank! Touch live sea star and horseshoe crabs! Includes one-on-one zookeeper time.  
**Invertebrate World**

Gaze upon our carnivore tower and learn all about extreme animals!  Get your hands dirty and explore our dug out where you can hold some of our animal residents

**Wings of the Tropics Conservatory**

Explore our 7,200 square-foot tropical rainforest, home to more than 1,600 live butterflies and over 200 plant species from around the world. You can also witness butterflies emerging from their chrysalides.

BUTTERFLY RELEASE

For an additional cost, you may include a butterfly release as part of your event in the Wings of the Tropics Conservatory (limited hours only). This special moment is a great opportunity for photographs and will surely impress your guests! Butterflies are presented in a decorative container and released by you or your guests. Butterfly Pavilion does not provide a zookeeper for your guests. Please be advised that the butterflies should not be touched and that their behavior is unpredictable.

Pricing

15 Butterflies $50

25 Butterflies $100

35 Butterflies $125

ROSIE ENCOUNTER $50

Have our star resident, Rosie the Chilean rose-haired tarantula, make a special guest appearance at your event. Rosie will be handled by a trained staff member and is a great photo opportunity for guests! 30 minutes.

RENTAL DETAILS INCLUDING SET-UP AND  
BREAKDOWN INFORMATION  
All events require a minimum $250 refundable damage deposit. Each rental includes access to our inventory of tables and chairs (200 white plastic folding chairs, 18 (6 ft.) rectangular banquet tables, 10 (6 ft.) round tables, 2 (8 ft.) rectangular banquet tables for food/beverage, and 1 (48”) round table). Each evening rental provides entrance for all guests for one hour into our Wings of the Tropics Conservatory.

**Butterfly Pavilion Set up/Teardown Service**

The Butterfly Pavilion team is now offering an Event Set Up/Teardown service to our valued clients:

***Set Up $200***

Includes set up of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor set up must be completed by the Client. Floorplan of set up must be sent to Events Manager no later than (1) week prior to event.

***Teardown $250***

Includes teardown of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor teardown must be completed by the Client. This service also includes cleaning of the Warming Kitchen.

It is important to note that your complete rental time must include time for all set-up, the celebration, and breakdown/clean-up. You must also allow adequate set-up/clean-up time for your caterer prior to the event.

Butterfly Pavilion closes at 5 pm daily; all events held after 5pm must remain contained within the agreed-upon rental space. Exhibits are available in the evening at an additional charge (see above).

If you do not wish to purchase the Set Up/Teardown services, please note that the client will be responsible for all set up and teardown of event within the allotted timeframe (including tables, chairs, kitchen clean up, and trash).

PREFERRED VENDORS

The Butterfly Pavilion works with a number of Preferred Vendors who can transform your event into a WOW event! Please ask to see our list of Preferred Vendors. There is a $150 fee for clients that do not use our preferred vendor catering and bakery partners.

ALCOHOLIC BEVERAGES

All adult beverages and liquor must be purchased from and served by Butterfly Pavilion. Our Private Events Manager will work with you to determine a bar package that best fits your budget and needs. There is a $150 charge per Bartender (1 Bartender per 100 guests).

SECURITY

All events happening after 5:00pm or that include Alcohol must have Security. The charge for Security is $200

**Weddings & Civil Unions at Butterfly Pavilion**

Welcome to Butterfly Pavilion! Our gorgeous and versatile event venue is just a fifteen minute drive from downtown Denver, but feels like a world away. From a lush rainforest with 1,600 free flying exotic butterflies and an amphitheater next to a trickling creek, to a spacious ballroom and open patio overlooking a soft palette of colorful annuals, there are many beautiful and unique locations for your ceremony, reception, or civil union.

Butterfly Pavilion also accommodates engagement pictures, bridal showers, rehearsal dinners, and day after brunches…and is a great place to entertain out of town guests.

Enjoy the beauty and comfort of a truly multipurpose venue while knowing your event is making a positive impact in our community and beyond. Butterfly Pavilion is a nonprofit organization that rents our space as a means to financially support our mission of education and conservation. Your rental fees go directly back to our organization to support our educational programming for over 50,000 school children and partnerships with sustainable butterfly farms worldwide. Hosting your event at Butterfly Pavilion helps to create a sustainable future in both our local and global communities.

CEREMONY SITES

All ceremonies include two hours of set up time, one hour actual ceremony time, one hour teardown time, two dressing rooms (available after 4:30pm), tables, and white folding chairs. Each additional hour is $150.

