August 2026

the | ButternutTree

Wedding Terms & Contract Package



Edmonton's Only Four Diamond Rated Restaurant

CONTACT INFORMATION:

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For event bookings at The Butternut Tree if your party is over 12 guests, we require you to exclusively book the restaurant for the day.

We have a minimum spend of:

	Regular Wedding Rate 31+ Guests*	*Intimate Wedding Rate* 30 or less Guests*
Monday – Thursday	6,500	5,000
Friday – Sunday	10,000	8,000

Long Weekend Thursdays & Sundays fall under the Friday/Saturday minimum spend

Event and wedding packages are included in minimum spend.

**Guest count refers to the total number of meals served.*
Vendor meals required by contract are included in the guest count.

The minimum spend are based on the total of event package, food and beverage combined, exclusive of tax and 20% service charge. If the minimum spend requirement is not met, the difference will appear on the final bill as a room rental charge.

Restaurant capacity is **58** with current restaurant tables and chairs. Maximum capacity with the addition of rentals is **80** for a seated event and **90** for a standing cocktail style event.

For celebrations and private business dinners we typically offer the following four options:

- Passed canapés, charcuterie & cheese
- Tasting menu – 5-courses starting at $130 per person.
  Wine pairings available at an additional cost.
- 3-course or 4-course menus

Menu A | 4-Course Menu | **$110** Set Soup or Salad, Set Appetizer, Choice of 2 Entrees, Set Dessert
Menu B | 3-Course Menu | **$95** Set Appetizer/Soup/Salad, Choice of 2 Entrees, Set Dessert
Menu C | 3-Course Menu | **$85** Set Appetizer/Soup/Salad, Set Entrée, Set Dessert

Cake cutting available for $4 per person.

These are our most common requests; we are flexible to cater to the needs of your party.

Weddings at TBT

The Butternut Tree team would like your experience to be worry free, seamless and stress free. Our on-site event planner is pleased to offer their services, guidance and dedication to detail. We want to make your wedding day all about you. All weddings are required to select an appropriate wedding package listed below. This wedding package rate is applied to your minimum spend.



A. Ceremony Only Package $2,000 includes:

The minimum spend <u>does not</u> apply to the ceremony only package. Couple to pay only the $2000 package fee.

- <u>Two hours</u> in the restaurant for ceremony between the time frame of **11:00am and 4:00pm**
- Use of our full restaurant including existing tables, chairs.
- Room set up, tear down & clean up after event (does not include 3rd party equipment such as DJ)
- Early drop off and storage of décor prior and after wedding
- Use of our SONOS speaker system
- Use of restaurant AV equipment (microphone, speaker, Screen, Projector)
- Use of restaurant string lights (*if desired*)
- On-site event planner & Day-of coordinator
- One-on-one planning consultations
- Event document consistently updated with all details for event
- Knowledgeable and caring professional restaurant service team
- Water station set up for guests

B. Reception Wedding Package $1,750 includes:

- Venue access for guest arrival commences at 5:00pm, accompanied by an
  - Eight-hour reception time allowance for Regular wedding rate (groups 31+)
  - Six-hour reception time allowance for Intimate wedding rate (groups 30 or less)
- Use of our full restaurant including existing tables, chairs, furniture, flatware, glassware, & candles.
- Room set up, tear down & clean up after event (does not include 3rd party equipment such as DJ)
- Set up of guest book table, party favors, name cards, cake table, etc.
- Early drop off and storage of décor prior and after wedding
- Personalized table menu for each place setting & bar counter menus
- Use of our SONOS speaker system
- Use of restaurant AV equipment (microphone, speaker, Screen, Projector)
- Use of restaurant string lights (*if desired*)
- Custom selected menus with our acclaimed culinary team
- Curated wine and beverage selection from our sommelier & mixologist
- On-site event planner & Day-of coordinator
- One-on-one planning consultations
- Event document consistently updated with all details for event
- Knowledgeable and caring professional restaurant service team
- Complimentary menu tasting for the couple when wedding booked 60+ days in advance. Tastings are not available for weddings booked within 60 days. ($50 for each additional guest, if additional food is required)

C. All in Wedding Package $2,500 includes:

- Package A + Package B + room rearrange between Ceremony & Reception

Our aim is for the wedding couple to be able to show up and enjoy their wedding day without the stress of set up or having to worry about clean up at the end of the night.



