

Royal
Botanical
Gardens
CANADA

WHERE NATURE

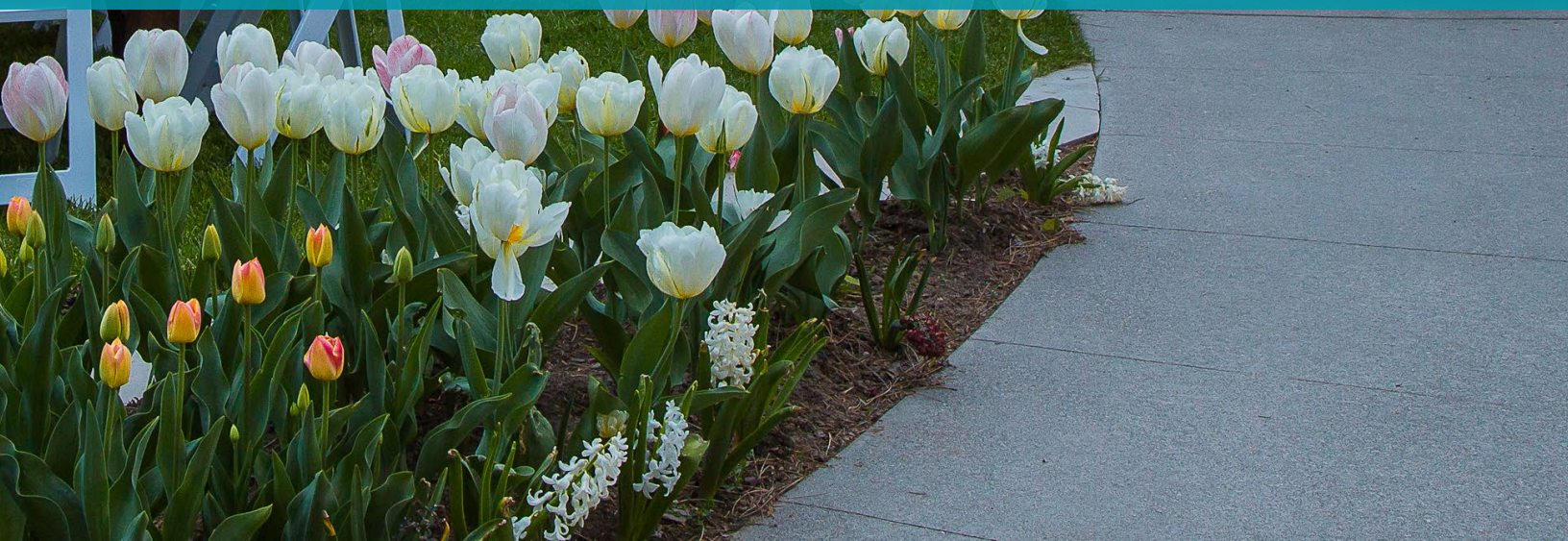
Brings People Together



Photo © MarkZelinski.com



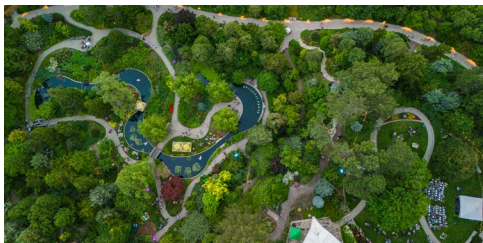
THE PERFECT BACKDROP FOR
Celebrations & Connections



WELCOME TO ROYAL BOTANICAL GARDENS

Located between Hamilton and Burlington, Ontario, Royal Botanical Gardens offers a breathtaking setting for unforgettable gatherings. Whether you're hosting a corporate meeting, milestone celebration, or elegant reception, our scenic venues provide the perfect backdrop.

With over 17,000 square feet of event space surrounded by stunning gardens and scenic trails, RBG seamlessly blends natural beauty with modern amenities. Enjoy delicious locally sourced catering, warm hospitality, and versatile venues designed to bring people together for every occasion.



REACH OUT TO SECURE YOUR DATE TODAY!