Wings of the Tropics Conservatory $600

Accommodates up to 100 guests and is only available after 5:00pm

Outdoor Options $1,000

Intimate Gazebo: accommodates up to 20 guests

Large Gazebo: accommodates up to 200 guests

Amphitheater: accommodates up to 200 guests with stadium seating

Patio: accommodates up to 200 guests

RECEPTION SITES

All receptions include two hours for set up, four hours of reception time, one hour of teardown time, two dressing rooms (available after 4:30pm) use of our residential warming kitchen, white folding chairs, and tables, one hour of viewing of the Wings of the Topics Conservatory. Each additional hour is $150.

Ballroom $1,750

Accommodates up to 150 seated or 200 reception style

Ballroom & Patio $2,500

Accommodates up to 200 seated, or 250 reception style

PACKAGES

Both packages include two hours for set up, one hour for teardown, two dressing rooms (available after 4:30pm), use of our residential warming kitchen, white folding chairs, and tables. Each additional hour is $150.

*Butterfly Package $2,850*

This package includes a one hour ceremony in our lush and tropical Wings of the Tropics Conservatory and a three hour reception in the ballroom, with full access to the patio.

*Outdoor Celebrations Package $3,100*

Have a beautiful one hour ceremony and a three hour reception in the Ballroom, and Patio, plus allow your guests one hour access to view our Wings of the Tropics Conservatory.

*FULL FACILITY EVENT PACKAGE $3,500*

Full Facility Wedding Ceremony & Reception

This package includes two hours of set up time, one hour for teardown, six hours of ceremony and reception time, full access to all of our staffed exhibits for two hours, two dressing rooms (available after 4:30pm), use of our white folding chairs, tables, access to our residential warming kitchen. Each additional hour is $250.

INCLUDED AMENITIES

Dressing Rooms

Butterfly Pavilion offers two dressing rooms, available after 4:30pm. The dressing rooms are a private classroom space with a full length mirror, tables and chairs.

Rehearsal Time

Wedding rehearsals are a maximum of one hour, and are scheduled during business hours Monday through Friday, between 9:00am and 5:00pm. Rehearsals are offered at no charge as a courtesy for our clients. Rehearsals are scheduled based upon availability.

Residential Warming Kitchen

The kitchen is available for caterers/vendors and includes a dual-oven stove, industrial-sized refrigerator, dishwasher, ice machine, and a large preparation counter. Please note: this amenity is only included in certain rentals as specified. Please note: there is a $250 fee for clients that do not use our preferred vendor catering and bakery partners.

Alcoholic Beverages

All adult beverages and liquor must be purchased from and served by Butterfly Pavilion. Our Private Events Manager will work with you to determine a bar package that best fits your budget and needs. There is a $150 charge per bartender (1 Bartender per 100 guests).

ADD ONS

ADDITIONAL EXHIBITS $200  
(per exhibit for 2 hours)  
**Crawl-A-See-Em**  
Get eye-to-eye with leaf insects, scorpions, beetles, and millipedes; even hold our popular tarantula, Rosie! Includes one-on-one zookeeper time.  
**Water’s Edge:**  
You’ve heard of a petting zoo—try our touch tank! Touch live sea star and horseshoe crabs! Includes one-on-one zookeeper time.  
**Invertebrate World**

Gaze upon our carnivore tower and learn all about extreme animals!  Get your hands dirty and explore our dug out where you can hold some of our animal residents

**Wings of the Tropics Conservatory**

Explore our 7,200 square-foot tropical rainforest, home to more than 1,600 live butterflies and over 200 plant species from around the world. You can also witness butterflies emerging from their chrysalides.

Butterfly Release

For an additional cost, you may include a butterfly release as part of your event in the Wings of the Tropics Conservatory. This special moment is a great opportunity for photographs and will surely impress your guests! Butterflies are presented ina decorative container and released by you or your guests. Butterfly Pavilion does not provide a zookeeper for the release. Please be advised that the butterflies should not be touched and that their behavior is unpredictable.

Pricing

15 Butterflies $50

25 Butterflies $100

35 Butterflies $125

Rosie Encounter $50

Have our star resident, Rosie the Chilean rose-haired tarantula, make a special guest appearance at your event. Rosie will be handled by a trained staff member and is a great photo opportunity for guests! 30 minutes.

RENTAL DETAILS INCLUDING SET-UP AND  
BREAKDOWN INFORMATION  
All events require a minimum $250 refundable damage deposit. Each rental includes access to our inventory of tables and chairs (200 white plastic folding chairs, 18 (6 ft.) rectangular banquet tables, 10 (6 ft.) round tables, 2 (8 ft.) rectangular banquet tables for food/beverage, and 1 (48”) round table). Each evening rental provides entrance for all guests for one hour into our Wings of the Tropics Conservatory.

**Butterfly Pavilion Set up/Teardown Service**

The Butterfly Pavilion team is now offering an Event Set Up/Teardown service to our valued clients:

***Set Up $200***

Includes set up of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor set up must be completed by the Client. Floorplan of set up must be sent to Events Manager no later than (1) week prior to event.

