

BUTTERFLY PAVILION
PRIVATE EVENTS



MEETINGS | PARTIES | WEDDINGS

2026 PRICING SHEET FOR EVENT SPACES + EXHIBITS

While Butterfly Pavilion is open to the public from 9:00 a.m. – 5:00 p.m. daily, our unique venue can support private events during the day, after-hours or a hybrid event timeframe.

Peak Months: April through October

Off-peak Months: November through March

Cost Categories:

- **Rental Fee:** This is the reservation rate total for each contracted event space + exhibit.
- **Labor:** While our event packages typically include a Venue Manager, the scale + scope of your private event ultimately determines your labor needs and cost.
- **Set+Strike Fee:**
 - Clients may not handle venue furniture.
 - If your licensed + insured caterer is unwilling to setup, breakdown and store (“set+strike”) our venue furniture and perform required post-event cleaning/trash removal tasks as outlined in Schedule C of our Private Event Agreement (PEA), or you are self-catering your event, then your Venue Manager will need to arrange for a team to perform these tasks and one of the following fees will apply based on your projected attendance.
 - **Up to 50 people:** \$250
 - **51-99 people:** \$350
 - **100+ people:** \$500 minimum (*Your reserved event spaces/exhibits ultimately determine this fee.*)
- **Security:** For events with 75+ people or alcohol service, at least (1) security guard is required.S
 - Each unarmed security guard is \$225 for a 4-hour minimum, after which an hourly fee will apply.
 - Your Venue Manager will arrange security for your event.
 - Alternately, you may hire an off-duty Westminster Police Officer/s for your event.
- **Refundable Damage Deposit:** This deposit is 100% refundable, net-30, provided there are no damages.
- **Gratuity + Tax:** none

Make Your Event Unforgettable – Exhibit Rental Fees (*after-hours only*):

Once you select your event’s primary event space/s or package, any of our engaging exhibits can be added on, *after-hours*, for an extra-special touch.

- **Colorado Backyard + Rotating Exhibit:** \$350 per hour; Monday – Sunday
- **Water’s Edge:** \$350 per hour; Monday – Sunday (*includes exhibit staff*)
- **Survival:** \$350 per hour; Monday – Sunday
 - **Madagascar Cockroach Races:** Add on (2) cockroach races to make your event extra-memorable! (\$125)
- **Wings of the Tropics Butterfly Conservatory:** \$550 per hour; Monday – Sunday (*includes exhibit staff + (1) unique butterfly release in the ceremony spot*)
- **Refundable Damage Deposit:** \$500 per exhibit

Retail Shop: \$500 M-S from 5:00 a.m. – 6:00 p.m. (*somewhat flexible on timeframe*)

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Ceremony Rehearsal (1 hour):

- **Monday – Friday between 9:00 a.m. – 4:00 p.m.:** *complimentary*
- **Monday – Friday at/after 5:00 p.m.:** \$100
- **Saturday or Sunday:** \$100
- **Note:** Your Wedding Coordinator must attend + manage your ceremony rehearsal and its participants.

Event or Wedding Coordinator: While our venue does not require that you hire a professional event or wedding coordinator, a levelheaded, organized and responsible person who is ideally not part of your wedding party is necessary. **Responsibilities include:**

- serving as the liaison between you and your event's assigned Venue Manager
- organizing your event + managing your event vendors
- participating in your complimentary 30-day-out walk-through with your vendors and Venue Manager
- **day-of management of event and guests, including:**
 - managing event setup
 - collecting event items, such as décor, cards, gifts, leftover F&B and personal effects, post-event
 - greeting and directing guests as they arrive
 - managing your event and guests
 - communicating with your Venue Manager
 - participating in the required post-event walk-through with your vendors + Venue Manager prior to departing the facility

Venue Furniture Inventory + Table Drape Sizes:

- (150) white cushioned event chairs
- (20) 60"-diameter round tables – 120" round table drape
- (14) 6-foot banquet tables – 90x132" rectangular table drape
- (2) 8-foot banquet tables – 90x156" rectangular table drape
- (10) 31"-diameter highboy tables – 120" round table drape

Table Drapes: You may rent table drapes from Butler Rents or from your caterer, or you may bring your own table drapes onsite, as long as they sufficiently cover the tops of our venue's various tables that are used for your event.

