

Function Guidelines

Northeastern University



AT - A - GLANCE

The Henderson House, is a beautiful English Tudor style home built in the 1920's as a summer "cottage" The three-story mansion boasts 36 rooms many with the added warmth of a working fireplace. Located just five minutes from the Mass Pike, Route 128 interchanges and only 15 miles west of Boston.

Weddings are celebrated year round at the Henderson House, along with Private Parties and Corporate Retreats including Bridal- Baby Showers, Rehearsal Dinners, Holiday Parties, Bereavements, Retirement Celebrations, Awards Ceremonies, Club Events, Religious Events, Bar/Bat Mitzvahs and Corporate Meetings.

Accommodations	Not available on site
Audio/Visual	Most provided or can be arranged
Catering	In House Catering
Dance floor	Provided
Decorations	Can be arranged
Piano	Provided
Pianist	Can be arranged
Satellite Music System	Provided
Dressing Area	Bride and Groom
Garden/Landscaped Grounds	Provided
Insurance	Provided
Parking	Self Parking – Valet can be arranged
Patio	Provided
Restrooms	12 - 3 on first floor including handicap
Silverware/Linens	Provided
Smoking	Designated areas outside
Tables/Chairs	Provided
Set Up	Provided
Cleanup	Provided
Telephone	Provided
Water Features	Provided
Wheelchair Access	First floor and patio

Contact us

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Visit our website~ www.neu.edu/henderson

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Maximum and minimum capacity numbers

The capacity for events held at the Henderson House will depend on how many rooms in the mansion you use. The Maximum capacity is 200 guests. This is achieved by utilizing rooms for dining on both the first and second floors.

For a formal sit-down dinner, most guests use the adjoining Bruce Room and Tyler Rooms as dining rooms to seat up to 120 guests. These rooms are connected by a set of French doors. Additional seating is available by using additional rooms.

The capacities of the rooms are as follows:

First Floor

Bruce Room	up to 80 guests (8 - 60" tables of 10)
Tyler Room	up to 40 guests (4 - 60" tables of 10)
Carey Room	w/dance floor and a DJ table up to 36 guests (6 - 36" tables of 6)
Mock Room	w/dance floor and a Band up to 24 guests (4 - 36" tables of 6)
Mock Room	up to 20 guests (2 - 60" tables of 10)

Please note the Mock Room is typically used for the bar. If the Mock Room is used for seating, the bar will be set up in the Reception Hall in front of the fireplace.

Second Floor

Kerr Room	is up to 50 guests (5 - 60" tables of 10)
Channing Room	is up to 40 guests (4 - 60" tables of 10).
Crockett Room	is up to 40 guests (4 - 60" tables of 10).

With food stations, a buffet dinner or an hors d'oeuvre party, cocktail tables and chairs can be arranged throughout the first and second floor. Your event coordinator will help customize your set up based on your guest count and needs.

On Site Ceremonies

Wedding Ceremony fees are \$3.00 per person for ceremonies held during the time period specified on your contract. If you would like to extend your time period an additional rental fee will be assessed.