RBG Sales Department
E sales@rbg.ca P 905-527-1158 x532

[RBG.CA/VENUES-RENTALS/PRIVATE-EVENTS/](https://rbg.ca/venues-rentals/private-events/)

ROCK GARDEN GREAT ROOM

Established in 1932, the historic Rock Garden stands as the proud birthplace of the Royal Botanical Gardens. Embracing sustainable trends in garden design, the Rock Garden inspires with its captivating colors and textures throughout all seasons. The Great Room at the Rock Garden is an award-winning, state-of-the-art facility with a breathtaking view of the gardens through floor-to-ceiling windows, a lookout deck and patio



VENUE SNAPSHOT

Great Room Footage: 3,455 sqft

Great Room Capacity:

- Cocktail 200 guests
- Banquet 110 guests
- Banquet with stage 100 guests

2025 & 2026 VENUE RENTAL RATES

	MONDAY - THURSDAY	FRIDAY & SUNDAY	SATURDAY & HOLIDAYS
Rock Garden Great Room (Semi-Private)	\$1,850	\$2,900	\$4,050
Rock Garden Great Room with Bistro (Private)	\$2,800	\$5,300	\$6,300

Semi-Private: Public guest admission remains at front doors. Rock Garden Bistro remains open to the public on its operational dates. Accessible bathrooms are shared with the public visitors and Bistro guests.

Private (Great Room & Bistro Buy-Out): Guest admissions moved to external kiosk outside the building, garden visitors redirected. Rock Garden Bistro is closed to the public. Accessible bathrooms are shared with the public visitors. A three (3) months advance notice is required for bookings to close out Bistro Reservations, outside of the three months' notice the rental is subject to the F&B Manager's discretion.

VENUE RENTAL INCLUSIONS

- Up-to 11hrs of venue access time for set up/tear down
- Up to 8hrs of event time (within the 11hrs)
- Access to RBG gardens during operating hours
- Complimentary parking
- Directional signage to guide your guests
- Banquet chairs
- 62" Round tables, 6' tables and cocktail tables as required
- Choice of black or white linen for all tables
- Existing potted plants in your event space. These are not centerpieces, and the placement is subject to horticultural team's discretion



ROCK GARDEN GREAT ROOM

EVENTS & CAPACITIES

Seated Events (*Meetings, Dinners, Celebrations*): **100 guests**

The Great Room accommodates up to 103 guests seated at 62" round tables, with up to 8 guests per table (maximum of 13 tables)

Theatre-Style Setup (*Presentations, Lectures, Ceremonies*): **150 guests**

The space can host up to 150 guests in a theatre-style arrangement, with options for a stage or food and beverage setup.

Rock Garden Bistro: expands the capacity by **50 guests**

Elevate your event by adding the Rock Garden Bistro to your Great Room rental. The addition increases seated event capacity from 100 to 150 guests, making it ideal for larger gatherings and ensuring privacy for your function. The Bistro can also serve as a dedicated area for food and beverage setup, especially for more elaborate Great Room arrangements.

ADD-ON SPACES (*Available May - October*)

Rock Garden Patio - add on for **\$500**

Rock Garden Upper Lawn - add on for **\$1,325**

(*The Patio is included when booking the Upper Lawn*)

Rock Garden Courtyard - add on for **\$1,325**

AV OPTIONS

Rock Garden AV Package - **\$650**

- WiFi connection
- Podium
- Up to 2 wireless handheld mics
- Connection to high-definition video wall
- Audio plug in for music playback*
- Pre-event sound check

**SoCan & re:Sound fees apply to all events requiring sound/music playback*

If your AV needs extend beyond this standard package, please reach out to our preferred vendor **EAV Canada** or your Client Service Representative.

AV Solutions: info@eavcanada.com

DJ & Music Solutions: sales@djemporium.com

If you wish to bring an external AV provider or equipment a **plug-in fee of \$695 + HST** applies, for non-preferred DJs and musicians a **plug-in fee of \$395 + HST** applies. This provides electrical access only, no access to in-house equipment.