Payment Process:

- Once the Private Events Sales Manager receives both of your signed/dated contracts, they will have the Senior Director of Events & Retail counter-sign/date both documents.
- The Private Events Sales Manager will then email both fully-executed contracts to you and include a secure payment link to pay your event's initial deposit, which is 50% of the Rental Fee Total + 50% of the Damage Deposit Total, or your event's total balance if you are less than 30 days out from your event.
- Two (2) weeks prior to your event date, your Venue Manager will email you a second, secure payment link to pay your event's remaining balance.
- You may also pay via check, which should be made out to **The Rocky Mountain Butterfly Consortium, DBA Butterfly Pavilion** and mailed to **Butterfly Pavilion, Attn. Private Events.**

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Discount Opportunities:

- **Butterfly Pavilion Membership Discount:** If no other discount is applied, a 10% discount on your event's Rental Fee Total will be honored if your Butterfly Pavilion membership is active at the time of booking. (*Does not apply to some event packages.*)
- **Non-profit Discount:** If you are a fellow non-profit, then a 10% discount on your event's Rental Fee Total will be honored, provided no other discount is applied.

Parking:

- Our onsite primary + overflow parking lots provide 144 total spaces.
- Our unique venue can become quite busy both on weekdays + on weekends.
- For daytime private events, keep in mind that both your event attendees + paid patrons will want to park onsite.
- For *after-hours* private events, note that when we close at 5:00 p.m., all remaining paid patrons will vacate our venue and free up onsite parking spaces for your event attendees.
- More complimentary parking is located in the lot in front of The Westin Westminster Hotel as well as to its east, at Christopher Fields.

DAYTIME PRICING

Monarch Hall Reservation:

- **Capacity:** up to 180 people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** largest indoor space; fully-equipped prep kitchen attached; (3) large windows facing the Garden Terrace + Discovery Gardens; neutral color palette; engineered wood floor
- **Rental Fee:** \$350 per hour with a 4-hour minimum
- **Rental Fee Inclusions:**
 - 4 hours of total event time for setup/event/breakdown + cleanup
 - The fee for each additional hour is \$350 per hour until 3:00 p.m., based on availability.
 - Starting at/after 3:00 p.m., the *after-hours* rental fee (*See chart on page 7.*) determines your *new* hourly rate (**Example:** \$3500 rental fee/8 hours=\$437.50 per hour)
 - fully-equipped prep kitchen (countertops/sink/ice maker/microwave/XL refrigerator/stove)
 - AV (projector/XL electronic screen/sound system with (2) wireless handheld microphones and Apple/Android adaptors)
 - high-speed Wi-Fi
 - furniture (150 white cushioned event chairs + various tables + mobile coat rack)
 - directional + ID signage displayed in brushed-nickel floor stands
 - 1-hour Private Event Order (PEO) call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, your caterer (*if applicable*) + your Venue Manager
 - dedicated Events Entrance
 - onsite parking as available (144 total spaces)
- **Labor:**
 - The scale + scope of your event ultimately determines your event's labor fee total.
 - Each private event staff has a 4-hour minimum, after which an hourly fee will apply.
- **Security:** TBD

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- **Refundable Damage Deposit:** \$500

Half of Monarch Hall Package:

