

TORONTO BOTANICAL GARDEN




event
spaces
planning
guide





Welcome

to the Toronto Botanical Garden - your oasis in the heart of the city





View of the Knot Garden and Perennial Border from the Spiral Mound.

The ever-changing seasonal canvas of our gardens provides an exceptional natural setting for any wedding, special event or meeting. With magnificent views of our 17 award-winning themed gardens, the Toronto Botanical Garden's contemporary LEED Silver Certified building offers a uniquely green venue for your special event. Our halls, studios and conference rooms – some with private garden courtyards and tranquil water features – accommodate a variety of functions, from intimate gatherings to gala events.

Our select group of catering and event suppliers have been carefully chosen for their commitment to the environment, innovative creativity and unsurpassed dedication to helping you plan an event that meets your budget and exceeds your expectations.

Conveniently located in mid-Toronto with easy access via Highway 401 or the Don Valley Parkway, and ample free parking, Toronto Botanical Garden offers a convenient escape from city life. Visit us and see for yourself why Toronto Botanical Garden was voted by BizBash as Best New Venue in 2007.



DISCOVER TORONTO BOTANICAL GARDEN **OUR 17 THEMED GARDENS**

Toronto Botanical Garden's award-winning themed gardens are located adjacent to Edwards Gardens in mid-town Toronto and ideally situated by the Don Valley ravine. Spanning nearly four acres, these contemporary gardens are designed to educate and inspire. Visitors are encouraged to enjoy and engage in the splendour of nature while learning practical applications for their own gardens. The TBG gardens reflect the scale of a typical urban setting, making it easy for visitors to apply the exciting new ideas they see here to their own gardens.

GREEN BUILDING DESIGN AND TECHNOLOGY

Our LEED (Leadership in Energy and Environmental Design) Silver Certified building showcases an impressive 5,000-square-foot glass pavilion topped with a sloping green roof, which demonstrates environmental sustainability and architectural beauty. The green roof helps reduce heating and cooling costs and manages storm water runoff. Further information about the environmental features of the building is available at the Information Desk and at torontobotanicalgarden.ca.

YEAR-ROUND ACTIVITIES FOR THE ENTIRE FAMILY

A complete range of indoor and outdoor learning experiences is offered for all ages including courses, lectures, workshops, birthday parties, special events, garden tours and an extensive horticultural library. Children's programs and camps for schools, community groups and individuals take place year-round in either The James Boyd Children's Centre or the outdoor Teaching Garden located within Edwards Gardens.



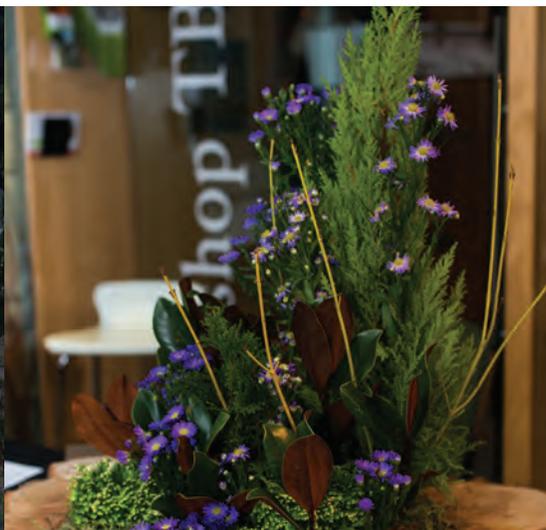
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Event Spaces &

Designed to blur the line between the indoors and out, Toronto Botanical Garden's event spaces and adjoining garden courtyards provide the perfect settings for cocktail receptions. Our venue lends itself to unique and personalized events with our flexible décor, creative catering partners and a seasonally changing garden setting.

Wow your guests in one of the most beautiful places in the city.





