

# STEP INTO WILLOWDALE

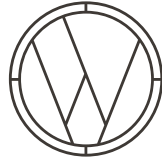
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Less than 30 miles North of Boston, Willowdale Estate sits along the banks of the Ipswich River amid the pristine woodland surroundings of the 720+ acres of Bradley Palmer State Park.

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 and every event is hosted by seasoned professionals who pride themselves on flawless execution. Our innovative and refined cuisine is served by an award-winning culinary team, that 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

## EVENT INVESTMENT

### VENUE PRICING

PRICING BELOW FOR MONDAY-THURSDAY EVENTS ONLY

#### HALF DAY

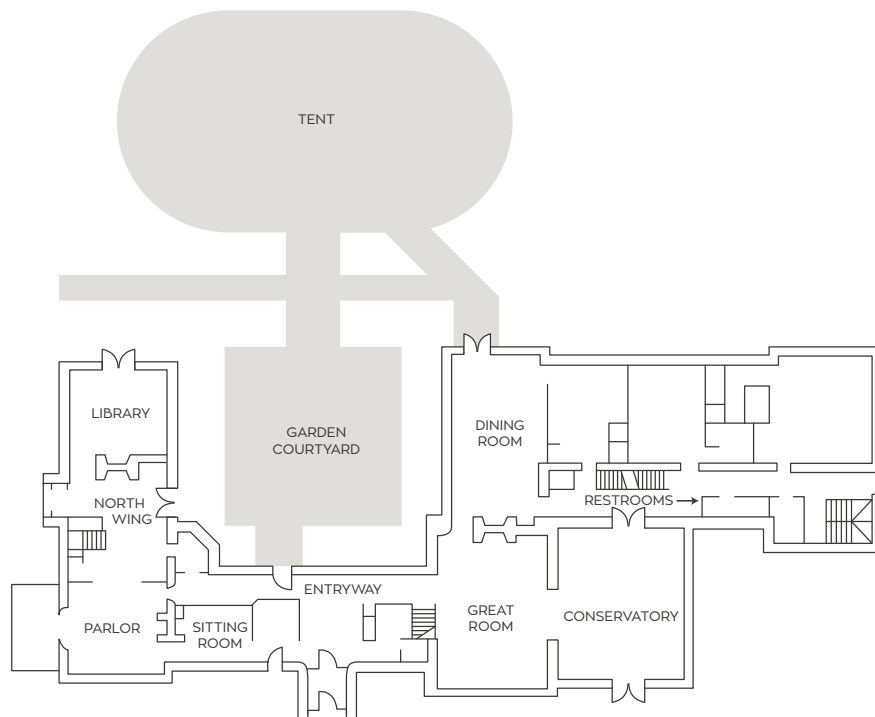
EVENT DURATION 3 TO 5 HOURS

PRIMARY EVENT SPACES . . . . .	\$1,750
<i>Great Room, Conservatory, Dining Room</i>	
MANSION ONLY . . . . .	\$2,000
TENT & GARDEN COURTYARD ONLY . . . . .	\$2,000
ENTIRE ESTATE . . . . .	\$2,500

#### FULL DAY

EVENT DURATION 5 TO 8 HOURS

PRIMARY EVENT SPACES . . . . .	\$2,200
<i>Great Room, Conservatory, Dining Room</i>	
MANSION ONLY . . . . .	\$2,500
TENT & GARDEN COURTYARD ONLY . . . . .	\$2,500
ENTIRE ESTATE . . . . .	\$3,000



# VENUE RENTAL

Each room of our 1902 Arts & Crafts style Estate can be outfitted to suit your guest count, desired format, and specific needs.

Our Sperry Tent is available to accommodate up to 300 guests, and is a wonderful option from May through October in conjunction with our Garden Courtyard and Mansion rooms. The inside of our Estate is also perfect for gatherings between 30-200 guests, where your guests will enjoy French windows, detailed woodwork, oversized skylights, fireplaces, and more.

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## OUR SPACES

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### PRIMARY EVENT SPACES

#### GREAT ROOM

The Great Room at Willowdale Estate features cathedral ceilings with exposed beams, an ornate orchestra balcony, a hand-carved marble fireplace and large scale built-in shelving. The open floor plan is perfect for a variety of event layouts and can be used with the adjacent Dining Room and/or Conservatory

#### CONSERVATORY

The Conservatory features a panoramic view of the property and ample natural light. Two walls of oversized windows face out towards our forested surroundings, and a symmetrical skylight ceiling make this room ideal for daytime events and meetings year-round. The warm tiled flooring and exposed fieldstone in this room are a reminder of our historic background, while also allowing you to enjoy the comforts of a modern event space.

#### DINING ROOM

The Dining Room is full of artistic detail and handcrafted elements. The black and white floor pattern, vaulted ceilings with exposed beams, and easy access to our restrooms make this room an ideal location for a private lunch or meeting. Not only does this room have a beautiful view of our gardens, but it also provides access to the Tent and Courtyard, and is often used in conjunction with events under our tent.

### NORTH WING

#### PARLOR

The Parlor is adjacent to the main hallway and leads into the North Wing and Library. Pocket doors with beautiful woodwork and a hand crafted door with stained glass can be closed to create a private meeting space, this room can also be used in conjunction with the rest of the North Wing and Library for larger events.

