



Private Events-Meetings

New England Botanic Garden at Tower Hill is one of New England's premier locations for your private event. Whether it is a business meeting, retreat, or presentation, New England Botanic Garden at Tower Hill offers a serene backdrop of gardens, woodlands, meadows and mountain views that will leave your guests inspired and in awe of their surroundings during any season.

General Information

New England Botanic Garden at Tower Hill is available to host your meeting from Monday through Friday between the hours of 8am-4pm.

Event Spaces, Pricing, & Capacities

Several event spaces are available depending on the needs of your event. All pricing includes use of a variety of table sizes, conference-style chairs, and admission for all your guests.

Room Name	Pricing		Capacity		
	<u>Weekday</u>	<u>Conference</u>	<u>Classroom Rows</u>	<u>Rounds</u>	<u>Lecture</u>
Conference Room A/B	\$550	48	42	80	90
South East Link	\$350	27	20	45	60
Audio-Visual Equipment					
LCD Projector & Screen	\$175		Hybrid Technology		\$300
Laptop	\$75		Bose Speaker & Microphone		\$125

*Access to the room prior to 8am will be billed \$50 per 30 minutes.

Payment

A non-refundable 50% deposit of your rental fee is required at the time of contract-signing in order to guarantee arrangements with New England Botanic Garden at Tower Hill Botanic Garden. The remaining 50% is due 30 days prior to your event date.

Discounts

New England Botanic Garden at Tower Hill is pleased to offer a 10% discount on the room rental fee to nonprofit agencies and our Business Partners. Discounts are not offered on audio-visual equipment rentals. For more information on our business partnership: <https://www.nebg.org/sponsorship/>

Catering

New England Botanic Garden at Tower Hill maintains a list of approved caterers who are familiar with our policies. The caterer provides all linens, silverware, dishes, and glassware for the tables. Alternate caterers, self-catering, and outside alcohol are not permitted.

Simply Delicious	Grafton, MA	(508)-839-1911	events@simplydcatering.com
Struck Catering	Worcester, MA	(508) 755-5953	info@struckcatering.com
Sir Loin Catering	Northborough, MA	(508) 450-5619	sirloincatering@verizon.net
Farmer and the Fork (Peppers Artful Events)	Boylston, MA	(508) 393-6844	eventinquiry@peppersartfulevents.com

****Please note that we do not allow single use plastic containers for beverages in service from our caterers. Please speak to your Events Specialist about purchasing our individual boxed waters which are available for \$3.00 each.**

Meeting Add-Ons

Our mission is simple: *to connect people with plants!* We want your attendees to come back and experience all the gardens have to offer.

You may also select one additional option to include in your rental, at no charge:

Greeting/Welcome: A New England Botanic Garden at Tower Hill Representative will welcome your group and give a brief overview of our organization and gardens. This can be worked into your agenda between 8:30am-9:30am.

Gate Passes: If there is not enough time in your schedule for your group to be able to enjoy the gardens on the day of your meeting, we are able to provide you with one single-use gate pass for each of your participants for when they would like to return to the gardens!

For an additional charge, you may choose one of the options below:

Garden Tour: A trained docent will take your group through the formal gardens and introduce them to the wonders of New England Botanic Garden at Tower Hill in a 45-minute tour. Docents are scheduled at a rate of \$100 for up to 10 guests, \$200 for up to 20 guests, and \$300 for up to 30 guests.

Programs by Request: From terrarium-building and botanic prints, to journaling and tree identification, these programs can be led at your site or ours and are geared for groups up to 15 individuals. Programs vary in price. More information: www.nebg.org/programs-by-request

Event Spaces



CONFERENCE ROOM A/B

A bright, open space, this conference room can be divided in two. The wall of windows looks out to beautiful views of Wachusett Reservoir.



SOUTHEAST LINK

The Southeast Link is a lovely space with floor-to-ceiling windows, slate floors and a view of gardens.