

# STEP INTO WILLOWDALE

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Less than 30 miles North of Boston, Willowdale Estate sits along the banks of the Ipswich River amid pristine woodland surroundings of the 720+ acres Bradley Palmer State Park.

Willowdale Estate opened its doors in 2007 after an extensive renovation as part of the Historic Curatorship Program through the Department of Conservation and Recreation (DCR). Since that time, we have transformed Willowdale into a magical and serene environment, where special celebrations take place in an exclusive setting with an atmosphere of understated elegance. Each are hosted by seasoned professionals who pride themselves on flawless execution. Our innovative and refined cuisine is served by an award-winning culinary team who partners with local farms and purveyors to source the freshest, locally-grown produce, meats and seafood.

We invite you to step back in time to an era of unparalleled leisure and refinement and allow Willowdale Estate to create unforgettable memories for you and your guests.





# WILLOWDALE ESTATE

TOPSFIELD, MASSACHUSETTS

## WEDDING INVESTMENT

MAY - OCTOBER

### TENT SEASON

125-240 GUESTS

#### Saturday

VENUE RENTAL . . . . .	\$8,000
CEREMONY . . . . .	\$1,000
CATERING MINIMUM . . . . .	\$23,630

*Starting catering rate: \$139/person*

#### Friday or Sunday

VENUE RENTAL . . . . .	\$6,000
CEREMONY . . . . .	\$1,000
CATERING MINIMUM . . . . .	\$18,060

*Starting catering rate: \$129/person*

NOVEMBER - APRIL

### MANSION SEASON

80-125 GUESTS

#### Saturday

VENUE RENTAL . . . . .	\$5,000
CEREMONY . . . . .	\$1,000
CATERING MINIMUM . . . . .	\$12,900

*Waived January to March*

*Starting catering rate: \$129/person*

#### Friday or Sunday

VENUE RENTAL . . . . .	\$4,000
CEREMONY . . . . .	\$1,000
CATERING MINIMUM . . . . .	\$9,520

*Waived January to March*

*Starting catering rate: \$119/person*



## BAR PACKAGES

BASED ON SELECTION

LIQUOR, BEER AND WINE HOSTED BAR . . . . .	\$35-\$50/PP
BEER AND WINE HOSTED BAR . . . . .	\$30-\$45/PP
HOSTED COCKTAIL HOUR BAR . . . . .	\$17-\$27/PP

CONSUMPTION BAR . . . . .	\$10/PP
CASH BAR SETUP COST . . . . .	\$5/PP

*For beverage setup and deposit*

*All food and beverage rates are subject to a 20% administrative fee, and all pricing is subject to the MA state sales tax at the time of your event.*

# WEDDING VENUE PACKAGES

The Venue Rental at Willowdale Estate includes exclusive use of our mansion, grounds, and tent, providing the perfect setting for both your ceremony and reception. Our original 1902 fieldstone mansion sits within Bradley Palmer State Park, surrounded by 750 acres of woodlands, the Ipswich River and our lavish butterfly garden courtyard.

## VENUE RENTAL

### Tent Season

#### INCLUDES

- 2 hours of getting ready time when ceremony is on-site
- 5 hours of exclusive use of the Estate and grounds
- Custom handcrafted Sperry Tent with natural sail cloth canopy, and smooth concrete tent flooring
- Beaded lighting along the perimeter of the tent, with stylish lanterns adorning each of the spruce center poles
- Use of the mansion throughout the evening and our beautiful butterfly garden courtyard
- Covered walkway connecting the tent and the mansion, as well as floor length clear side panels provided for inclement weather
- Dining, cocktail and café tables, as well as classic white garden chairs for your reception
- Tent heaters and fans are available for use if needed; the Estate is air-conditioned and heated; back up generator available as needed
- Parking attendants for up to 65 parking spaces, comfortably appointed restrooms, and full accessibility for your guests (client is required to provide a shuttle for over 130 guests)
- Three private hospitality suites for use during your event
- Dance flooring, courtyard bistro lights, courtyard heaters, mahogany chiavari chairs and other custom features can be added to your reception (additional pricing)

### Mansion Season

#### INCLUDES

- 2 hours of getting ready time when ceremony is on-site
- 5 hours of exclusive use of the Estate and grounds
- Full use of our 1902 Arts and Crafts style mansion throughout the evening
- Gas fireplaces contribute to the cozy atmosphere of your cocktail hour
- LED votive candles are placed on windowsills and shelves in the Great Room and Conservatory
- A dance floor is provided in the Great Room
- Dining, cocktail and café tables, as well as classic white garden chairs for your reception
- Parking attendants for up to 50 parking spaces, comfortably appointed restrooms, and fully accessibility for your guests (client is required to provide a shuttle for over 100 guests)
- Three private hospitality suites for use during your event
- Back up generator available as needed
- Seasonal decorations are included throughout the Estate for the month of December
- Uplighting and other custom features available (additional pricing)

## CEREMONY

#### INCLUDES



#### BUTTERFLY GARDEN COURTYARD (MAY-OCT)

Available for 1 hour for guest arrival and ceremony



#### GLASS CONSERVATORY & GREAT ROOM (NOV-APR)

Available for 1 hour for guest arrival and ceremony



#### THREE HOSPITALITY SUITES

Available for getting ready and photos two hours prior to your wedding



#### WEDDING COORDINATOR

To assist you and your family during the important “getting ready” period before the ceremony; coordinates you and your wedding party to get ready to take the walk down the aisle