RBG MAIN CENTER

The RBG Main Centre offers over 17,000 square feet of versatile event space, including the **Auditorium**, **Café Annex**, **Rooms 1 & 2**, **Mezzanine**, **McQuesten Theatre**, and outdoor tents. With a seamless blend of indoor elegance and outdoor beauty—featuring the stunning **Mediterranean Garden** and direct access to Hendrie Park—this venue provides a dynamic and memorable backdrop for conferences, galas, weddings, celebrations, and special events of all kinds. Guests can enjoy a stroll through the lush gardens, take in seasonal blooms, and experience the natural charm that makes Royal Botanical Gardens truly unique.



REACH OUT TO SECURE YOUR DATE TODAY!

RBG Sales Department
E sales@rbg.ca P 905-527-1158 x532

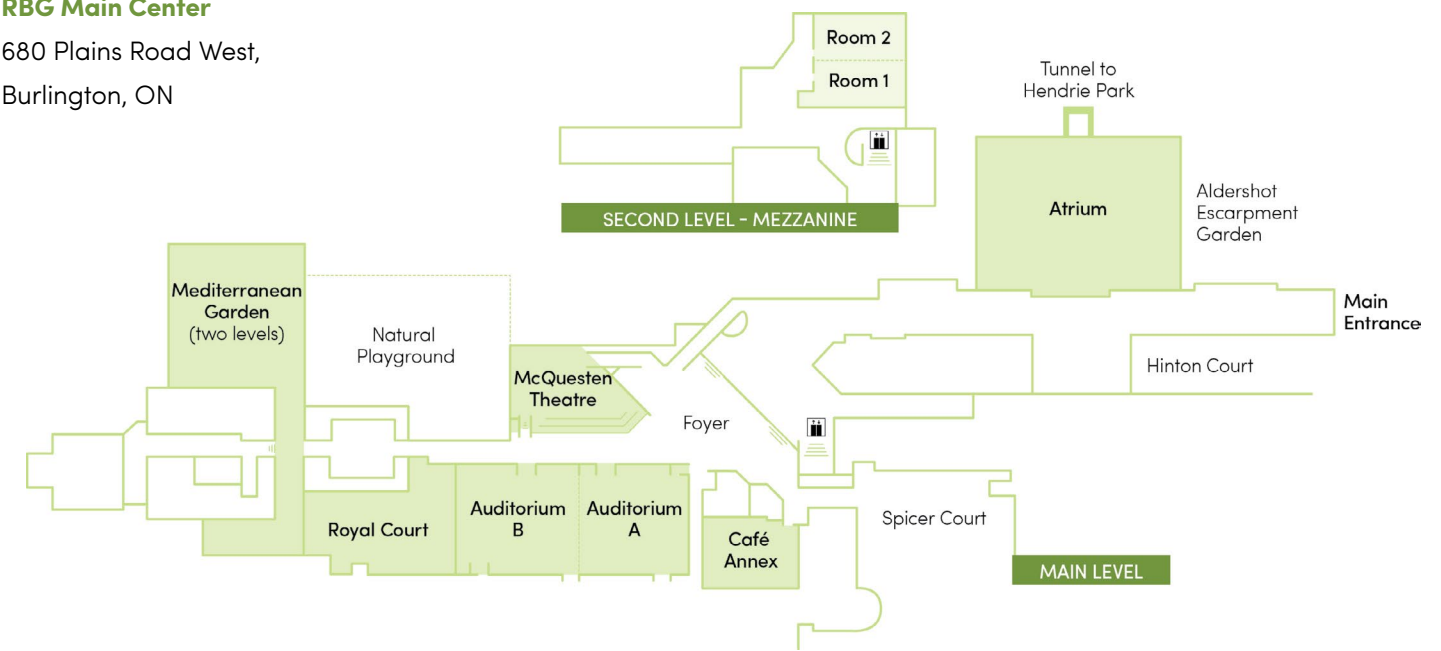
RBG.CA/VENUES-RENTALS/PRIVATE-EVENTS/

RBG MAIN CENTER

MAP & CAPACITIES

RBG Main Center

680 Plains Road West,
Burlington, ON



LOCATION	DIMENSIONS & SQUARE FOOTAGE	COCKTAIL STYLE	THEATRE STYLE	BANQUET STYLE	BANQUET WITH DANCE FLOOR/STAGE
Full Auditorium	90 x 60 5,400	400	400	300	250
McQuesten Theatre	21 x 35 735	80	50	-	-
Room 1&2	28 x 24 1,344	80	100	80	50
Cafe Annex	39 x 37 1,443	80	100	70	50
Royal Court	22 x 36 780	80	100	-	-
Mezzanine	1,710	80	-	-	-
EMR	563	-	-	-	-

