



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	\$250		Hybrid Technology		\$350
Laptop	\$150		Bose Speaker & Microphone		\$250
Additional Microphone \$50					

Reservoir Room is a bright open space with copper ceiling details and a wall of windows leading out to a private terrace overlooking Mount Wachusett and the Wachusett Reservoir. The room includes use of its built-in LCD projector and sound system.



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.



The Details

Accessibility

New England Botanic Garden at Tower Hill is committed to accessibility for all guests. All of our indoor facilities (and many of our outdoor gardens) are wheelchair accessible. We can provide a Hearing Loop System upon request for guests who experience hearing loss. Ask your Event Specialist for more information.

Payment

A non-refundable 50% deposit of your rental fee is required at the time of contract-signing. If the overall event cost is less than \$650.00 or if the event date is within ninety (90) days, payment is due in full with signing.

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. Coverage includes general liability (\$1,000,000 minimum) and property damage.

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.

All food and beverage served or brought onto the property must be nut-free. Products may be sourced from facilities that process nuts.

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
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!

Discounts

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

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. Gate passes must be reserved at least one week in advance.

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 based on guest count. Tour rates are: \$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.