SEASONAL BLOOMS



SPRING

- Flowering bulbs
- Crabapples
- Lilacs
- Magnolias
- Peonies

SUMMER

- Black-eyed Susans
- Coneflowers
- Daisies
- Lilies
- Poppies



Garden Courtyards

EVENT PLANNER

BOOKING & PAYMENT

A signed contract outlining the details of your event and a non-refundable 50 per cent deposit is required to confirm your booking. The balance of the total rental fee must be received 30 days prior to the event date. Payment may be made by VISA, MasterCard, personal cheque or debit.

RENTAL RATES

Rates vary based on day of the week and room size. Included in the rental of each room are tables and chairs for your event.

ACCESS & HOURS

Access to your event space is permitted only after full payment is made and a signed copy of the contract is received by the rental

office. There is an additional rental cost of \$75 per hour for early or late access, plus the cost of any additional expenses, including the cost for extra security, maintenance staff and/or event staff. Business hours are from 9 a.m. to 5 p.m., Monday to Friday. Please note: the Lobby cannot be rented before 5 p.m.

SECURITY DEPOSIT

A \$500 security deposit is required for all social functions and some business events, due at least 30 days before your event. The deposit will be released within 30 days after your event providing there are no damages or extra clean up required due to your event and that all payments have been received.





Corporate Events

Take a fresh approach to your next corporate event. Escape to one of Toronto's greenest spaces. Toronto Botanical Garden offers your staff, clients and guests a unique venue where they can leave the city behind and wander through our lush landscapes.

Whether you're planning an executive meeting, fundraiser, staff retreat luncheon or product launch, the Toronto Botanical Garden provides a distinctive setting for your function.

Contact rentalsales@torontobotanicalgarden.ca for more details or to arrange a personal tour.



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SEASONAL BLOOMS



FALL

- Brilliant autumn colour of shrubs and trees
- Flowering kale
- Cotoneasters
- Ornamental grass plumes



WINTER

- Evergreens
- Colourful bark and branches
- Ornamental grasses
- Decorative seedpods

LATE BOOKINGS

For bookings less than 30 days prior to your event, full payment, a signed contract and a security deposit will be required at the time of booking.

CANCELLATION

In the event of a cancellation, written notice, by mail or fax, is required. If a cancellation notice is not received

30 days prior to the event, the full amount of your contract is due immediately.

CATERING

Toronto Botanical Garden offers a selection of outstanding, exclusive caterers. Our caterers are chosen for their experience and understanding of diverse menus ranging from local fare to ethnic cuisine. Please

contact the caterers listed on our Event Suppliers List directly to receive a customized proposal for your upcoming event.

LANDMARK FEE

A 15% landmark fee, based on food and staffing will be added to your catering invoice on behalf of Toronto Botanical Garden. Revenue generated from

this fee supports the Toronto Botanical Garden's operations, including our gardens and facility.

EQUIPMENT RENTAL

Chair-man Mills is the exclusive provider of rental equipment to the Toronto Botanical Garden. Please contact your exclusive caterer to find out more about their selection of

Event Spaces & Capacities



FLORAL HALL

The Floral Hall is the largest space available. It features a soaring 20-foot ceiling and a series of skylights that offer a view of the passing clouds. The interior of pale oak woodwork and brown floor tile, grey cut stone and neutral walls provide a blank canvas that is complemented by any décor. A private garden courtyard, accessed through double glass doors, opens off the hall. A wall of acid-etched glass, natural stone and espaliered fruit trees encircles this secluded space. Fragrant shrubs and white-flowering perennials make this elegant area ideally suited for evening enjoyment. A stage, screen, sound system, lighting options and a convenient loading/receiving area accompany this unique and elegant space as well as a change room/green room and washrooms.