AUDITORIUM

As our largest event space, the Auditorium is ideal for hosting grand celebrations, conferences, weddings, and large gatherings. Designed for flexibility, it features a built-in divider to create two smaller spaces, room for a raised stage, and easy access to adjacent indoor and outdoor cocktail areas. Recently renovated, the space now boasts updated flooring, modern wall décor, and enhanced lighting—creating a sophisticated setting for any occasion.

VENUE SNAPSHOT

Auditorium Square Footage: **5,400 sqft**

Auditorium Capacity:

- Cocktail 400 guests
- Banquet 300 guests
- Banquet with stage 250 guests



2025 & 2026 VENUE RENTAL RATES

	MONDAY - THURSDAY	FRIDAY & SUNDAY	SATURDAY & HOLIDAYS
Full Auditorium & Royal Court	\$2,500	\$4,275	\$5,275
Auditorium B & Royal Court	\$2,000	\$3,775	\$4,775

VENUE RENTAL INCLUSIONS

- Up-to 11hrs of venue access time for set up/tear down
- Up to 8hrs of event time (within the 11hrs)
- Access to RBG gardens during operating hours
- Complimentary parking
- Directional signage to guide your guests
- Banquet chairs
- 60” Round tables, 6’ tables and cocktail tables as required
- Choice of black or white linen for all tables
- Up to 18 assorted potted plants in your event space. These are not centerpieces, and the placement is subject to horticultural team’s discretion.



AUDITORIUM

EVENTS & CAPACITIES

Seated Events (*Meetings, Dinners, Celebrations*): **300 guests**

Guests are seated at 60" round tables, with up to 8 people per table. For events exceeding 250 guests a rental of McQuesten Theatre is required at \$500 to accommodate the food and beverage set up.

Theatre-Style Setup (*Presentations, Lectures, Ceremonies*): **400 guests**

The space can host up to 400 guests in a theatre-style arrangement, with options for a stage or food and beverage setup.

ADD-ON SPACES

McQuesten Theatre – add on for **\$500**

Expand your event with McQuesten Theatre, a flexible indoor space located just outside the Auditorium. This lowered area is ideal for food and beverage setup, vendor displays, poster presentations, or additional event activations.

(Not available November & December)

Mediterranean Garden – add on for **\$1,575**

Available after 5 PM, the Mediterranean Garden provides a breathtaking indoor setting surrounded by lush greenery. This one-of-a-kind space is a perfect addition for cocktail hour, intimate gatherings, and private celebrations.

(Only available after RBG is closed to the public)



AV OPTIONS

For AV options in the Auditorium please reach out to our preferred vendor EAV Canada or your Client Service Representative.

AV Solutions: info@eavcanada.com

DJ & Music Solutions: sales@djemporium.com

If you wish to bring an external AV provider or equipment a **plug-in fee of \$695 + HST** applies, for non-preferred DJs and musicians a **plug-in fee of \$395 + HST** applies. This provides electrical access only, no access to in-house equipment.



ROOM 1&2

This versatile second-floor space, with an abundance of natural light, accommodates a variety of set ups and can be split into two break-out rooms, or left open for a larger event. It includes a small alcove with space for small items and coat racks.

VENUE SNAPSHOT

Room 1&2 Square Footage: 1,334 sqft

Room 1&2 Capacity:

- Theatre-style 100 guests
- Banquet 80 guests

2025 & 2026 VENUE RENTAL RATES

MONDAY - THURSDAY **\$1,350**

FRIDAY & SUNDAY **\$1,500**

SATURDAY & HOLIDAYS **\$1,850**

EVENTS & CAPACITIES

Seated Events (*Meetings, Showers*): up to **80 guests**

Room 1&2 has a maximum seating capacity of 80 guests. Guests are seated at 60" round tables, with up to 8 people per table.