Menu Selection & Planning

The Butternut Tree is the sole provider of all food and beverages served and consumed on the premises, with the exception of celebratory cakes and party favours from an AHS-certified kitchen. With prior approval from TBT, an Outside Food & Beverage Form must be completed and submitted before any item is brought onto the property (see page 13). The Butternut Tree reserves the right to refuse any outside food or beverage if the required form has not been returned.

Our wedding offerings are built around a thoughtfully curated, fixed menu available year-round. Designed to highlight Canadian ingredients and Chef Downey's culinary style, the menu remains consistent throughout the seasons, ensuring reliable planning and a seamless event experience. While our restaurant menu evolves regularly, our event menu is set in advance to guarantee availability, quality, and smooth execution for your celebration.

When booking your wedding, we will gladly share our current event menu to help you envision the style of meal you'd like to host. A planning meeting will be scheduled 3–6 months prior to your event date to confirm details and tailor the experience.

Pricing is subject to change without notice due to unforeseen cost adjustments. All pricing is guaranteed one month prior to your event, and TBT will honour rates outlined in signed contracts.

Food Regulations:

Due to local and provincial health regulations, guests are prohibited from removing any food or beverage products following a function (with the exception of wedding/special occasion cake).

In accordance with the capital health board authority, food will be kept out for a maximum of three (3) hours for buffet or station set ups.

Allergies & Dietary Requirements

We gladly accommodate any allergies and dietary restrictions arranged in advance of the function. We strongly recommend you ask your entire guest list in advance of your event for any food allergies or dietary restrictions. Confirm this information along with guest name with the planner 14 days before the event so alterations can be prepared accordingly. Our service staff will then be able to confirm appropriate alterations to their dishes.

In the case of a cocktail style reception with passed canapés, we ask you let any of your guests with dietary requirements alert a staff member upon arrival so we can appropriately get dietary friendly canapés to them throughout the event.

Last minute changes and requests to menu items may be subject to additional charge.

With failure to inform The Butternut Tree of dietaries requirements, allergies and food preferences 14 days prior to your event, we can not guarantee that alternative food and beverage can be accommodated for guest. The chef and kitchen team will determine the allergy menu alternatives to best suit all allergies present at event.





Menu Tasting

The Butternut Tree is pleased to offer a complimentary menu tasting for the wedding couple. The couple will be scheduled for a tasting on one of our pre-determined tasting dates for the year of their wedding.

Guests at the tasting will sample the set menu choices that have been pre-selected in advance of their tasting date. This tasting is available to all couples who have signed a contract and paid a deposit.

If additional guests wish to attend the tasting, a $50 per person fee applies. This also pertains to other events that would like to add a tasting.







Sweet Finish:

Cakes & Favors

Guests may bring their own celebration dessert/cake if prepared by a certified bakery (AHS licensed retail outlet) and a signed waiver has been returned to planner. The Butternut Tree charges a cake cutting fee of $4 per person.

Otherwise, all desserts are prepared by our chefs. We require a copy of the invoice outlining the baked goods have been handled in an AHS certified kitchen.

Wedding favors are permitted to be given as long as it is not alcohol or homemade goods. We do require a liability form to be completed for consumable wedding favors.

The Butternut Tree can store dessert/cake in the fridge for 24 hours prior to event and for 48 hours following the end of the event.

The restaurant holds no liability for damage, set up, care, or repair of wedding cakes that are not produced by The Butternut Tree.

We will not accept cakes or favors without signed AHS liability form 2 weeks prior.









Bar & Beverages

B a r S t y l e s

Host Bar

All beverages are applied to master account. Prices are subject to GST & 20% service charge

Cash Bar

Guests pay for their own beverages, prices are all subject to GST & 20% service charge

Subsidized Bar

This arrangement is suggested when guests at function are paying for a specific amount of drinks (loonie, twoonie, or $3) with the Client paying for the remaining amount. Guests pay set amount with 20% service charge & GST being charged to the master account.

