

TOWER HILL

BOTANIC GARDEN

Congratulations on your engagement, and thank you for considering Tower Hill Botanic Garden to celebrate your special day. Tower Hill is unlike any other venue in New England and we are proud to showcase our venue, hoping it is the right fit for you. Our Wedding Coordinator is happy to assist with the planning of your wedding at Tower Hill.

GENERAL WEDDING INFORMATION

On-Season: From mid-May to mid-September, Tower Hill can accommodate weddings of up to 150 guests. You may choose from two garden ceremony and two cocktail hour locations. Receptions will take place in the beautiful 18th century glass conservatory, the Orangerie.

Off-Season: From mid-September to mid-May, Tower Hill can accommodate weddings of up to 70 guests. Cocktail hour can be held amongst the tropical plants in one of our conservatories, with a reception to follow in the Great Hall. We recommend off-season wedding ceremonies be held off-site due to space restrictions, however, standing room only ceremonies may be accommodated.

Wedding Timeline: Tower Hill hosts one wedding an evening for our *members*. Ceremonies are booked for a half hour period of time, beginning no earlier than 6:00pm. Receptions, including cocktail hour, are booked for a five hour period of time from 6:30pm-11:30pm, with the option for extension to keep the celebration going. The wedding party is permitted on the grounds one hour prior to the beginning of the rental period for pictures.

Caterers and other vendors may begin setup at 4:00pm in the main reception location and 5:00pm in all other locations. Breakdown will immediately follow the event.

For on-site ceremonies, rehearsals will take place the day before from 3:00pm-4:00pm.

Equipment: Tower Hill provides tables for your wedding, but does not provide chairs for a ceremony or reception; these must be rented from a Tower Hill approved rental company, or your caterer.

Wedding Coordinator: Tower Hill's Wedding Coordinator is your main point of contact from the venue. The Wedding Coordinator will assist you with financial, logistical and facility details throughout the planning process via email/phone or in-person meetings. Tower Hill's Wedding Coordinator will schedule a final "walk-through" appointment approximately two-four weeks before your wedding with you and your caterer to discuss all final details. In addition to coordinating with vendors, our Wedding Coordinator will run your on-site ceremony and rehearsal, and ensure the flow and timing of your wedding day are on schedule. The cost of the coordinator's service is included in the rental fee.

Day-Of Event Assistants: Tower Hill provides up to two Event Assistants (based on guest count) who will assist the Wedding Coordinator the day-of ensuring all agreed upon details are implemented. The cost of the Event Assistant's service is included in the rental fee.

CATERING SERVICE

Tower Hill maintains a list of approved caterers who are familiar with our policies, space capacity, and facility. They are familiar with the restrictions of our facility and fully comply with all local, state, and federal laws. The caterer will provide all linens, silverware, dishes, and glassware for the tables. No other caterers are permitted.

Capers Catering

21 Emerson St
Stoneham, MA 02180
781-279-5100

info@caperscatering.com
www.caperscatering.com

Fireside Catering

211 Middlesex Turnpike
Burlington, MA 01803
781-221-3003 x204

info@firesidecatering.com
www.firesidecatering.com

Peppers Fine Catering

43 Hudson St
Northborough, MA 01532
508-393-6844

eventinquiry@pepperscatering.com
www.pepperscatering.com

Struck Catering

130 Hamilton St
Worcester, MA 01604
508-755-5953

info@struckcatering.com
www.struckcatering.com

Tastings Caterers

5 Crestwood Dr
Framingham, MA 01701
508-879-9191

info@tastingscaterers.com
www.tastingscaterers.com

A preferred vendor list will be provided to all clients upon booking with Tower Hill.

BEVERAGE SERVICE

Tower Hill Botanic Garden is pleased to offer bar service for your reception. The restrictions of the liquor license, which governs our operations, require that we provide both the servers and the alcohol served on the premises, prohibiting outside alcohol, or favors containing alcohol. Alcohol service starts after the ceremony and ends a ½ hour before the end of your reception. All bar pricing is consumption based. Tower Hill's Wedding Coordinator will assist you in your choices of bar service.

Bartenders: Bartenders are scheduled based on the number of guests. The ratio is one bartender per every 75 guests. Bartenders are charged on a per hour basis, these hours will be billed to the client after the event. Please note bartenders arrive approximately two hours prior to the event and remain approximately one hour after the conclusion of the event.

For questions, rates, and inquiries, please contact:

Brittni Menard, Wedding Coordinator
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