With **events of over 56 guests** a rental of the Mezzanine is required to accommodate the F&B set up.

ADD-ON SPACES

Mezzanine - add on for **\$900**

Located just outside Rooms 1 & 2, the Mezzanine offers a versatile open area perfect for cocktail hours, poster presentations, or an extended food and beverage setup to complement your event.

From May to October, guests can also enjoy the adjacent Mezzanine Patio, adding an inviting outdoor element to this dynamic space.



VENUE RENTAL INCLUSIONS

- Up-to 11hrs of venue access time for set up/tear down
- Up to 8hrs of event time (within the 11hrs)
- Access to RBG gardens during operating hours
- Complimentary parking
- Directional signage to guide your guests
- Banquet chairs
- 60" Round tables, 6' tables and cocktail tables as required
- Choice of black or white linen for all tables
- An assortment of potted plants in your event space. These are not centerpieces, and the placement is subject to horticultural team's discretion.

AV OPTIONS

Room 1&2 AV Package - \$545

- WiFi connection
- Podium
- 1 wired microphone, 1 wireless microphone
- Projector & screen
- Remote slide advancer
- Audio plug in for music playback**
- Pre-event sound check

**SoCan & re:Sound fees apply to all events requiring sound/music playback*

If your AV needs extend beyond this standard package, please reach out to our preferred vendor **EAV Canada** or your Client Service Representative.

AV Solutions: info@eavcanada.com

DJ & Music Solutions: sales@djemporium.com

If you wish to bring an external AV provider or equipment a **plug-in fee of \$695 + HST** applies, for non-preferred DJs and musicians a **plug-in fee of \$395 + HST** applies. This provides electrical access only, no access to in-house equipment.



EXECUTIVE MEETING ROOM (EMR)

This intimate boardroom is ideal for smaller meetings of up to **16 guests**. Located on the second floor of RBG Centre, EMR features whiteboards, comfortable executive-style seating, and a built-in AV system for seamless presentations.

Please note that EMR cannot be booked as a stand-alone space. **It is available exclusively as an add-on** to bookings of the Auditorium, Café Annex, or Rooms 1 & 2, making it a convenient breakout room or private meeting space within a larger event.

2025 & 2026 ADD-ON RATE \$600



GROUP TOURS

Elevate your event by adding a guided garden tour to your experience. Led by our knowledgeable team of interpreters, these 1 to 1.5-hour tours offer a deeper look into the rich history, intricate gardens, and scenic trails that make RBG truly special. Perfect for inspiring and engaging your guests, a garden tour offers a memorable addition to your event.

OUR GROP TOUR OPTIONS

ROSE GARDEN (HENDRIE PARK)

1 to 1.5 Hour Tour. Late June to September

Located in Hendrie Park, the rejuvenated rose garden is an innovative, sustainable, and inspiring experience, the quintessential rose garden for Canada's largest botanical garden. The rose garden features a spectacular display of roses and companion plants intended to extend seasonal interest.

BOOKING YOUR TOUR

- **\$195** + HST per group
- A maximum of 15 participants per group
- Group Tours must be booked at least four (4) weeks in advance of the requested tour date



ROCK GARDEN

1-Hour Tour. Open Year Round

Opened to visitors in 1932, the historic Rock Garden is considered the birthplace of Royal Botanical Gardens. Following a significant rejuvenation, the David Braley and Nancy Gordon Rock Garden reopened in 2016 to embrace sustainable trends in garden design and management while respecting the integrity of its heritage setting. Bold swaths of brilliant perennials provide sweeps of inspiring colour and texture throughout all seasons.

CANCELLATIONS

- There are no refunds for any guest(s) cancellations or no-shows on the day of the scheduled tour
- Our tours run rain or shine, please prepare to dress for the weather. Your group admission booking is non-refundable and can be rescheduled with 48 hour notice



CAFE ANNEX

Located adjacent to the Greenhouse Café, the Annex is perfect for a celebratory shower, a smaller luncheon, a meeting or a breakout room.