Combination Bar

1. Guests are given X number of tickets (when drinks purchased with tickets are charged to master account), after guests are finished with their tickets they will individually pay for their drinks with a cash bar*

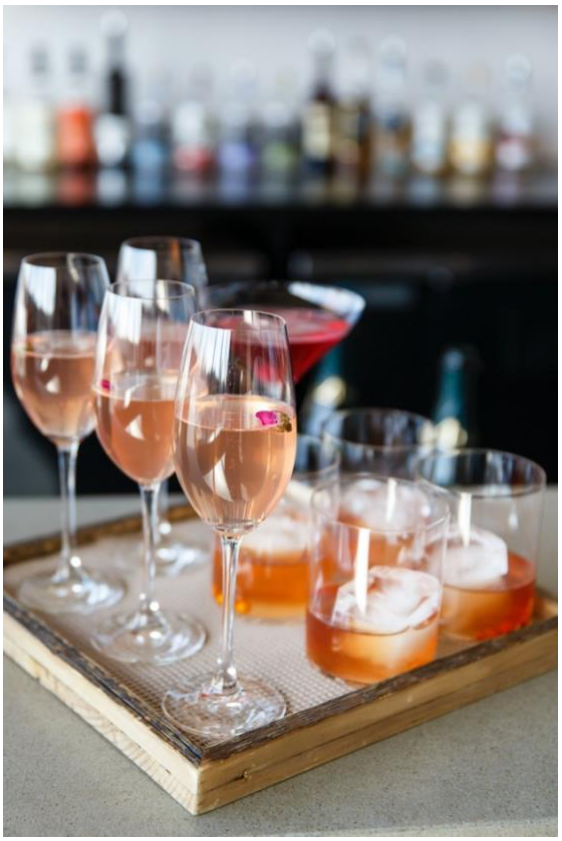
2. Beverage is charged to master account until certain pre-determined time in the evening, then bar switches to full cash bar*

3. Beverages are charged to master account until a certain price point is hit, then bar switches to full cash bar*

*Cash bar prices do not include service charge & GST (both 20% service charge & 5% GST will be added to all transactions); The Butternut Tree accepts cash, credit or debit for all our cash bars

Wine/Spirits/Beer

- We have an extensive wine and beverage list for you to choose from.
- Wine vintages may be subject to change
- Wine corkage is only available for full restaurant book out events; guests must provide AGLC approved, commercially manufacture, sealed bottles of wine at a fee of $30 each. This wine must be approved by the event planner and be dropped of prior to event start time.
- We will not serve any beverages that are not provided 24 hours prior to event start time with a valid receipt of purchase in Alberta.
- Our knowledgeable food and beverage team will meet with the guest to coordinate customized drink options for an event; such as his/her cocktails, mocktails, beverage pairings, etc.
- We are happy to arrange wine, beer, or spirits that are not on our list for your event.
- Orders for product that are not part of our standard menu are subject to availability and the client will be charged for full order brought in (whether all is consumed or not).







Glassware

- The restaurant has event highball and wine glasses that will be used for events in combination with our Riedel crystal glassware.
- In the event of glassware breaking as result of guest; a flat charge of $12 per glass will be charged to the master bill.

