

FAQs

Tower Hill Botanic Garden is a museum setting with a living collection. We want to remind all guests that we place the utmost importance on the protection of our plants, both indoors and outdoors. Our guests choose to visit Tower Hill and to rent our facilities because we can offer a beautiful, serene setting for special occasions. Please understand that use of our property must be designed around the principles of protection of our facilities and living collection, and respect for regularly-scheduled public access. Thank you!

Meeting with your Tower Hill representative

I have so many questions about my wedding. Will I meet with a Tower Hill representative before my wedding?

Your Tower Hill representative will schedule a “final walk-through” appointment which will take place about a month before your wedding and will include your caterer, our representative and anyone else you identify to discuss final details. This meeting will be scheduled on Tuesday – Friday, 9a-4p.

Photography

I am a paying member. Can I come to the grounds any time during the day of my wedding?

Photo Shoots are not permitted before 6:00 PM. The early arrival of the wedding party to take photos is not permitted under any circumstances. If the weather is inclement, photos may be done in the Orangerie or other desirable locations inside the Stoddard Center, but only after the ceremony.

Alcoholic Beverages

What is the alcohol policy at Tower Hill Botanic Garden?

Alcoholic Beverages are served under a license issued to Worcester County Horticultural Society (WCHS) at Tower Hill Botanic Garden (THBG). Alcoholic Beverages may be served and consumed inside the building and on the adjoining terraces only. Additional fees and specific guidelines are applicable. Please ask for a beverage price list and important legal guidelines concerning alcoholic beverages. The bar will close ½ hour before the end of the rental period or earlier at the discretion of the facility representative.

WCHS emphasizes *responsible* use of alcohol; WCHS also reserves the right to either deny a guest access to the Society’s bar or, in extreme cases, close the bar entirely if it is the opinion of the staff in charge

that too much alcohol has been consumed. The Society has adopted this policy for the well-being and safety of all guests. We ask for your complete cooperation if during the course of your event it becomes necessary to take precautionary actions.

Please advise the vendors you hire that alcohol will not be served or sold to them. No one servicing a wedding or social event is permitted to consume alcoholic beverages; i.e., catering staff, bartenders, Tower Hill employees, musicians and photographers.

We want to bring in our own beer/wine/alcohol and would like to give bottles of alcohol to our guests as favors.

No form of alcoholic beverages may be given as “favors”. No alcohol is permitted at wedding ceremonies except by prior permission . For social events involving alcohol for groups over 150 persons, the town of Boylston requires that WCHS arrange for a police officer to be on the premises, and two police officers for over 250 persons, the cost of which is in addition to the rental fee and paid separately.

I would like a very specific kind of wine served to my guests at the reception. Can Tower Hill order whatever I want?

Wine selections of your own choice are considered special orders and may be ordered by the Tower Hill private events staff. An administrative fee for any special order is \$150, in addition to the cost of the selected beverage. The cost of the selected beverage will be determined according to the Tower Hill alcoholic beverage pricing procedure. The selected beverage price would be per case and must be ordered three weeks in advance. 6.25% Sales tax and 18% service fee will be applied to the invoice in addition to the special order fee. The number of bottles needed for this purpose will be based on the number of guests and will be mutually agreed upon prior to the placement of the order. Unused portions of any special order cannot be removed from the premises, per state regulations. This selection may be offered at the bar, as a toast and/or served with dinner by bartender staff.

Chairs & Tables

Are tables and chairs provided for us?

Tables (including a selected number of 60” rounds, 6ft banquet tables, low 36” café tables and 36” round high-tops) will be provided at no extra charge. Rented chairs must be set up by the vendor for ceremonies in approved areas of the garden no earlier than 5 PM on the day of the event and must be removed, by the vendor, immediately following the event. Chairs (and rented tables, if applicable) for the reception must be delivered and set up by the vendor no earlier than 4pm on the day of the event and removed the following morning before 10:00 am. Please read your vendor’s chair rental form carefully. If you elect to use a table outdoors, please rent these through your vendor.

Tower Hill plants and signage

I have my own signs that I would love to hang from the trees lining the pathways.

Botanical exhibits and signage may not be moved nor any decorations, signs, lighting, etc. hung from any plant or structure. Cost for restoring damaged structures or plants will be the responsibility of the renter and will be withheld from the security deposit.

Flowers and other decorations for the event

What time can my florist come to set up the day of the event?

Floral or other decorations may be delivered to THBG at 4pm the day of the event. Please schedule any early deliveries through the private events staff. All table arrangements or centerpieces must arrive “table ready”, not requiring any assembly on site. Floating candles and floral arrangements utilizing beads or stones are not permitted. Outside decorations for the ceremony may be set up no earlier than 5pm.