VENUE SNAPSHOT

Cafe Annex Square Footage: **1,443 sqft**

Cafe Annex Capacity:

- Theatre-style 100 guests
- Banquet 70 guests

2025 & 2026 VENUE RENTAL RATES

MONDAY - THURSDAY **\$1,350**

FRIDAY & SUNDAY **\$1,500**

SATURDAY & HOLIDAYS **\$1,850**

EVENTS & CAPACITIES

Seated Events (*Meetings, Showers*): up to **70 guests**

Cafe Annex has a maximum seating capacity of 70 guests. Guests are seated at 60" round tables, with up to 8 people per table.



VENUE RENTAL INCLUSIONS

- Up-to 11hrs of venue access time for set up/tear down
- Up to 8hrs of event time (within the 11hrs)
- Access to RBG gardens during operating hours
- Complimentary parking
- Directional signage to guide your guests
- Banquet chairs
- 60" Round tables, 6' tables and cocktail tables as required
- Choice of black or white linen for all tables
- An assortment of potted plants in your event space. These are not centerpieces, and the placement is subject to horticultural team's discretion.

AV OPTIONS

Cafe Annex AV Package - \$545

- WiFi connection
- Podium
- 1 wired microphone, 1 wireless microphone
- Projector & screen
- Remote slide advancer
- Audio plug in for music playback**
- Pre-event sound check

**SoCan & re:Sound fees apply to all events requiring sound/music playback*

If your AV needs extend beyond this standard package, please reach out to our preferred vendor **EAV Canada** or your Client Service Representative.

AV Solutions: info@eavcanada.com

DJ & Music Solutions: sales@djemporium.com

If you wish to bring an external AV provider or equipment a **plug-in fee of \$695 + HST** applies, for non-preferred DJs and musicians a **plug-in fee of \$395 + HST** applies. This provides electrical access only, no access to in-house equipment.



ROSE GARDEN TENT & OUTDOOR SPACES

Host your event in the heart of nature under the Rose Garden Tent at RBG, available from May to October. Located in Hendrie Park, this spacious outdoor venue offers a stunning garden backdrop—perfect for BBQ-style gatherings, active events, or any occasion where you want to immerse your guests in the beauty of the outdoors.

Please note that private events in the Rose Garden Tent must vacate the tent by 5:00 p.m., and all guests must exit Hendrie Park by this time.

VENUE SNAPSHOT

Rose Garden Tent Square Footage: 3,200 sqft

Rose Garden Tent Capacity:

- Theatre-style 300 guests
- Banquet 110 guests



2025 & 2026 VENUE RENTAL RATES

MONDAY - THURSDAY **\$2,000**

FRIDAY & SUNDAY **\$2,200**

SATURDAY & HOLIDAYS **\$3,200**

VENUE RENTAL INCLUSIONS

- Up-to 11hrs of venue access time for set up/tear down
- Up to 8hrs of event time (within the 11hrs)
- Access to RBG gardens during operating hours
- Complimentary parking
- Directional signage to guide your guests
- Garden chairs
- 60" Round tables, 6' tables and cocktail tables as required
- Choice of black or white linen for all tables

ADD-ON SPACES

White Garden – add on for **\$1,575**

Add a touch of charm to your event with the White Garden, a unique outdoor cocktail space shaded by a majestic Sunburst Honeylocust tree. Perfect for extending the cocktail area for Rose Garden dinners or as a stand-alone setting, this serene space immerses your guests in the beauty of nature.

AV OPTIONS

For AV options in the Auditorium please reach out to our preferred vendor EAV Canada or your Client Service Representative.

AV Solutions: info@eavcanada.com

DJ & Music Solutions: sales@djemporium.com

If you wish to bring an external AV provider or equipment a **plug-in fee of \$695 + HST** applies, for non-preferred DJs and musicians a **plug-in fee of \$395 + HST** applies. This provides electrical access only, no access to in-house equipment.



BOTANICAL ENHANCEMENTS & RECOMMENDED VENDORS

BOTANICAL ENHANCEMENTS

For your guest tables:

Assorted Potted Table-Top Tropicals - \$30/each

Rental only. Damage/Replacement Fee is \$95 each.

