

Georgia Pacific Butterfly House and Teaching Gardens

Papilion Rental Fees

www.cityofmuskogee.com

Weddings/Private Events

Sunday - Thursday \$500/evening after 3PM, up to 6 hours (includes set-up & clean-up)

Friday - Saturday \$750/evening after 3PM, up to 6 hours (includes set-up & clean-up)

Tents for Event Lawn set-up are to be rented from an outside vendor (A&J Tent Rental)

NOTE: The Papilion has a limited number of tables and chairs available for rental. Please inquire.

*Staking of tents done **only** with staff supervision, **NO staking IN the Event Lawn TURF.***

*Non-refundable \$100 deposit to reserve the date

*Credit Card # kept on file and will be charged if rental exceeds agreed on time/hours.

Rental includes:

- Full access to Papilion facilities for your guests during agreed on rental hours.
(Butterfly House closed at sunset. Children must be supervised at all times by an adult when in garden and/or Butterfly House)
- If allowed access to facility prior to rental hours, renter **MUST** be respectful to/not interfere or affect Papilion visitors and Papilion business operations.
NOTE: following COVID19 CDC guidelines/ City of Muskogee City Council resolution July 2020, MASKS must be worn when inside city facilities during business hours. Thank you in advance for your cooperation.
- Use of Caterer's Kitchen: refrigerator, freezer, microwave, sink.
(You may be able to deliver food/decorations prior to your rental time. Please ask about specifics)
- Bride's Room for bride and attendants (room size: 12'x24')
- Two hour Pre-wedding Photography Session with your personal photographer, scheduled during regular hours of operation.
- One-hour Rehearsal - may be scheduled during regular hours of operation. (Rehearsals must not conflict with other garden activities. It may not be possible to schedule a rehearsal on the day before your wedding date.) **After-hour Rehearsal charge: \$50/hour**
- Renter is required to pick up all trash (trash bags provided) and remove all decorations/belongings/etc. before leaving facility. If you need to make other arrangements to remove larger decorations, please discuss with us in advance.
- Each additional hour of use over 6 hours, \$100/hour charge **(Park curfew 11pm)**
- **City of Muskogee Honor Heights Park Wedding Permit (\$30 fee)- fee waived**
- **If event cancelled for inclement weather, all fees paid will be reimbursed, except for the non-refundable \$100 reservation deposit.**
- **RENTAL BALANCE PAID IN FULL ONE WEEK PRIOR TO RENTAL DATE.**

Celebration of Life/Memorial Butterfly Release

Cost based on butterfly availability. Please call for details.

Honor Heights Park, Muskogee, OK Monday-Saturday 9am-3pm, Sunday 1pm-4pm

Simple Wedding

The Papilion Butterfly House is perfect for simple, intimate weddings *during regular hours of operation*. Your rental includes convenience of nearby parking lots, large clean restrooms, and availability of Papilion staff. Rental costs based on your usage of:

- Ceremony anywhere in the Papilion Garden or Butterfly House (no chairs, standing only)
- Admission for up to 10 guests (\$2-3/additional persons)
- \$50 Sunday -Thursday, \$75 Friday - Saturday
- Lower Garden Pavilion use, up to 4 hours, additional \$50 charge
- Bride's Room use, up to 4 hours, additional \$50 charge

Group Use

The Lower Garden Pavilion can be used for meetings, luncheons or receptions. A charge of \$75 provides admission for 10 guests and use of the lower garden Pavilion *during regular hours of operation*. (\$3/additional person) *Seating capacity is limited to 40.*

Birthday Parties - *during regular hours of operation*

Simple Birthday - \$75 includes admission for 10 guests and use of the Lower Garden Pavilion or Children's Garden patio for up to 4 hours. (\$2-3/additional person)

Butterfly Release Birthday - \$150 includes admission for 10 guests, use of Lower Garden Pavilion for up to 4 hours, and release of 10 new butterflies in the Butterfly House. Please give 2-3 weeks advance notice. (\$10/additional person, includes butterfly release)

Garden Room - *after hours of regular operation*

\$200 for 4 hrs. **\$50 deposit to reserve the date.**

RENTAL FEE Balance PAID IN FULL ONE WEEK PRIOR TO RENTAL DATE

Capacity: 50 Atrium: 15'x50' Catering Kitchen: 12'x15'

- **Your rental begins and ends on the agreed times as stated in your rental agreement. Rental hours include Set-Up and Clean-Up time.**
- Lessee and any service providers are responsible for removing all decorations and gathering trash to an area designated by staff, at the end of your contract time. Trash bags supplied.
- Do not remove tables and chairs from building, unless you are renting them from the Papilion.
- Do not put thumbtacks, staples or tape on walls or ceiling. Dorm tape available on request.
- NO SMOKING. (By ordinance, City of Muskogee parks and facilities are Smoking and Vapor Free.)

Use of outside space can be added to this rental. Private Event guidelines/rules apply.

(Total 4hr rental cost: \$350 Sunday - Thursday, \$500 Friday-Saturday)

*** Credit Card # kept on file and will be charged if rental exceeds agreed on time/hours.**

All fees received from rental use are used to further develop and maintain this facility.

918-684-6303 Facebook: Butterfly Papilion at Honor Heights