FLORAL HALL

Area: 3,400 ft²
 Minimum ceiling height: 16'
 Maximum ceiling height: 20'

CAPACITY

Theatre style seating: 350 people
 Cocktail events: 350 people
 Dinner seating (10 person round tables): 240 people
 Dinner seating with dance floor: 200 people
 Ceremony seating on patio: 150 people

STAGE

Area: 630 ft²
 Ceiling height: 14'

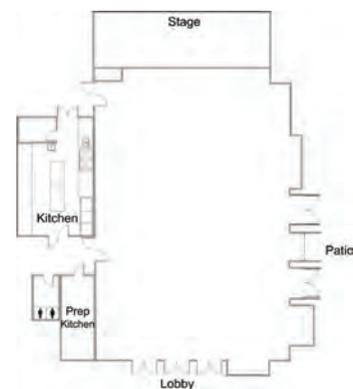


table linens, glassware, dishes, chairs, cutlery and décor items.

ALCOHOL LICENSING

A Special Occasion Permit (SOP) from the LCBO must be purchased and displayed at every event where alcohol will be served. The SOP application can be downloaded from www.lcbo.com. Toronto

Botanical Garden must receive a copy of all alcohol permits at least 30 days prior to the date of the rental.

OUTDOOR SPACES

Both the Floral Hall and Garden Hall have adjoining courtyards that may be used for outdoor events and cocktail receptions.

PARKING

Your guests may use the large parking lot adjacent to the Toronto Botanical Garden, operated by the City of Toronto. Parking is free of charge and available on a first-come, first-serve basis.

DÉCOR

Sparkles, confetti and rice are not permitted in any room or

patio. The building may not be altered in any way. Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not permitted.

CANDLES & OPEN FLAMES

Open flames, fires and fireworks are not permitted in any space at Toronto Botanical Garden. Candles must be supported by water

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LOBBY & WESTVIEW TERRACE

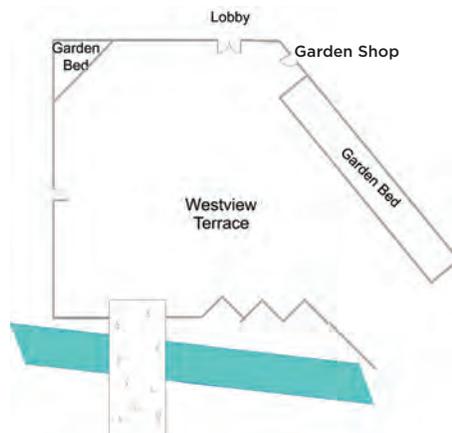
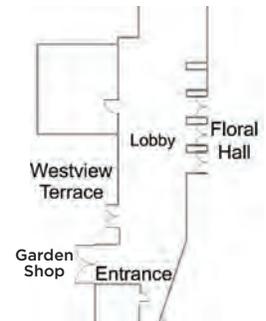
The Lobby is the Toronto Botanical Garden's main entrance. The space is open and light-filled, with slate floors and floor-to-ceiling windows that offer views of the gardens. The Westview Terrace is surrounded by a shallow water channel with a babbling waterfall nestled into the landscape. The soothing sound of water makes this an ideal location for outdoor wedding ceremonies and cocktail receptions. The green roof of the building can be seen from the northern edge of the terrace, near the waterfall.

LOBBY

Area: 1,200 ft²
 Minimum ceiling height: 12'
 Maximum ceiling height: 24'
 Theatre style seating: 120 people
 Cocktail events: 200 people

WESTVIEW TERRACE

Area: 2,000 ft²
 Theatre seating: 175 people
 Cocktail events: 175 people



or enclosed in a fireproof case such as a hurricane lamp or votive holder. Use of candles must be discussed with the rental office prior to your event.

PATIO

Use of the patio space is at the discretion of the Toronto Botanical Garden. Amplified music is not permitted on any patio space after 8 p.m.

SMOKING

The Toronto Botanical Garden is a smoke-free building. Smoking is only permitted outdoors. We ask that you please respect the gardens and use the designated depositories for used cigarettes.

