

Cambridge Butterfly Conservatory is the ideal location for a variety of daytime social events such as baby & bridal showers, anniversary parties, birthday parties, as well as memorials & celebrations of life.

**This package is available for 10 to 25 guests.**

*\*Event capacity is dependent on the size of household groups within the proposed guest list*

## Room Rental Costs

Number of Guests	Rental Rate (+HST)
10 - 14 guests	\$400
15 - 19 guests	\$450
20 - 25 guests	\$500

*\* Room capacity is dependent on the size of household groups to ensure that proper physical distancing can be accommodated*

## This package includes:

- Private room rental from 1pm-4pm, and admission into the Conservatory between 4pm-5pm for all of your guests.
- A Cambridge Butterfly Conservatory staff member to service your event.
- Tables, chairs, dishes, flatware, and glasses.
- Additional gift & games tables available upon request.
- White linens and your choice of napkin colour.
- Custom floor plan arranged to accommodate physical distancing.
- Set up and tear down by Cambridge Butterfly Conservatory staff.
- Antique tea cups are available for use upon request.

## General Policies:

- This package and pricing is valid for events that are booked and take place before March 1<sup>st</sup>, 2020.
- This pricing and menu is only available for new bookings.
- A non-refundable deposit of \$250 and a signed contract are required to book a date.
- Final payment of the remaining balance is due 10 days before the event date. Final numbers, menu selections, dietary restrictions, and payment must be confirmed at least 10 days prior to the event. Within 10 days of the event date, numbers cannot be decreased. A request for increase in guest numbers will be approved at the discretion of Cambridge Butterfly Conservatory.
- Clients may arrive half an hour early prior to their event start time to set up any items not provided by our facility (more time may be requested, subject to availability).
- All room rentals require a food order from one of our menus.

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## General Policies (continued)

- All food and beverage is subject to a 15% gratuity charge plus applicable taxes.
- Alcohol service is not permitted during daytime rentals.
- Outside food is not permitted in the facility with the exception of cake or cupcakes from a licensed bakery. Cake or cupcakes should be delivered as close to 1pm as possible on the event date. Cambridge Butterfly Conservatory does not offer refrigeration for these items. Cake or cupcakes will be served to the tables, for an additional cake cutting fee of \$1/person.
- Additional time is available at a cost of \$100/hour, until 5pm.
- After 5pm, additional hours are \$300/hour (subject to availability).

## Health & Safety Policies & Procedures

**We are committed to the health and safety of our staff and visitors. We have made some changes to how we conduct our weddings and events in our facility to keep everyone safe and healthy. Cambridge Butterfly Conservatory is acting in accordance with the Government of Ontario's guidelines for Phase 3 reopening, as mandated by the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.**

- All guests will be actively screened before entering the facility and will be required to sign a Compliance Agreement & Attestation Form.
- Masks are required by law for all attendees and guests onsite. Masks or face coverings must be worn in a manner that covers the mouth, nose, and chin during any period while indoors.
- Cambridge Butterfly Conservatory staff will wear face coverings at all times.
- During the event, masks may only be removed once guests are seated and eating at their assigned seat.
- All guests must remain seated at their assigned seat while eating or drinking.
- All food and beverage will only be served to the tables (no buffet service).
- Physical distancing of at least 6 ft. is required at all times with people outside of your household.
- For indoor daytime events, a maximum of 25 guests are permitted, as long as physical distancing requirements can be met, based on the household groups within the proposed guest list.
  - While we can accommodate events for up to 25 guests, our Wedding & Event Team will determine capacity on a case-by-case basis, understanding that seating plans must ensure that guests are seated at an assigned seat, within their own household and that tables are adequately spaced to allow for proper physical distancing.
- A proposed guest list must be sent to the Wedding & Event Team in advanced that includes household groups, and assigned seating is required to create a floor plan that allows for physical distancing.

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## COVID-19 Health & Safety Policies & Procedures: Social Events (continued)

- Contact information is required for all guests in attendance to ensure that contact tracing information is available, as advised by Public Health.
- Any guests showing cold or flu-like symptoms, that have been in contact with someone with COVID-19, or have travelled internationally within 14 days of the event date are asked to stay home.
- All current Public Health guidelines, including gathering size limits, must be followed.
- If Cambridge Butterfly Conservatory is required to temporarily close by law or is unable to host events due to government restrictions, the event will be postponed to a later date, and payments towards the events will be transferred to the new wedding date.
- Cambridge Butterfly Conservatory requires that clients share the COVID-19 Health & Safety Policies & Procedures with all guests in advance of the event date. For the most up-to-date guest policies, visit [www.cambridgebutterfly.com/wedding-event-covid-policies/](http://www.cambridgebutterfly.com/wedding-event-covid-policies/)

**Cambridge Butterfly Conservatory will be evaluating our Health & Safety Commitments on an ongoing basis. Please note: these policies are subject to change as the public health situation surrounding COVID-19 evolves.**

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### Contact:

The Wedding & Event Team  
(519) 653-1234 x 112  
events@cambridgebutterfly.com

### Cambridge Butterfly Conservatory

2500 Kossuth Road  
Cambridge, ON N3H 4R7  
www.cambridgebutterfly.com

# Menu Selections

Items are priced per person, and plated and served to your guests.

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## Option #1

\$22/person

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### Sandwiches (select two, guests will receive half of each selection)

Turkey, apple, cranberry & cheddar sandwich on a ciabatta bun

Chicken salad sandwich on an artisan bun with greens

Egg salad sandwich on a croissant with greens

Falafel wrap with beet hummus, greens, and tzatziki

Caprese croissant sandwich with tomato, pesto, and mozzarella

### Soup or Salad (select one)

Garden Salad

Chef's Selection Seasonal Soup

### Dessert (select one)

Trio of Dessert Squares

Cheesecake with caramel drizzle or fruit compote

### Beverages

Eska Water Bottle or Perrier Sparkling Water

Coffee & Tea

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## Option #2

\$20/person

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### Entrée

Quiche

### Soup or Salad (select one)

Garden Salad

Chef's Selection Seasonal Soup

### Dessert (select one)

Trio of Dessert Squares

Cheesecake with caramel drizzle or fruit

### Beverages

Eska Water Bottle or Perrier Sparkling Water

Coffee & Tea





Photos courtesy of Tisha Delaney