

# TOWER HILL

## B O T A N I C G A R D E N

### Off-Season Wedding Information

Thank you for considering Tower Hill Botanic Garden for your wedding day! We understand how important this day is for you, your family, friends and guests. Tower Hill's lush manicured gardens, mountain views, and beautiful architecture offer a unique and romantic backdrop for your special day.

From **October to April (off-season)**, Tower Hill can accommodate weddings of up to 50 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, indoor ceremonies may be accommodated in our Conference Room.

**Wedding Timeline:** Tower Hill hosts one wedding per evening. Receptions, including cocktail hour, are booked for a five hour period of time from 6:00pm-11:00pm, 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 Great Hall and 5:00pm in all other locations. Breakdown will immediately follow the event.

**On-Site Ceremony:** For on-site ceremonies, rehearsals will take place one to two days prior to your wedding from 3:00pm-4:00pm.

**Equipment:** Tower Hill is able to provide tables and chairs for your reception.

**Wedding Coordinator:** Tower Hill's Wedding Coordinator is your main point of contact from the venue. Our 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 planning meeting approximately three-four weeks before your wedding with you and your caterer to discuss all final details regarding your wedding. 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.

**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.

**Beverage Service:** Tower Hill is pleased to offer beverage 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. Alcohol service starts after the ceremony and ends a ½ hour before the end of your reception. All beverage pricing is consumption based; there will be a 20% service fee on open bar. Tower Hill provides one bartender for your event, based on a ratio of one bartender per every 75 guests.

**Catering Service:** Tower Hill maintains a list of approved caterers who are familiar with our policies, space capacity, and facility. They fully comply with all local, state, and federal laws. Only caterers from the approved list may be used for events at THBG. There are no exceptions. The caterer is responsible for providing all silverware, dishes, linens, and glassware for the tables.

# Off-Season Venue Rates

(October-April)  
guest capacity: 50

## **What's Included:**

5 Hour Rental  
1 Hour Pre-Event Access for Wedding Party Pictures  
Wedding Coordinator, Event Assistants, & Bar Staff  
2 Year Friend-Level Membership  
Cocktail Hour Location (Conservatory)  
Reception Location (Great Hall)  
Tables  
50 Standard Chairs for Reception  
One Wedding Exclusivity  
Final Planning Meeting  
\$500 Refundable Security Deposit

## **Reception Rates:**

**Friday Evening\*** - \$4,000  
**Saturday Evening\*** - \$5,000  
**Sunday Evening\*** - \$3,500  
**Holiday/Holiday Sunday Evening\*** - \$5,000  
*\*Rates are subject to 6.25% MA Sales Tax*

## **On-Site Ceremony - \$500:**

1 Hour On-Site Rehearsal  
Ceremony Location (Conference Room)

## **Extension Fee- \$750\*:**

Additional ½ hour Rental, added to end of Reception

**Securing a Date:** In consideration for the use of Tower Hill Botanic Garden, a signed contract and non-refundable deposit of \$2,000 is due.

**Final Payment:** The final payment will be comprised of the remaining venue fee and 6.25% MA sales tax and is due 30 days prior to your wedding.

## Approved Caterers

<b>Capers Catering</b>	Stoneham, MA	(781) 279-5100	<a href="mailto:info@caperscatering.com">info@caperscatering.com</a>
<b>Fireside Catering</b>	Burlington, MA	(781) 221-3003	<a href="mailto:info@firesidecatering.com">info@firesidecatering.com</a>
<b>Peppers Artful Events</b>	Northborough, MA	(508) 393-6844	<a href="mailto:eventinquiry@peppersartfulevents.com">eventinquiry@peppersartfulevents.com</a>
<b>Pranzi Catering &amp; Events</b>	Providence, RI	(401) 383-3631	<a href="mailto:info@pranzi.com">info@pranzi.com</a>
<b>Struck Catering</b>	Worcester, MA	(508) 755-5953	<a href="mailto:info@struckcatering.com">info@struckcatering.com</a>
<b>Tastings Caterers</b>	Framingham, MA	(508) 879-9191	<a href="mailto:info@tastingscaterers.com">info@tastingscaterers.com</a>