#### LIBRARY

Decorative handcrafted double doors lead into the Library from the North Wing of the house. This cozy room has a beautiful view of our Garden courtyard, and doors that lead out to the Garden pergola and tent. This is the perfect room for intimate meetings, dinners, conversation, collaboration or relaxation!

#### HOSPITALITY SUITES

Our three Hospitality Suites are located on the second floor of the Mansion. Each room has plenty of comfortable seating and convenient in-suite bathrooms. Guests will enjoy the decorative tile, rich textiles and built-in cabinetry in these rooms. The suites offer a private setting with views of the surrounding forest, Ipswich River and lawn. The suites offer a convenient location for preparation, meetings or break-out space.

### TENT & GARDEN COURTYARD

#### TENT

Our custom handcrafted Sperry Tent features a breathable canvas fabric, spruce center poles, six globe lanterns and beaded lights around the perimeter of the tent in addition to clear floor-length tent sides, heaters and fans, smooth concrete flooring and electrical outlets. The tent is connected to the Estate by a custom framed tented walkway, which leads into the Dining Room and also opens into the Garden Courtyard.

#### GARDEN COURTYARD

Our 40' x 40' Garden Courtyard is surrounded by three exterior fieldstone walls and features a vast variety of flowering plants and trees, as well as separate entrances to the North Wing and Tent.



## BEVERAGE PACKAGES

**Services:** TIPS-certified bartenders, liability insurance. **Beverages:** coke, diet coke, ginger ale, sprite, tonic water, soda water, orange juice, cranberry juice, grapefruit juice; garnishes including: lemons, limes, cocktail olives and maraschino cherries

### HOSTED OPTIONS

#### 3-Hour Event

##### LIQUOR, BEER, AND WINE HOSTED

*Includes beverage setup*

CLASSIC . . . . .	\$32/PP
WILLOWDALE . . . . .	\$36/PP
PREMIUM. . . . .	\$40/PP

##### BEER & WINE HOSTED

*Includes beverage setup*

CLASSIC . . . . .	\$27/PP
WILLOWDALE . . . . .	\$31/PP
PREMIUM. . . . .	\$34/PP

#### 4-Hour Event

##### LIQUOR, BEER, AND WINE HOSTED

*Includes beverage setup*

CLASSIC . . . . .	\$42/PP
WILLOWDALE . . . . .	\$48/PP
PREMIUM. . . . .	\$53/PP

##### BEER & WINE HOSTED

*Includes beverage setup*

CLASSIC . . . . .	\$36/PP
WILLOWDALE . . . . .	\$41/PP
PREMIUM. . . . .	\$45/PP

### PAY PER PRICING OPTIONS

#### Consumption

Totals are based on the total number of drinks consumed, and payable via credit card at the conclusion of your event. A \$150 beverage set-up fee is required in advance.

#### Cash Bar

Your guests pay per drink; cash and cards accepted. A \$10pp beverage set-up fee is required in advance.

##### WINE

CLASSIC . . . . .	\$9/DRINK
BRIAR. . . . .	\$10/DRINK
PREMIUM . . . . .	\$11/DRINK

##### BEER

CLASSIC . . . . .	\$7/DRINK
BRIAR. . . . .	\$8/DRINK
PREMIUM . . . . .	\$9/DRINK

##### LIQUOR

CLASSIC . . . . .	\$10/DRINK
BRIAR. . . . .	\$11/DRINK
PREMIUM . . . . .	\$12/DRINK

*\*Client is responsible for choosing wine, beer and liquor options for guest purchase within selected beverage package. All food and beverage prices are subject to a 20% administration fee with all pricing subject to the MA State Meals Tax at the time of the event.*



## CATERING PACKAGES

CATERING RATE IS BASED ON A 40 GUEST MINIMUM AND STYLE OF EVENT.

PRICING RANGES FROM \$55 - \$95, BASED ON STYLE OF EVENT.

Whether you're planning a company outing, holiday party, charity fundraiser or corporate kickoff; Willowdale Estate has an all-inclusive, customizable package that will make your next event easy to plan and impossible to forget.

*Please see specific catering menus from your sales manager for more information.*

### MENU

- Full in-house catering
- Locally sourced ingredients
- Curated food stations
- Custom menu options available
- Tailored beverage consultation

### STAFF

- Event Host and Planning Team
- Chef and Culinary team
- Professionally trained service staff

### RENTALS

- White garden chairs
- Dining and cocktail tables
- Floor length ivory linens and napkins
- Classic white china, flatware & stemware
- Lectern and easels, A/V equipment\*

*\*denotes additional pricing*

## EVENT COORDINATION

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



## PACKAGE INCLUDES

### PLAN

#### RECEIVE A PLANNING GUIDE

Full of information about our catering selections and vendor recommendations.

#### EVENTS TEAM

Available by phone and email for any and all questions.

### VISIT

#### PLANNING MEETING

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

#### MEET VENDORS

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

### YOUR EVENT

#### EVENT COORDINATOR

To help finalize your event timeline, décor and overall event flow an event coordinator will be assigned to you 4-6 weeks before your event date.

#### DÉCOR AND DAY-OF COORDINATION

Let us place all of your décor on the day of the event. Your event coordinator will be available to set-up any decor you bring in the day of your event and make sure that everything runs smoothly!

*All food and beverage rates are subject to a 22% administrative fee, and all pricing is subject to the MA state and local sales tax at the time of your event.*