- **Capacity:** up to 64 people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** Each half has large windows facing the Garden Terrace + Discovery Gardens and direct access to the attached prep kitchen.
 - **AV in Monarch Hall C:** projector/XL electronic screen/sound system with (2) wireless handheld mics + Apple/Android adaptors
 - **AV for Monarch Hall D:** mobile projector/mobile sound system with (2) wireless handheld mics + Apple/Android adaptors
- **Peak Months Package Price:** \$1700 (*Event cleanup must conclude by 3:00 p.m. on Saturdays.*)
- **Off-peak Months Package Price:** \$1500
- **Package Price Inclusions:**
 - 4 hours of total event time for setup/event/breakdown + cleanup
 - Each additional hour is \$200 per hour, based on availability.
 - fully-equipped prep kitchen (countertops/sink/ice maker/microwave/stove/XL refrigerator)
 - furniture set+strike and post-event cleaning/trash removal
 - **Note:** You will save \$200 if your licensed + insured caterer performs these required tasks for your event.
 - labor (1 Venue Manager)
 - 1-hour PEO call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, your caterer (*if applicable*) + your Venue Manager
 - AV (See options on prior page.)
 - high-speed Wi-Fi
 - furniture (150 white cushioned event chairs + various tables + mobile coat rack)
 - directional + ID signage displayed in brushed-nickel floor stands
 - dedicated Events Entrance
 - onsite parking as available
- **Security:** TBD
- **Refundable Damage Deposit:** \$250

The Garden Terrace:

- **Semi-private Reservation:** If you opt to reserve Monarch Hall D, then you may add on a private reservation of the Garden Terrace so that your guests can enjoy both indoor + outdoor event spaces.
- **Rental Fee:** \$100 per hour, no minimum
- **Refundable Damage Deposit:** \$250
- **Capacity:** 180+ people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** 42' wide x 56' long outdoor patio surrounded by Discovery Gardens; (2) propane-fueled fire pits; can be cordoned off to support a *semi*-private reservation during standard hours of operation.
 - During our typical, daily hours of operation, admission tickets provide paid patrons access to our indoor exhibits + outdoor Discovery Gardens, which surround the Garden Terrace.

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DAYTIME PRICING *(continued)*

Mariposa Meeting Room Package:

- **Capacity:** 50 people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** tall ceilings; wall of windows with blinds; dedicated glass entrance/exit door connected to main sidewalk; secondary door connected to events hallway; projector; pull-down screen
- **Peak Months Package Price:** \$1550
- **Off-peak Months Package Price:** \$1350
- **Package Price Inclusions:**
 - 4 hours of total event time for setup/event/breakdown + cleanup
 - Each additional hour is \$200 per hour, based on availability.
 - labor (1 Venue Manager)
 - 30-minute PEO Call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, caterer (*if applicable*) + Venue Manager
 - furniture set+strike and post-event cleaning/trash removal
 - **Note:** You will save \$200 on your package price if your licensed + insured caterer performs these required tasks for your event.
 - AV (projector/pull-down screen/mobile sound system with (2) wireless handheld microphones and Apple/Android adaptors)
 - high-speed Wi-Fi
 - furniture + mobile coat rack
 - directional + ID signage displayed in brushed-nickel floor stands
 - dedicated Events Entrance
 - onsite parking as available (144 total spaces)
- **Security:** TBD
- **Refundable Damage Deposit:** \$250

Honey Bee Suite Package:

- **Capacity:** 45 people theater-style
- **Features:** nearest the Events Entrance Foyer; shares a door with prep kitchen; projector; white board
- **Peak or Off-peak Months Package Price:** \$950
- **Package Price Inclusions:**
 - 4 hours of total event time for setup/event/breakdown + cleanup
 - Each additional hour is \$100 per hour, based on availability.
 - **Note:** Event cleanup must conclude by 3:00 p.m. on Saturdays in peak months.
 - AV (projector; white board; mobile sound system with (2) microphones; Apple/Android adaptors)
 - *same as Mariposa Meeting Room Package inclusions above*
- **Security:** TBD
- **Refundable Damage Deposit:** \$250

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DAYTIME PRICING *(continued)*

Outdoor Ceremony-only Package: *This package is available during the day or after-hours.*

- **Rental Fee for Monarch Hall D, the Garden Terrace + the Large Gazebo/Lawn in Discovery Gardens:** \$1495
 - **Note:** You may add on the Honey Bee Suite at to serve as a dedicated get-ready/staging/storage/other area, based on availability. (\$100 per hour)
 - Monarch Hall D + the outdoor areas can be accessed from the Honey Bee Suite via the Prep Kitchen, which is connected to Monarch Hall.
- **Total Event Timeframe:** 3 hours (setup/ceremony + photos/strike)
- **Set+Strike Fee:** \$250 for up to 50 people
- **Refundable Damage Deposit:** \$750