Regulations

- The Butternut Tree has a class "A" License. Our liquor service will not be permitted after 12:00am. Last call is set for 12:00am. With consumption to be finished and departing by 1:00am. No Exceptions.
- We are a licensed facility; we must provide all alcoholic beverages consumed at event. Unless corkage previously determined & approved. We will not serve any beverages that are not provided 24 hours prior to event start time with a valid receipt of purchase in Alberta.
- TBT staff members are required to open and serve any bottles brought in by guests. Prior approval required to be brought onto premise. All alcohol brought in must be sealed and delivered to site prior to event begins. If not, the product will not be served.
- The Butternut Tree reserves the right to refuse or terminate service of alcohol beverages at any time if there is a breach of the Alberta Gaming & Liquor Commission board (AGLC).
- We ask for your full cooperation in the implementation of the regulations.
- All attendees of any event must have valid government issued ID in their possession or TBT reserves the right to refuse service.
- No person under the age of eighteen is allowed to consume alcoholic beverages. It is the responsibility of the client to ensure that practice is followed.
- TBT reserves the right by AGLC regulations to stop liquor service to any guest that appears intoxicated by alcohol or drugs.
- Our service staff will gladly call and arrange a taxi upon request of any guests in attendance.
- If guests are found to be engaged in behavior that may be a liability for our business (ie. use of drugs, consumption of outside alcohol on premise, or aggressive behavior) we reserve the right to add a surcharge up to $400 to the final bill.
- Should The Butternut Tree find that a guest has brought any type of alcohol onto premise without prior written approval by The Butternut Tree management; allow minors to consume any alcoholic beverage; or have left the premises (front doors of the restaurant) with alcohol into lobby or outside of the building; TBT reserves the right to remove guest and close the bar immediately and/or terminate the function entirely at the client's expense.
- The client will be responsible for all fines, loss of business, assessments & liabilities as a result of above.

Decor

- The guest is responsible for supplying all décor unless otherwise specified in the contract. Guests are welcome to use of restaurant candles as stated in event package. TBT supplies candles for restaurant candle holders.
- The Butternut Tree's planner must approve all décor. Nothing can be used that will leave a mark on any surfaces; including the use of adhesive agents, nails, tacks, staples, tape. Any cleanup, damage, or maintenance and repairs that are required as a result of the event will be billed directly to the client.
- Cleaning fee of $500 will apply to décor items which leave glitter residue within the restaurant space.
- Throwing of rice, confetti, fresh flowers and the like are not allowed on the premises unless previously arranged with The Butternut Tree. A minimum clean up fee of $500 will apply if used.
- All candles must be in enclosed containers with the flame at a minimum of 1 inch below the encasement. These must be confirmed with The Butternut Tree planner prior. The Alberta fire laws do not permit any open flames.

- Guests are to pick up their provided wedding décor the following morning. The Butternut Tree will store decorations for a maximum of one week following event, unless they are too large or there are too many for our storage areas. Anything left on premise for more than one week will be donated to charity or disposed of properly. The client agrees that The Butternut Tree and its employees are not responsible for lost or damaged items when not collected by the host.
- Guests are responsible for providing their own table numbers, and seating charts a minimum of 14 days prior to event. The on-site planner will take care of set up of party favors, name cards, etc. given the guests provide a neat seating plan for the planner to follow.

Rentals

- Any specialty rentals need to be arranged in advance by guest. Guest must provide contact information for specialty rental company 14 days prior to event.
- If guest is coordinating specialty rentals they need to confirm the delivery window and time/date for pickup upon conclusion of event 14 days prior with the planner and provide a detailed listing of the rentals to event planner.
- All specialty rentals must be dropped off the morning of the event (9:00am-12:00pm) and picked up the following morning (9:00am-10:00am). All furniture must be out of premise by 10:00am the next day.

- The restaurant arranges all table and chair rentals which are subject to a 15% rental fee. All charges around rentals such as delivery, pickup, and damage deposit are an expense of the guest. The restaurant team takes care of the set up and take down of all rentals.
- Restaurant furniture will be arranged by our team to predetermined custom floorplan with event planner.











Entertainment

- Our restaurant is equipped with SONOS speakers throughout with five zones in the restaurant. This allows control of different volumes within the different areas. For example, quieter for more conversation on one end of the room and louder near the bar and dance floor area.
- Our team can play music from guests preferred spotify playlist. All playlists are to be provided day prior to event to ensure compatibility.
- A sound check is available upon request prior to date.

- If guest would like a DJ or live musicians they must book and coordinate this third party themselves. The Butternut Tree requires contact information for the DJ/musicians at least 14 days prior to ensure we can appropriate locate them within the restaurant with proper power source/table if needed.
- The Butternut Tree does not supply any equipment to be used by DJs or Musicians.

- Restaurant Audio Visual equipment is available for use. This includes Microphone, Speaker, Screen and Projector. This is included in wedding packages.



