



Off-Season Weddings



ALL PHOTOS:
JOE DOLEN PHOTOGRAPHY



TOWER HILL

BOTANIC GARDEN

2018 OFF-SEASON WEDDING INFORMATION

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. From **October to April**, 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, 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: An on-site ceremony may require a later start time for your event, depending on location and date chosen. For on-site ceremonies, a one-hour rehearsal will be scheduled with the Wedding Coordinator one to two days prior to your wedding, based on availability.

Equipment: Tower Hill provides 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.

WEDDING RATES AND PACKAGES

Off-Season Rates 2018

(October-April)

guest capacity: 70

Reception Package:

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

Reception Package 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 Add-On - \$500:

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

Extension Add-On - \$750:

Additional ½ hour Rental, added to end of Reception

Securing a Date: In consideration for the use of Tower Hill Botanic Garden, a 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.

SOCIAL MEDIA

Find us on social media: **TowerHillBG**

*Flickr: **THPEvents**



Brittni Menard, Wedding Coordinator
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APPROVED CATERERS

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

Pepper's Fine Catering

43 Hudson St
Northborough, MA 01532
508.393.6844

eventinquiry@pepperscatering.com
www.pepperscatering.com

Pranzi Catering & Events

10 Rosario Drive
Providence, RI
401.383.3631

info@pranzi.com
www.pranzi.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

ACCOMMODATIONS

Beechwood Hotel

Worcester, MA
508.754.5789

www.beechwoodhotel.com

Courtyard Marriott

Joy Baig
Westborough, MA
508.836.4800

joy.baig@marriott.com

Embassy Suites by Hilton

Jennifer Mello
Marlborough, MA
508.485.5900

jennifer.mello@hilton.com

Holiday Inn

Caleigh Murphy
Marlborough, MA
508.303.2793

cmurphy@midlandhc.com

Residence Inn Marriott

Jayro Machado
Worcester, MA
508.753.6300 x4906

jmachado@ih-corp.com