



New England
Botanic Garden
AT TOWER HILL



Weekday Meetings

New England Botanic Garden at Tower Hill is one of the region's premier locations for your weekday meeting, retreat, or conference. We offer an array of unique spaces to accommodate your needs and allow your participants the opportunity to explore our 200-acre property during their visit. Your guests will leave inspired, refreshed, and ready to jump back into their work.

Each season offers a different garden experience. Spring brings beautiful bulbs including daffodils, tulips, and more. Summer gardens feature dramatic, colorful displays of annuals and perennials. In autumn, views of fall foliage are unmatched in the region, and winter at the Garden offers an escape from the cold as your group explores our subtropical conservatories.

The Details

Rental Times

Monday -Friday, 8:00am-4:00pm

All pricing includes use of a variety of table sizes, conference-style chairs, and General Garden Admission for all of your attendees.

Room Name	Pricing		Capacity		
	<u>Weekday</u>	<u>Conference</u>	<u>Classroom</u>	<u>Rounds</u>	<u>Lecture</u>
Reservoir Room	\$800	48	42	80	90
Southeast Link	\$400	27	20	45	60
Audio-Visual Equipment					
LCD Projector & Screen	\$200		Hybrid Technology		\$300
Laptop	\$100		Bose Speaker & Microphone		\$200
Additional Microphone \$25					

Reservoir Room

Our Reservoir Room offers a naturally lit room with floor-to-ceiling windows and a ceiling adorned with elegant copper details. Glass doors lead out onto a terrace with stunning views of the Wachusett Reservoir. A loop hearing system integrated into the room makes this an accessible space for guests.



Southeast Link

The Southeast Link is a lovely space with floor-to-ceiling windows, slate floors, and a view of the gardens. The Southeast Link also has access to private restrooms.



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. The remaining 50%, plus taxes and a bar security deposit of \$250 (if hosting 100+ people with a bar), is due 30 days prior to your event date.

Event Insurance

A copy of a Certificate of Insurance (COI) naming Worcester County Horticultural Society dba New England Botanic Garden at Tower Hill as certificate holders is required. If unable to provide a COI, event insurance will be required through a third party at an additional cost of \$100, in conjunction with the venue. Coverage includes:

- General Liability (\$1,000,000 minimum)
 - Included but not limited to bodily injury to you, your guests, and/or your vendors.
- Property Damage to the venue and its contents

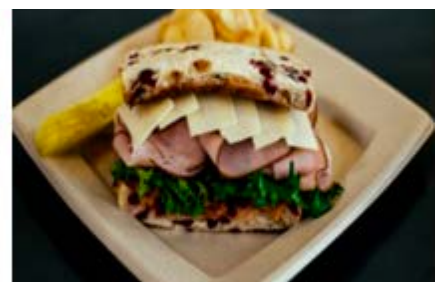
Discounts

New England Botanic Garden is pleased to offer a 10% discount on room rental fees to nonprofit agencies and our business partners. Discounts are not offered on audio-visual equipment rentals. For more information on our business partnership opportunities visit, <https://www.nebg.org/sponsorship/>.

Catering

New England Botanic Garden 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 and self-catering are not permitted. Please note that we do not permit single-use plastic bottles. Ask your Event Specialist about adding individual canned waters for \$3.00 each.

Farmer and the Fork (Peppers Artful Events)	Northborough, MA	(508) 393-6844	eventinquiry@peppersartfulevents.com
Simply Delicious	Grafton, MA	(508) 839-1911	Simplydeliciouscatering@msn.com
Sir Loin Catering	Northborough, MA	(508) 450-5619	sirloincatering@verizon.net
Gather Provisions	Northborough, MA	(508) 466-7786	gatherprovisions@gmail.com



Additional Opportunities

Our mission is simple — *to connect people with plants!* Groups are encouraged to schedule breaks and breakouts into the Garden during our public hours, between 10:00am-5:00pm.

We hope you and your attendees will visit us again to experience all our gardens have to offer!

Greeting/Welcome

A New England Botanic Garden representative will welcome your group and give a brief overview of our organization and gardens. This can be worked into your agenda between 8:30–9:30 a.m. and is available at no additional charge.

Gate Passes

If there is not enough time in your schedule for your group to enjoy the gardens on the day of your meeting, we are happy to provide you with complimentary single-use gate passes (one per attendee) so your participants may return to the Garden another time.

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 \$250 for up to 10 guests, \$500 for up to 20 guests, and \$750 for up to 30 guests.

Scavenger Hunt

Enjoy a team building activity while encouraging your guests to explore the Garden with a scavenger hunt inspired by the formal gardens and seasonal exhibits for a fee of \$50.