Event Reservations:

Payments, Deposits, Charges

For any event bookings of the full restaurant a non-refundable deposit of $1000 is required at the time of booking. This secures the date along with the signed contract acknowledging all the restaurants terms and conditions.

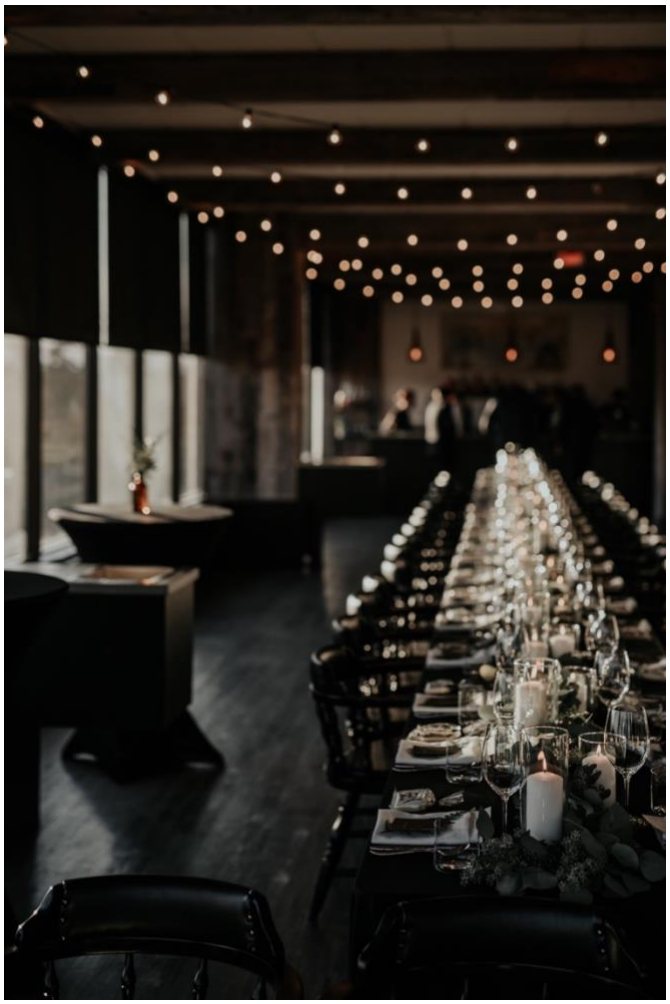
Up to six months prior to your event, you will meet with our on-site planner to plan all the details of your event. Once you have decided on the details of the meal and made all the arrangements for your event, your planner will prepare an estimate showing the anticipated total cost of your event. This total amount will form your second deposit of 50% (inclusive of GST & Gratuity applied to the 50% deposit) of estimated charges, which will be payable two weeks prior to your event.

Once your event is over, we will prepare reconciliation based on the actual consumption of your party. We will email an invoice of the balance to you. This payment is due within 5 business days following the event. If we do not receive payment within the 5 allotted days we will charge the remaining balance to card provided on contract; unless otherwise confirmed with manager in writing. In failure of the card on file processing, a service charge of 1.5% per month (19.56% per annum) will be added to any invoice that is not paid within 30 days of billing.

All deposits are placed are put towards the final invoice. Any cancellations will forfeit the initial deposit. Deposits are all non-refundable but can be transferred to a different date within a year of booking. Deposits & pre-payments can be made via credit card or e-transfer.

A 20% service charge will be applied to all charges with the exception of rentals. A 5% GST will be applied to all charges





Confirmations & Guaranteed Attendance

A guaranteed number of guests and all details of event must be confirmed 14 days prior to the event date.

If a change does occur after those guaranteed numbers that could affect the seating layout and floor plan for event, let the planner know with a minimum of 48 hours' notice so they can set up appropriately the day of event.

For sit down functions, The Butternut Tree will charge for the minimum number of guests provided 14 days prior, or the actual number of guests in attendance; whichever is greater.

For standing receptions, amount of food ordered or consumed, whichever is greater, will be charged.