For your event space:

Portable Living Wall Panels 12'x8' - \$875

Three panels, each is 4'x8'. The fee includes the set up.

2' Panel Riser - \$75/ panel

Increases the height of Living wall to 10'.

Stage Package - \$55/ Stage Deck

Assorted tropical front of raised stage. Only at RBG Main Center.

Podium Package - \$75

Assorted Tropical Small/medium potted plants. Only at RBG Main Center.

Garden Package - \$270

Includes 9 Assorted small/medium potted plants. Only at RBG Main Center.

Royal Package - \$420

18 Assorted small/medium/large potted plants. Only at RBG Main Center.

Botanical Package - \$580

27 Assorted small/medium/large potted plants. Only at RBG Main Center.



RECOMMENDED VENDORS

RENTALS

Special Event Rentals

sales@specialevents.ca

Specialevents.ca

FLORIST

Floral Culture

weddings@floralculture.ca

floralculture.ca

HOTEL

The Laundry Rooms Augusta Hamilton

sales@thelaundryrooms.ca

[thelaundryrooms.ca/
location/hamilton](http://thelaundryrooms.ca/location/hamilton)

PLANNING & COORDINATION

New Berlin Events

hello@newberlinevents.ca

newberlinevents.ca

AV

EAV Canada

info@eavcanada.com

eavcanada.com

DJ

DJ Emporium

sales@djemporium.com

djemporium.com

Briscoe Music

briscoemusic@gmail.com

chrisbriscoe.ca

LIVE MUSIC

L&T Entertainment

duo@lisetteandtyler.com

lisetteandtyler.com/contact

Boutique Entertainment

[laurenroyentertainment@
gmail.com](mailto:laurenroyentertainment@gmail.com)

boutiqueentertainment.ca

Gareth Bush Music

GarethBushMusic@gmail.com

garethbushmusic.com

GUIDELINES & HOUSE RULES

BOOKING PROCESS

While you're exploring venue options, your dedicated Account Executive will guide you through the space and discuss your event needs. If you choose to move forward, they will prepare your contract. Once the contract is signed and the venue fee is paid, your booking is confirmed. From start to finish, your Account Executive will work with you to finalize all the details and ensure a seamless, successful event experience.

BILLING SCHEDULE

1st Payment: Full Facility Rental is due at the time of contract signing to confirm your booking.

2nd Payment: Remaining final balance will be due 14 days prior to your event date, following the submission of your final guest numbers.

ACCEPTED PAYMENT METHODS

RBG accepts several payment methods, including the following:

- **Interact E-transfer** – E-transfer Payment Terms will only be accepted when sent to payments@rbg.ca
RBG is not responsible for any money transferred to an email account not specified above. *All e-transfer payments should include **your event name** and **event ID** (as noted on the first page of your contract) in the message section of the transfer to ensure the payment is applied to the correct event.* You do not need to input or set up a password for the transfer.
- **Credit Card (VISA, MC, AMEX)** – There is a 3% credit card processing fee for all payments made with credit card. Please do not email credit card information; credit card payments can be processed in person or over the phone with your sales rep.
- **Debit Card or Cash** – in person only.
- **Certified Cheque or Money Order** – This can be delivered in person or mailed to RBG. Please make the cheque or money order out to Royal Botanical Gardens.

The mail address is:

Attn: Sales Department

Royal Botanical Gardens

P.O. Box 399, Hamilton, ON Canada, L8N 3H8

CANCELLATION POLICY

- You may cancel your event **up to 10 weeks prior** to your event date, and you will be billed a **\$300 + HST** cancellation fee per booked venue space.
- If you cancel your event **within two (2) to ten (10) weeks prior** to the event date, the cancellation fee shall be one hundred percent (100%) of **the full rental rate**.
- If you cancel in the period **less than two (2) weeks prior** to the event, you are responsible for the **entire value of the event order**.

We always suggest looking into rescheduling the event before cancelling it outright.

VENUE ACCESS

Access Time: Typically, up to 11 hours total, refers to the time before and after your event for set-up and pack down. Starting at your access time, clients and vendors can deliver and set-up additional décor, displays, etc.

Event Time: Typically, up to 8 hours total, refers to your actual event time, and where your guests are present in the space.