We rented vases from our florist. Can she/he pick them up the following day?

All items must be removed the night of your event. Tower Hill Botanic Garden is not responsible for items left behind after events. Any leftover items will be disposed of.

Musicians or DJs

Can we use Tower Hill Botanic Garden’s sound system or do our musicians/DJs have to provide them?

Tower Hill makes outlets available, but does supply any sound equipment. It is recommended that the number of musicians be kept to a maximum of four if using the Orangerie, or less if using Great Hall due to the space available and the number of guests. DJs are provided with a six foot table. Musicians and DJs are not permitted to invite potential future customers to Tower Hill during an event to hear or view their performance. Vendors must be packed up by 12 midnight before the wedding party incurs additional cost.

My ceremony musicians require shade in the case of extreme sun and coverage in the case of rain. Will Tower Hill provide umbrellas or coverage for musicians?

In the case of extreme heat or rain, your ceremony can take place indoors. Tower Hill does not provide umbrellas or any outside coverage in the case of extreme weather.

Inclement Weather

If there is a chance of rain, I still want my ceremony to be held outdoors.

The staff at Tower Hill will be responsible for determining whether or not your ceremony will take place outside in the gardens or inside, in the case of bad weather. We will make this decision by 5pm the day of your wedding.

Other equipment and supplies

What if my vendors might need last-minute supplies when they are setting up?

Any supplies including extension cords, flatware and china, pedestals, tape, etc, are the responsibility of the renter or its vendors. Other equipment and supplies brought in for use during the event must be removed immediately after the event.

Ceremony

Can I set up a runner for my aisle or throw rose petals?

Rose petals may be used but they must be picked up immediately after the ceremony. A cloth that is light permeable and designed for use on sod may be used as an aisle runner. It must be removed immediately after the ceremony and cannot be staked into the turf.

Rehearsal

Will we be able to rehearse our ceremony at Tower Hill before the wedding?

Your rehearsal (if your ceremony is to take place at Tower Hill) will be scheduled at 4pm the day before your wedding and must end promptly at 5pm. You will meet in the Limonaia, to the right of the reception desk. It is up to your officiant to run the ceremony the day of your wedding. Your officiant will also run the rehearsal. One representative from Tower Hill will be present to help store any items. At your rehearsal, you may drop off any last-minute items that you haven't already left with your caterer. Tower Hill storage is limited so we encourage you to "store" guestbook, placecards, etc. with your caterer for delivery.

Early Arrival

Do you provide a bridal suite for my bridal party to get ready in?

For wedding ceremonies, parties must arrive dressed in their wedding attire. There are no dressing rooms available for wedding preparations for the bridal parties.

Parking

Will there be enough parking for my guests?

Parking is available for 220 cars. Parking is permitted only in the parking lots or marked spaces. No guests may leave their cars parked overnight without permission from the Tower Hill representative with whom you are working.

Food Service

We have a family caterer – May I use them for our wedding reception?

Food service is provided by caterers from our approved list. No alternative caterers are permitted. All service arrangements, in addition to invoicing, are made directly with your caterer. The caterer provides all linens, dishes, glass and silverware.

Facilities representative

Will Tower Hill staff be present the night of my event if I have any questions?

Tower Hill's private events staff will work with you to answer any questions not addressed here regarding use of the property for the event. THBG facilities representatives will be present throughout the event to ensure that THBG policies are followed, that the living collection is protected and that vendors have a Tower Hill point person to whom to direct questions regarding the facility. The cost for this service is included in the rental fee.

General facility rules

- Excessively loud music or noise levels are not permitted after 11:00 PM.
- Throwing of rice, confetti, birdseed and the use of bubbles or balloons is not permitted.
- No explicit reference to the Worcester County Horticultural Society or to the Tower Hill Botanic Garden may be used in promotional or other types of literature used and/or distributed by the renter. All photographic or media-related coverage of special events to be used for publicity or

related purposes where the Tower Hill Botanic Garden or Worcester County Horticultural Society name is used, must be coordinated with the private events staff prior to release.

- Votive candles or candles protected by glass hurricanes may be used on the tables in approved areas. Candles or luminaries of any kind are not allowed outside at any time. Floating candles and floral utilizing beads or stones are not permitted.
- Tower Hill Botanic Garden is a non-smoking facility. Smoking is not allowed in any part of any building or in the gardens. There will be two locations provided for smokers outside. The facilities representative(s) will advise guests of the designated area. The renter will be charged a clean-up fee for any smoking remains in areas other than those which are provided.
- The renter agrees that in any questionable circumstance that arises during the time of rental, the facilities representative of Worcester County Horticultural Society shall be the final arbiter.
- Rates and policies of the Worcester County Horticultural Society are subject to change without notice.