Should we not receive your guaranteed number in this time frame you will be billed for the expected number on initial contract or total number that attended, whichever is greater. Any additional guests or food added after the guarantee date or on the date of the event will be subject to a 15% surcharge on the items.

Cancellations

- All changes must be submitted to the event planner in writing by email to info@thebutternuttree.ca
- Costs for cancellations are as follows:
    - Less than 2-weeks – 50% of estimated event revenue and non-refundable deposit;
    - More than 2-weeks – loss of non-refundable deposit.
- This deposit is non-refundable under any circumstances. This includes change in rules and restrictions (inclusive of AHS, the Government and The Butternut Tree), change to capacity of guest in venue, or restaurant closure due to COVID-19. If the guest makes the decision to cancel the deposit is non-refundable.

On-Site Regulations

- Planner will be on site at arranged time the date of event to coordinate with vendors and set up the venue. Guest still must provide estimated arrival times for any deliveries by themselves or vendors.
- If guest has a wedding planner, they must attend all meetings and are responsible to be present for full day of set up prior and present for full event tear down after event until restaurant has returned to regular set up. (*Excluding placement of restaurant furniture, glassware, flatware, plate ware, etc.*). The Butternut Tree reserves a right to an additional charge ($1000) if the arranged wedding planner is not present for planning, set up, and take down.
- The Butternut Tree is permitted to take photos of your event space, decorations, and event to use as they choose for marketing, social media, or other means as we see fit.
- The client agrees to begin and end the scheduled event at the designated times. If the client or guests are late in arriving or sitting down, the client understands this may affect the timeliness and flow of service. The client agrees to adhere to the timeline of the event. Event start time on finalized event documents is the time The Butternut Tree will unlock the front doors to the restaurant. Guests who arrive early will not be permitted into the space. No exceptions until scheduled time or we are fully set to accommodate.



Accessibility

- Parking is available in our two impark parking lots; Lot #371 surface & Lot #477 Parkade. Along with street parking. If guests attending event plan on drinking and leaving their car we recommend street parking or the surface lot behind the building. The underground parkade does not have access on Sundays, or between 12:00am (midnight) to 7:00am Monday through Saturdays. The Butternut Tree only has access only Sundays if event is booked on a Sunday and parking has been discussed with guest in which the building access is temporarily changed.
- Our building and bathrooms within the restaurant are fully wheelchair accessible.

Damages & Breakage

- Client agrees to accept personal responsibly for damage to any part of property damage that may happen during the function.
- The client agrees that The Butternut Tree and its employees are not responsible for any personal injury or loss suffered by the client or their guests.

Smoking

- Guests who wish to smoke or vape should do so 10 meters away from the front of the building and maintain a moderate volume to respect our community and neighbors. Vaping is strictly prohibited inside the restaurant and throughout all indoor areas of the building at all times.
- Although cannabis is now legal in Canada, the use of cannabis on The Butternut Tree property is strictly prohibited. As there is a daycare in the building guests must follow cannabis bylaws that state, "*cannabis consumption is not permitted on or within child care facility property*".
- If guests are found with any illegal substances or outside alcohol, they will be asked to leave the event.

As outlined in the package

Additional Fees & Service Charges:

- Cake cutting fee | $4 per person
- Menu tasting | $50 per additional guest

- Wine corkage | $30 for each bottle

- Glassware breaking as result of guest; a flat charge of $12 per glass

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- If guests are found to be engaged in behavior that may be a liability for our business (ie. use of drugs, consumption of outside alcohol on premise, or aggressive behavior) we reserve the right to add a surcharge up to $400 to the final bill.

- Cleaning fee of $500 will apply to décor items which leave glitter residue within the restaurant space.
- Throwing of rice, confetti, fresh flowers and the like are not allowed on the premises unless previously arranged with The Butternut Tree. A minimum clean up fee of $500 will apply if used.

- The Butternut Tree reserves a right to an additional charge ($1000) if the arranged wedding planner is not present for planning, set up, and take down

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- Service charge applied to all charges (excluding rentals) | 20% GST applied to all charges | 5%

- Any additional guests or food added after the guarantee date or on the date of the event will be subject to a 15% surcharge on the items

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- Rental fee | 15%