AUDIOVISUAL EQUIPMENT

The Toronto Botanical Garden can supply limited

audiovisual equipment. Toronto Botanical Garden equipment is available on a first come, first served basis. Written cancellation of booked rental equipment is required at least 30 days prior to your event. Full payment of the rental fee for equipment is required regardless of whether the equipment has been used. If technical support is required

for your event, the Toronto Botanical Garden is happy to arrange for an on-site technician (additional fee applies).

BUILDING

Use of the facility is at the discretion of the Toronto Botanical Garden and its staff. Use of furniture or equipment within the building must be approved



Event Spaces & Capacities



GARDEN HALL

The Garden Hall is ideal for smaller, more intimate functions. The hall opens onto a sunken courtyard that serves as a natural amphitheatre for outdoor gatherings. It is surrounded by gardens and an arching water channel and waterfall. This courtyard is linked to the Westview Terrace by a stone bridge. The trees, shrubs, grasses, sedges and perennials in this garden display year-round colour, interesting texture, form and fragrance. The Garden Hall is suited for both formal and informal events with an accessible private entrance, washrooms and cloak room.

CAPACITY

Area: 1,590 ft²

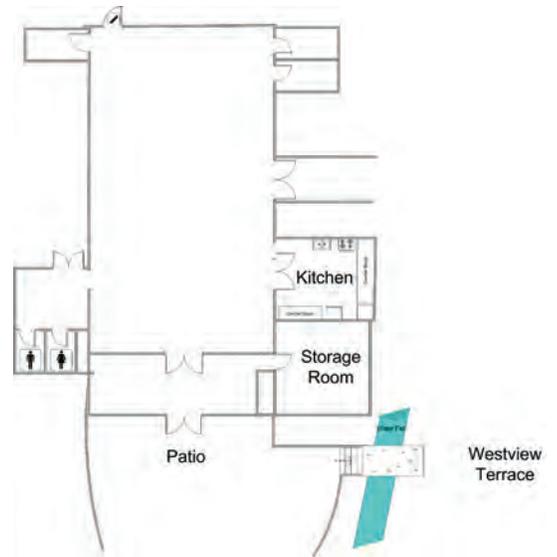
Theatre-style seating: 120 people

Cocktail events: 120 people

Dinner seating (8 person round tables): 96 people

Dinner seating with dance floor: 80 people

Theatre seating on patio: 120 people



by facility staff prior to the event. No item in the building may be moved without permission of Toronto Botanical Garden. Our facilities are fully air-conditioned.

ACCESSIBILITY

Our event spaces and main washrooms are wheelchair-accessible.

SECURITY & EVENT SUPERVISION

Due to the needs of some events, and to ensure your event runs smoothly, Toronto Botanical Garden reserves the right to hire additional staff to be on hand during your event. We will be happy to discuss these arrangements with you in advance (additional fee applies).



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STUDIOS

Located on the upper level of the building, the Studios consist of three meeting rooms, each with a separate entrance.

STUDIOS

Minimum ceiling height: 8'
Maximum ceiling height: 14'

STUDIO 1

Area: 672 ft²
Theatre-style seating: 40 people
Classroom-style seating: 24 people
Dinner seating (8 person round tables): 32 people

STUDIO 2

Area: 638 ft²
Theatre-style capacity: 40 people
Classroom-style capacity: 24 people
Dinner seating: 32 people

STUDIO 3

Area: 728 ft²
Theatre-style capacity: 40 people
Classroom-style capacity: 24 people
Dinner seating: 32 people

TRIPLE STUDIO

Area: 2,038 ft.²
Theatre-style seating: 120 people
Classroom-style seating: 72 people
Dinner seating (8 person round tables): 96 people



BOARDROOM & CONFERENCE ROOM

These private meeting rooms each consist of a boardroom-style meeting table, chairs and a surface for audiovisual presentations.

Area: 348 ft²

BOARDROOM

Boardroom: 20 people

CONFERENCE ROOM

Boardroom: 16 people



Westview Terrace



PHOTO: KATE HOOD PHOTOGRAPHY



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