AFTER-HOURS PRICING

Primary Indoor + Outdoor Event Spaces Package:

- **Package Prices:**

	Peak Prices	Off-Peak Prices
Monday – Thurs.	\$2800	\$2300
Friday/Sunday	\$3500	\$3000
Saturday	\$4200	\$3700

- Additional event time, event spaces and/or exhibits will incur an additional fee/s.
- **Event Spaces:** indoor Monarch Hall and Prep Kitchen + the Garden Terrace and Discovery Gardens
- **Package Price Inclusions:**
 - 8 hours of total event time for setup/event/breakdown + cleanup
 - **Typical 8-hour Event Timeline:**
 - **3:00 p.m.:** access Monarch Hall + the Prep Kitchen for event setup + Honey Bee Suite for complimentary use
 - **4:00 p.m.:** access the Garden Terrace and Discovery Gardens for event setup
 - **5:00 p.m.:** guests arrive
 - **10:00 p.m.:** event concludes/guests depart
 - You can extend your end time at an hourly rate per your package price. **(Example:** \$3500 package price/8 hours=\$437.50 per hour)
 - **10:00 p.m. – 11:00 p.m.:** breakdown + cleanup/trash removal in all indoor/outdoor event spaces utilized by the event
 - Honey Bee Suite (*complimentary*)
 - AV (projector/XL electronic screen/sound system with (2) wireless handheld mics and Apple/Android adaptors)
 - high-speed Wi-Fi
 - 1 Venue Manager
 - 1-hour PEO Call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, caterer (*if applicable*) + Venue Manager

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AFTER-HOURS PRICING (continued)

- furniture (150 white cushioned event chairs + various tables + mobile coat rack)
- directional + ID signage displayed in brushed-nickel floor stands
- 2 propane-fueled fire pits on the Garden Terrace
- 10% Discount Retail Shop Certificate
- dedicated Events Entrance
- onsite parking as available
- **Labor:** TBD
 - The scale + scope of your event ultimately determines your event's labor fee total.
 - A Venue Manager is an inclusion of this 8-hour total event time package.
 - Each private event staff has a 4-hour minimum, after which an hourly fee will apply.
- **Security:** TBD
- **Refundable Damage Deposit:** TBD
 - **Primary Indoor/Outdoor Event Spaces:** \$1000
 - **Honey Bee Suite/Mariposa Meeting Room/Each Exhibit:** \$500 each

Half of Monarch Hall:

- **Capacity:** up to 64 people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** Sides C + D both have large windows facing the Garden Terrace/Discovery Gardens as well as direct access to the attached prep kitchen.
 - **AV in Monarch Hall C:** projector/XL electronic screen/sound system with (2) wireless handheld mics + Apple/Android adaptors
 - **AV for Monarch Hall D:** mobile projector/mobile sound system with (2) wireless handheld mics + Apple/Android adaptors
- **Rental Fee:** \$200 per hour with a 4-hour minimum until 3:00 p.m.
 - The fee for each *additional* hour is \$200 per hour until 3:00 p.m., based on availability.
 - Starting at/after 3:00 p.m., the *after-hours* rental fee (See chart on page 8.) determines your *new* hourly rate (**Example:** \$3500 rental fee/8 hours=\$437.50 per hour)
- **Package Price Inclusions:**
 - 4 hours of total event time for setup/event/breakdown + cleanup
 - fully-equipped prep kitchen (countertops/sink/ice maker/microwave/stove/XL refrigerator)
 - 1-hour PEO call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, your caterer (*if applicable*) + your Venue Manager
 - AV (See each side's options above.)
 - high-speed Wi-Fi
 - furniture (150 white cushioned event chairs + various tables + mobile coat rack)
 - directional + ID signage displayed in brushed-nickel floor stands
 - dedicated Events Entrance
 - onsite parking as available (144 total spaces)
- **Labor:** TBD
- **Set+Strike Team:** TBD

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AFTER-HOURS PRICING (continued)