#### GREETING STAFF & WELCOME BEVERAGE

A passed non-alcoholic beverage is provided to your guests as they enter the mansion and find their seats in the courtyard, under the tent or in the conservatory



#### SEATING

Classic white garden chairs with set-up and breakdown included; mahogany chiavari chairs available for an additional fee



#### RAIN PLAN (MAY-OCT)

Ceremony held under our Sperry Tent with the garden courtyard as your backdrop; your wedding coordinator with follow up-to-the-minute radar, and will only require 30 minutes to transition the space if needed



## CATERING PACKAGE

All of our restaurant-style catering is prepared on-site by the Willowdale Estate culinary team using only wholesome ingredients that are locally sourced whenever possible. We are happy to plan for your guests with special dietary needs, as well as accommodate requests for custom menus.

### MENU

- Passed hors d'oeuvres (5)
- Cheese and crudité table
- Soup or salad course
- Formal entrées (2)
- Coordination of dietary meals as needed
- Coffee/tea station
- Specialty dessert table
- Cake cutting and presentation

### STAFF

- Wedding coordinator
- Chef and culinary team
- Catering captain / lead server
- Bartenders and barbacks
- Wait staff

### RENTALS

- Linens: Ivory
- Napkins: Folded ivory
- China: Classic white porcelain
- Flatware: Stylish 4-piece set
- Stemware: Wine, champagne and water
- Table numbers



## BAR PACKAGES

As part of your wedding package, our Planning Team is available to assist with the consultation and management of your bar menu and the liquor order for your wedding day. Pricing is determined based on your tier of alcohol (Classic, Willowdale or Premium) outlined in our Catering Menu. Bar packages include your choice of: 4 beers, 2 red wines, 2 white wines, 1 sparkling wine and all of the liquors and cordials in your chosen package.

*Complimentary sparkling wine toast included with all wedding packages.*

### LIQUOR, BEER AND WINE HOSTED BAR

**Includes:** Beverage setup, passed signature drink and dinner wine service. Liquor, beer and wine available for 4.5 hours based on a 5 hour reception

### BEER AND WINE HOSTED BAR

**Includes:** Beverage setup, passed signature drink and dinner wine service. Beer and wine available for 4.5 hours based on a 5 hour reception.

### HOSTED COCKTAIL HOUR FOLLOWED BY CASH BAR

**Includes:** Beverage setup, passed signature drink, 1 hour of service based on a 5 hour reception.

### CONSUMPTION BAR OR CASH BAR

**Consumption bar:** Totals are based on the total number of drinks consumed, and payable via credit card at the conclusion of your event. A \$5/pp set-up fee and \$5/pp deposit is required in advance.

**Cash bar:** A \$5/pp set-up fee is required in advance.

### BEVERAGE SETUP

Beverage consultation, TIPS-certified bartenders, liability insurance, police detail

**Beverages:** Coke, diet coke, ginger ale, sprite, tonic water, soda water, orange juice, cranberry juice, grapefruit juice; garnishes include lemons, limes, maraschino cherries

**Additional items:** Glassware, ice, sparkling water, grenadine

*All food and beverage rates are subject to a 20% administrative fee, and all pricing is subject to the MA state sales tax at the time of your event.*

# WEDDING PLANNING

Gain full access to our planning team as soon as your contract is signed and received — then look forward to being seamlessly guided through the planning of your wedding and enjoy personalized day-of assistance. Our client planning services are complimentary to ensure you enjoy each moment of your planning process and wedding day! \*



## PACKAGE INCLUDES

### PLAN

#### RECEIVE A PLANNING GUIDE

Full of information about our catering selections, vendor recommendations, and planning worksheets.

#### CLIENT LOG-IN

Willowdale provides a client log-in section on our website where your wedding details, profile, and day-of documents are accessible with all smart phones, tablets and computers.

#### PLANNING TEAM

Available by phone and email for any and all questions.

### VISIT

#### GROUP TASTINGS

Scheduled throughout the year for booked clients; two seats are included in your package and additional seats may be purchased. The group tasting is our way of introducing you to our flavors, style and presentation, and allows couples to taste our chef's selection of hors d'oeuvres, a salad or soup, and a sampling of our most popular entrées.

#### PLANNING MEETING

Your planning meeting will give you the opportunity to meet your wedding coordinator and discuss your menu, timeline, layout and the details about your event design.

#### MEET VENDORS

Meet your vendors on-site as needed (by appointment only).

### YOUR DAY

#### WEDDING COORDINATOR

To help finalize your event timeline, décor, guest seating and rentals, a wedding coordinator will be assigned to you 8-10 weeks before your wedding date.

#### DÉCOR

Let us place all of your décor on the day of the event. Your wedding coordinator will meet with you the week of your wedding to receive and organize your personal décor.

#### DAY OF COORDINATION

On the day of your event, your wedding coordinator will help coach your wedding party for a Willowdale ceremony, work with your vendors to accomplish your timeline, and be there for you when you need a drink or a bite to eat so you can relax and enjoy your day!

\*FULL SERVICE [ADDITIONAL] PLANNING PACKAGES AVAILABLE (ADDITIONAL PRICING)