***Teardown $250***

Includes teardown of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor teardown must be completed by the Client. This service also includes cleaning of the Warming Kitchen.

It is important to note that your complete rental time must include time for all set-up, the celebration, and breakdown/clean-up. You must also allow adequate set-up/clean-up time for your caterer prior to the event.

Butterfly Pavilion closes at 5 pm daily; all events held after 5pm must remain contained within the agreed-upon rental space. Exhibits are available in the evening at an additional charge (see above).

If you do not wish to purchase the Set Up/Teardown services, please note that the client will be responsible for all set up and teardown of event within the allotted timeframe (including tables, chairs, kitchen clean up, and trash).

PATIO

If the patio space is a part of your rental, tenting is available through Butler Rents for an additional fee. A 20’x40’ tent is standard for our space, and weill be set up 20 feet from the building. AS a preferred vendor, Butler Rents offers a 10$ discount off their producrs when you have your event at Butterfly Pavilion and also provides a 50% discount on delivery fees to our facility.

PREFERRED VENDORS

The Butterfly Pavilion works with a number of Preferred Vendors who can transform your event into a WOW event! Please ask to see our list of Preferred Vendors. There is a $150 fee for clients that do not use our preferred vendor catering and bakery partners.

SECURITY

All events happening after 5:00pm or that include Alcohol must have Security. The charge for Security is $200

**Holiday Parties at Butterfly Pavilion**

Experience Butterfly Pavilion in a whole new light at night!

Host the most unique holiday party in Colorado! For a limited time only, Butterfly Pavilion’s bright and festive annual holiday lighting fixtures are on full display for private holiday events. Your guests will experience a fantastical indoor lighted journey complete with a visit to our twinkling tropical rainforest and a larger-than-life LED sculptures!

For select nights in December and January experience all four of our amazing exhibits, glowing with our Living Lights installations, including Crawl-A-See-Em, Water’s Edge, Invertebrate World, and the twinkling oasis, Wings of the Tropics! Our 2,200 square-foot ballroom has an attached warming kitchen, wireless internet, and full A/V capabilities.

Rentals Support our Mission

Enjoy the beauty and comfort of a truly multipurpose venue while knowing your event is making a positive impact in our community and beyond. Butterfly Pavilion, a 501(c)3 nonprofit organization, event rental fees directly support our mission of education and conservation, providing educational programming for over 50,000 school children and allowing partnerships with sustainable butterfly farms worldwide, impacting both local and global communities.

Silver Bells Package $2,100

Our Silver Bells Package includes two hours of set up time, 3 hour event time, one hour tear down, full A/V capabilities, and security for your event. The ballroom accommodates up to 150 guests seated or 200 guests reception style. This package also includes admission to the Butterfly Pavilion’s Living Lights exhibits (until 9:00pm). Each additional event hour is $150.

RENTAL DETAILS INCLUDING SET-UP AND  
BREAKDOWN INFORMATION  
All events require a minimum $250 refundable damage deposit. Each rental includes access to our inventory of tables and chairs (200 white plastic folding chairs, 18 (6 ft.) rectangular banquet tables, 10 (6 ft.) round tables, 2 (8 ft.) rectangular banquet tables for food/beverage, and 1 (48”) round table). Each evening rental provides entrance for all guests for one hour into our Wings of the Tropics Conservatory.

**Butterfly Pavilion Set up/Teardown Service**

The Butterfly Pavilion team is now offering an Event Set Up/Teardown service to our valued clients:

***Set Up $200***

Includes set up of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor set up must be completed by the Client. Floorplan of set up must be sent to Events Manager no later than (1) week prior to event.

***Teardown $250***

Includes teardown of the Butterfly Pavilion’s tables and chairs in the Ballroom, Patio, and/or Ceremony Spaces. All décor teardown must be completed by the Client. This service also includes cleaning of the Warming Kitchen.

It is important to note that your complete rental time must include time for all set-up, the celebration, and breakdown/clean-up. You must also allow adequate set-up/clean-up time for your caterer prior to the event.

Butterfly Pavilion closes at 5 pm daily; all events held after 5pm must remain contained within the agreed-upon rental space. Exhibits are available in the evening at an additional charge (see above).

If you do not wish to purchase the Set Up/Teardown services, please note that the client will be responsible for all set up and teardown of event within the allotted timeframe (including tables, chairs, kitchen clean up, and trash).

**CATERING**

Catering Options are available from Bender’s Bar & Grill

ALCOHOL

All adult beverages and liquor must be purchased from and served by Butterfly Pavilion. Our Private Events Manager will work with you to determine a package that best fits your budget and needs. There is a $150 charge per bartender (1 Bartender per 100 guests).