- **Security:** TBD
- **Refundable Damage Deposit:** \$250

The Garden Terrace:

- **Private Reservation:** If you opt to privately reserve Monarch Hall D, then you may add on a private reservation of the Garden Terrace so that your guests can enjoy both indoor + outdoor event spaces.
- **Capacity:** 180+ people seated at 60"-diameter round tables, each set with 8 white event chairs
- **Features:** 42' wide x 56' long outdoor patio surrounded by Discovery Gardens; (2) propane-fueled fire pits
- **Rental Fee:** \$200 per hour, 2-hour minimum
- **Refundable Damage Deposit:** \$250

Primary Indoor Event Spaces PLUS Package:

- **Package Prices:**

	Peak Prices	Non-Peak Prices
Monday – Thurs.	\$4200	\$3700
Friday/Sunday	\$5200	\$4700
Saturday	\$6200	\$5700

- **Event Spaces + Exhibits:**
 - Monarch Hall + Prep Kitchen
 - Honey Bee Suite
 - up to (2) hours in Wings of the Tropics Butterfly Conservatory
 - *either* (1) additional exhibit *or* the outdoor Garden Terrace + Discovery Gardens
 - *Additional event spaces/exhibits may be added to this package at their respective hourly fees.*
- **Package Price Inclusions:** *same as Primary Indoor + Outdoor Event Spaces Package*
- **Labor:** TBD
 - The scale + scope of your event ultimately determines your event’s labor fee total.
 - A Venue Manager is an inclusion of this 8-hour total event time package.
 - Each venue staff has a 4-hour minimum, after which an hourly fee will apply.
- **Security:** TBD
- **Refundable Damage Deposit:** \$2500

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AFTER-HOURS PRICING (continued)

Full Facility Package:

- **Package Prices:**

	Peak Prices	Non-Peak Prices
Monday – Thurs.	\$5000	\$4500
Friday/Sunday	\$6500	\$6000
Saturday	\$7000	\$6500

- **Event Spaces:**

- Monarch Hall and Prep Kitchen + the Garden Terrace + Discovery Gardens
- Honey Bee Suite + the Mariposa Meeting Room
- The West Lawn can be added to this package for \$350 per hour, no minimum.
- The Retail Shop can be added to this package for \$500, no minimum.

- **Exhibits:**

- Colorado Backyard + Rotating Exhibit
- Survival (*includes (2) Madagascar Cockroach Races*)
- Water’s Edge
- Wings of the Tropics Butterfly Conservatory

- **Package Price Inclusions:** *same as Primary Indoor + Outdoor Event Spaces Package*

- **Labor:**

- A Venue Manager is an inclusion of this 8-hour total event time package.
- The scale + scope of your event ultimately determines your event’s labor fee total.
- Each venue staff has a 4-hour minimum, after which an hourly fee will apply.

- **Security:** TBD

- **Refundable Damage Deposit:** \$3000

Mariposa Meeting Room:

- **Capacity:** 50 people seated at 60”-diameter round tables, each set with 8 white event chairs
- **Features:** tall ceilings; wall of windows with blinds; dedicated glass entrance/exit door connected to main sidewalk; secondary door connected to events hallway; projector; pull-down screen
- **Rental Fee:** \$200 per hour with a 4-hour minimum
 - **Inclusions:**
 - AV (projector/screen/ sound system/Apple/Android adaptors)
 - 30-minute PEO Call with Venue Manager (*post-booking*)
 - 30-day-out walk-through for your Event Coordinator, caterer (*if applicable*) + Venue Manager
 - high-speed Wi-Fi
 - furniture + mobile coat rack
 - directional + ID signage displayed in brushed-nickel floor stands

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AFTER-HOURS PRICING (continued)

- dedicated Events Entrance + onsite parking as available
- **Labor:** TBD
- **Security:** TBD
- **Refundable Damage Deposit:** \$250