GUIDELINES & HOUSE RULES

EVENT INSURANCE

All RBG events will require the purchase of liability insurance. Proof of insurance must be submitted no later than one month before the event, with a minimum coverage of 2 million dollars. We've partnered with **Duuo** to offer you an exclusive rate on the event insurance policy cost. The quote and purchase process with Duuo is under 5 minutes, and a copy of your certificate is emailed directly to RBG.

GUEST GARDEN ACCESS

- Royal Botanical Gardens outdoor and indoor areas are open to the public during events.
- Your Event guests have access to RBG public areas during RBG hours of operation, typically 10am – 5pm, on the day of the event. Guests arriving prior to the event's start time are invited to enjoy garden areas if they are open.
- Guests are NOT PERMITTED ACCESS to Hendrie Park, Mediterranean Garden or Lower Bowl of the Rock Garden after operating hours unless otherwise reserved.

SECURITY DEPOSIT

All events require a Security Deposit of \$500.00 to be paid within 14 days prior to the event date. The Damage Deposit will be refunded in full within 30 days following the Event Date should the premises, including but not limited to the event spaces and any common areas, parking, and gardens used by the Customer, be left in their original condition of cleanliness and repair.

SOCAN AND RE:SOUND FEES

All events that play recorded or live music or use music as a part of a presentation or video, are subject to a mandatory **RE:Sound** and **SOCAN** fees collected by Entandem to pay royalties to music composers, writers, publishers, and performers. RBG presents these fees separately, to ensure our clients are only billed the applicable fees. Each fee ranges between \$10 and \$70 + HST based on the number of attendees and whether there is dancing at the event.

EXTERNAL AV OR DJ/MUSICIAN FEE

If you wish to bring an external non-preferred AV provider or equipment a plug-in fee of \$695 + HST applies, for non-preferred DJs and musicians a plug-in fee of \$395 + HST applies. This provides electrical access only, no access to in-house equipment.

SMOKING

Any smoking is STRICTLY PROHIBITED anywhere on the RBG premises.

SECURITY

Rock Garden venues require security for events happening after business hours. RBG Venue Representatives are responsible for informing security of their duties upon arrival.

GUIDELINES & HOUSE RULES

DÉCOR AND RESTRICTIONS

RBG is a bio conservation area first, anything that may harm flora or fauna is not permitted at RBG. Clients or those appointed by, are responsible for the set up and tear down of all items they bring. RBG does not store items overnight, everything brought in must be brought out within the client access time.

- No potted/rooted plants – Succulents as favours are permissible if they are wrapped or contained on all sides. Any other living plant favours must be authorized. Cut florals/botanicals are permitted.
- No hanging items from the ceiling/plants or securing items to the walls.
- No open flames, sparklers, fireworks, smoke bombs or smoke machines. Candles enclosed in tempered glass are permitted with the flame not exceeding ½ inch below the rim, but they must be placed on tables (not on the ground).
- Glass items not permitted on the floor.
- No synthetic flower petals/confetti, glitter, rice, or seeds. Real petals or leaf confetti are permitted for tossing.
- Butterfly/Dove releases are not permitted anywhere on RBG property.
- Dance floor wrapping must be approved in advance and all materials, including any residue, must be removed within the client's access time. If materials including any lasting residue is not removed to RBG's satisfaction, we have the right to have it removed at the client's expense.
- No tampering with/decorating RBG plant material. If clients would like plants to be moved, they may request this adjustment, however approval is subject to RBG's discretion.
- Balloons are not a preferred décor item. Balloon releases are not authorized anywhere on RBG property. If balloons are brought in, they must be anchored to a free-standing device and taken off site with the client. RBG will not dispose of the balloons.
- Anything used to transport décor items must be taken offsite with the client and not disposed of onsite. Items may include but are not limited to boxes, bags, wrapping, etc.
- RBG is not responsible for the storage or security of items brought onsite. This includes but is not limited to placing belongings under tables, placing toiletries for event guests in public washrooms, etc. RBG employee authorized spaces are prohibited for storage or access. Unique Décor Requests: Must be approved by the RBG Sales Manager.