

Event Guide



Wedding Reception: Up to 200 Guests Indoors

- ◆ Private access to the Botanical Gardens (6pm-12am)
- ◆ Ceremony & Reception packages
- ◆ Onsite coordinator



Gazebo



Greenhouse 10



Greenhouse 11

Wedding Ceremony:

Up to 120 Guests Indoors

Times: 11am-1pm, 1pm-3pm, 3pm-5pm

- ◆ Use of the Botanical Gardens tables, chairs, speaker, wireless microphone, and podium
- ◆ Choice of indoor or outdoor location during warmer months with both locations reserved in case of inclement weather



Event Guide

Shower, Luncheon or Afternoon Party:

- ◆ Private access to House 10 or House 11 for 3 hours
- ◆ 9am-12pm or 12:30pm-3:30pm



Greenhouse 10

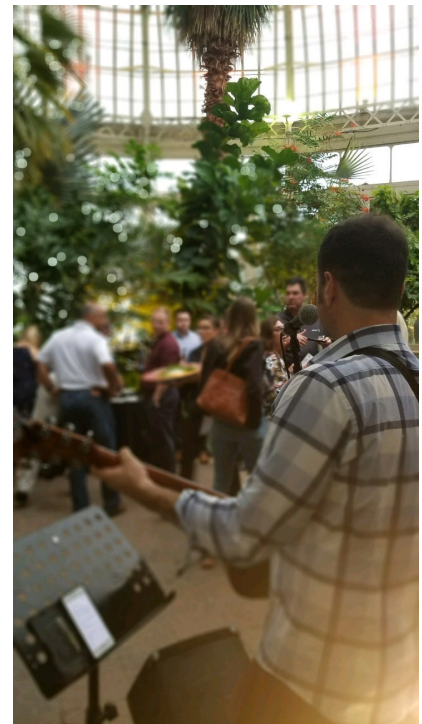


Weeknight Event:

- ◆ Private access to the venue 6pm-9pm Sunday-Friday



Main Palm Dome

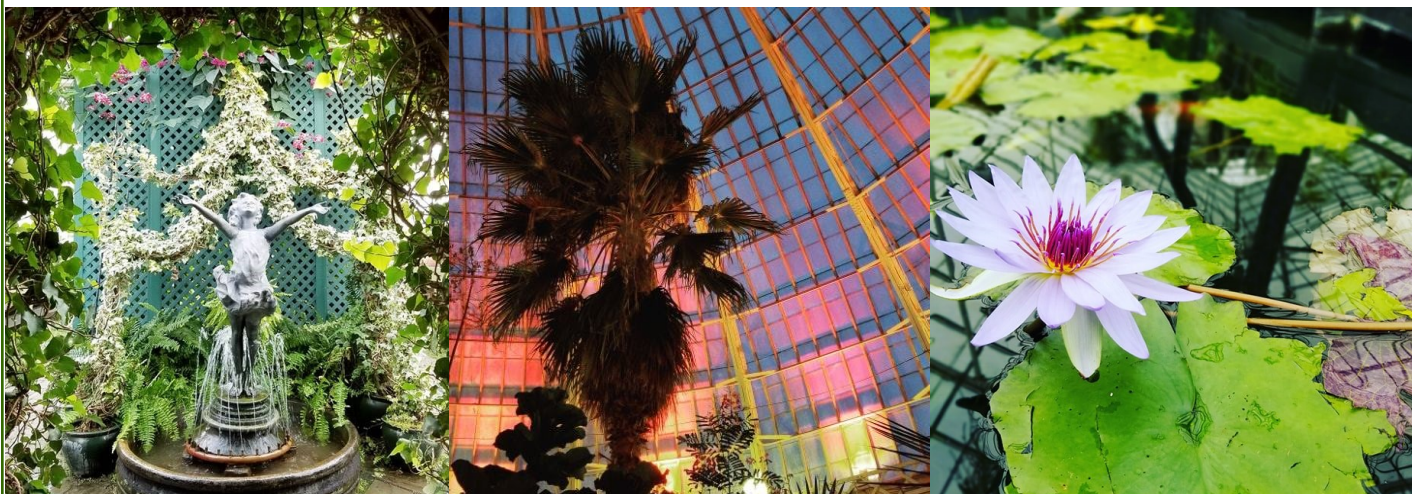


Photography Sessions:

- ◆ 6-20 people (including all photographers and assistants)
- ◆ Booked during business hours 10am-4pm (public access)

Buffalo and Erie County Botanical Gardens Society, Inc. * 2655 South Park Avenue * Buffalo, NY 14218
Phone: 716.827.1584 ext. 220 * www.buffalogardens.com * events@buffalogardens.com

Guidelines



FACILITY COORDINATOR

There will be a qualified member of the private event team dedicated to your event. They will work with you and the caterer to schedule arrival and departure times for all of your onsite vendors. They will create a floor layout that accommodates your caterer, guests and yourself. This includes all food and beverage, security, officiant, DJ, florist, but does not include vendors such as limo. Our coordinator will supervise your event's set-up and direct any maintenance or security needs. Only your designated coordinator may give direction to Botanical Gardens staff during your event.

DECORATIONS

We will be happy to assist with your decorations day of your event. We request that they are delivered during your rehearsal and are pre-assembled and out of the original packaging. We dedicate 30 minutes of one staff members time to your decorations. If your decorations require longer, we charge \$50 for every additional half hour. We do not allow feathers including boas, candy in wrappers, confetti, glitter, rice, bird seed or FAKE flower petals.

RENTALS

Our event staff will work with you to assess your needs for additional tables, chairs, fans or accessories. The Botanical Gardens availability for drop off and pickup of rentals will depend on other events scheduled around your date. Our staff will place the rentals in and around the Botanical Gardens based on your agreed upon site map. We will not build or assemble rentals, the rental company must do so.

GREENHOUSE

Please keep in mind our space is an active greenhouse. We are host to many plants and insects. Our space thrives on sunlight, heat and humidity. It can become very warm and rain can sprinkle through our vents. We do our best to offset this by keeping a clean catering space and having fans throughout.

RUN OF SHOW

We will work with you to create a timeline for day of your event. Please understand we book back to back events and you may not arrive before the agreed upon times.

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Caterers

Curly's Grille & Banquet Center

Jill Deibel
716-824-9716
jill@curlysgrille.com
curlysgrille.com

Fat Bob's

Bridget Ryan
(716)-887-2971

Ilio DiPaolo's

Dorothy Reyna
(716) 825-3675
ilios-
banquets@aol.com
Iliodipaolos.com



Michael's Catering & Banquets

Stephanie Hostettler
(716) 649-4038

Occasions by Osteria

Alyssa Sumers
(716) 858-3118
alyssa@osteriabuffalo.com
occasionswny.com



Oliver's

Jeannine Ruffino
(716) 877-9662
jeannine.oliverscatering@gmail.com
Oliverscuisine.com

Salvatore's Italian Gardens

Josette Salvatore-Hickey
716-683-7990
josettesalvatore@salvatores.net
salvatores.net

Tonawanda Castle Catering

Kelli Hodges
(716)-743-8544
Kelli.tcastle@gmail.com
tonawandacastle.com



Guests must choose from our exclusive list of caterers to supply all food, drink (including alcohol), linens, silverware etc. at additional cost. Outside food and beverage is not permitted, with the exception of dessert. We ask guests to please contact the caterers separately for pricing and menu options.

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