Rehearsal Dinner/Welcome Reception Package: \$2050

- **Inclusions:**
 - Monarch Hall and Prep Kitchen + the Garden Terrace and Discovery Gardens
 - 5-hour Total Event Timeframe
 - 30-minute Private Event Order Call with Venue Manager
 - 30-day-out walk-through with *your* Event Coordinator, the lead from your exclusive or preferred caterer + your event's assigned Venue Manager
 - Projector/Screen/Sound System with (2) wireless handheld microphones
 - High-speed Wi-Fi
 - Tables + Chairs
 - Onsite Parking As Available (144 total spaces)
 - Dedicated Events Entrance
- **Labor:** \$400
 - If your event has 76+ attendees, then a fee of \$275 for (1) Venue Support Staff will apply.
- **Set+Strike Team:** If your licensed + insured caterer is unwilling to perform venue furniture set+strike and post-event cleaning/trash removal, then one of the following fees will apply to cover the team that your Venue Manager will arrange on your behalf.
 - **Up to 50 guests:** \$250
 - **51-99 guests:** \$350
 - **100+ guests:** \$500
- **Security:** \$225 for (4) hours
 - If your event has 75+ attendees or alcohol service, then a charge of \$225 will apply.
- **Refundable Damage Deposit:** \$1000
 - Your event's Damage Deposit is 100% refundable provided that your event does not cause any damage/s to any spaces utilized by your event.

First Look + Photos in Discovery Gardens Package: \$350

- Capture first-look photos prior to your onsite ceremony, from 3:00 p.m. – 5:00 p.m.
- Your group (up to 5 people) will need to work around any paid patrons enjoying the gardens and/or any event setup taking place on the Garden Terrace and/or in Discovery Gardens.

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AFTER-HOURS PRICING (*continued*)

First Look + Photos in Wings of the Tropics Butterfly Conservatory Package: \$350

This package may only be added to an existing private events booking.

- Capture first-look photos prior to your ceremony, from 3:45 p.m. – 4:45 p.m.
- Your group (up to 4 people, including a photographer or videographer) will need to remain in the switchback section to the right of the thatched gazebo/ramp by the entrance vestibule, which will be cordoned off for *semi-private* usage during our venue's daily 9:00 a.m. – 5:00 p.m. hours of operation.

Ceremony-only Package for Wings of the Tropics Butterfly Conservatory: \$1295

- **Package Price Inclusions:**
 - 1.5 Private Hours (*approximately* 5:00 p.m. – 6:30 p.m.) in our butterfly conservatory
 - **Note:** On Saturdays in peak months, a 1-hour timeframe from approximately 5:00 p.m. – 6:00 p.m. (1 hour) can be honored.
 - staging space to accommodate guests upon arrival
 - 1 Venue Manager
 - 30-minute PEO Call with Venue Manager (*post-booking*)
 - **Furniture:** A maximum of 50 white event chairs + an aisle can be provided in the butterfly conservatory's ceremony spot. Three-four (3-4) wedding party attendants may then stand on either side of you, your partner + your officiant.
 - mobile sound system with (2) wireless handheld microphones + Apple/Android adaptors
 - **1 Unique Butterfly Release:**
 - Our butterfly releases only take place inside our Butterfly Conservatory.
 - People tend to envision a Disney-esque butterfly funnel when they think about a butterfly release. While this could happen, the butterflies are wild animals and, more often than not, this is their virgin voyage from the chrysalis room into our conservatory.
 - As such, it is more likely that the 12-15 butterflies in your release will emerge from the pretty, antique- or pure-white metal enclosure in smaller groups vs. all together and all at once. The beautiful backdrop of lush, colorful plants is a bonus!
- **Sunset:**
 - Our butterflies are activated by sunshine and sugar. Once the sun sets, most of them go to sleep, with the exception of the crepuscular Owl butterflies, who enjoy perusing the pathways in our remarkable tropical rainforest.
 - While there is no nocturnal feeding frenzy, Owl butterflies will fly frequently + rambunctiously right before sunset. It is their most active time of day!
 - Sunset also brings a great opportunity to experience the butterflies' roosting behavior. There are several locations in the conservatory that consistently have a nice display to observe and photograph butterflies up close and personal.
- dedicated events entrance
- onsite parking as available (144 total spaces)