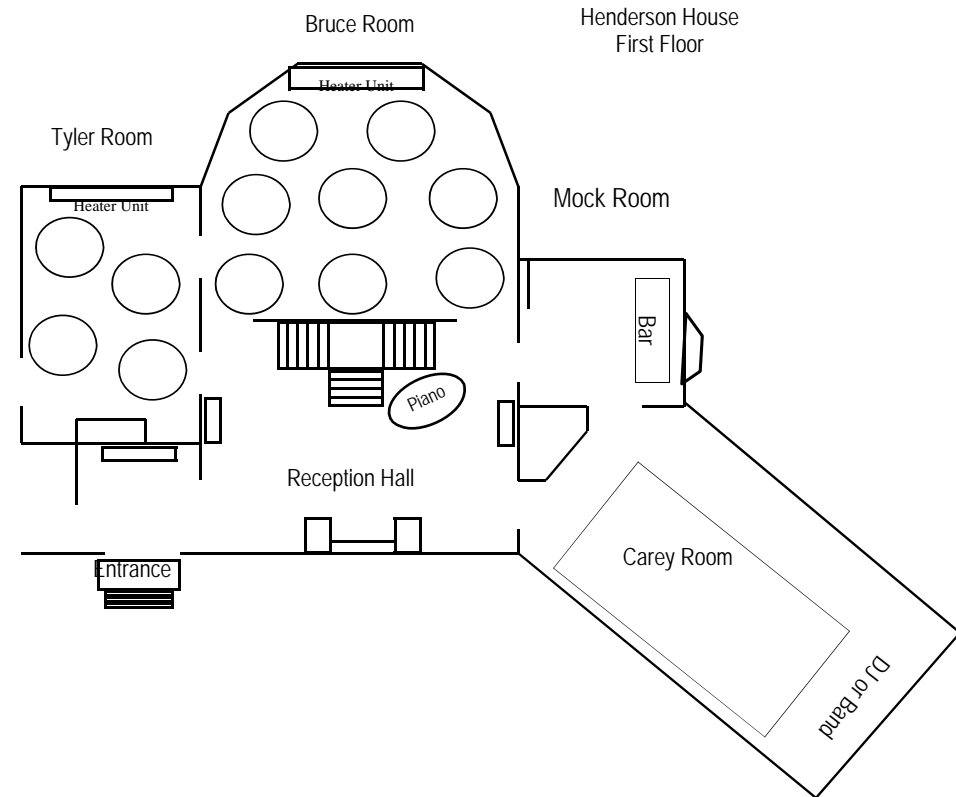
Ceremony Locations and capacities are:

The Grand Staircase-standing ceremony with up to twelve chairs for any handicap or elderly guests.

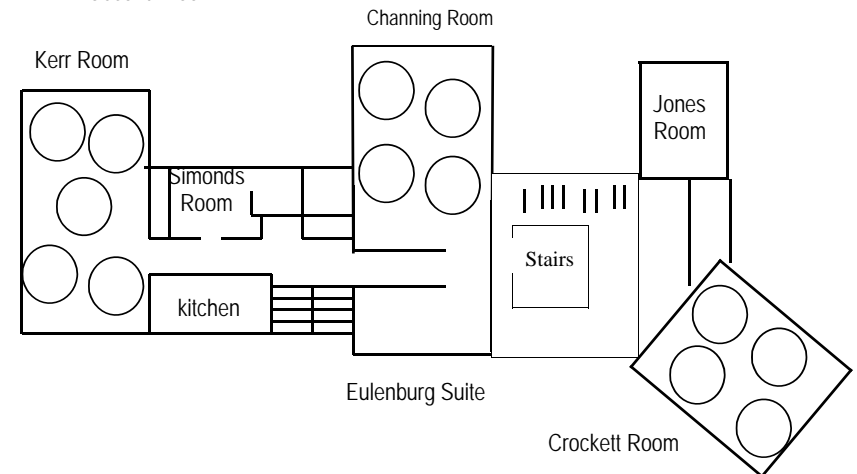
The Carey Room-120 chairs theater style.

The Patio -150 guest's theater style (weather permitting).

Please note the House manager will make a determination in regards to weather and set up on the day of your event. An alternative ceremony location must be pre-determined. Please allow at least ½ hour to remove chairs from a ceremony location



Henderson House Floor Plan
Second Floor



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Band or DJ

The band/DJ can play until the contracted end time of the event. The band/DJ cannot continue to play after the end time unless the user has arranged for overtime with the Event Manager, and the band/DJ agrees to play during this period.

Policies concerning décor and candles.

Candles are permitted as long as the flame is enclosed in glass

(such as votives and hurricane lamps)

Candles may also be used if they are floating in water.

Candles are permitted in public areas only (not in restrooms or on stairs).

The tossing of rice or confetti is not allowed.

Bird seed, bubbles and real flower petals (no Silk) may be used outside of the house

No nails or tape may be used secure decor to surfaces.

No rugs will be removed

No artwork may be removed from the walls.

The piano may not be moved.

The facility must be returned to its original condition. The representative of the renting party signing the agreement is responsible for any damage caused by any person associated with the event. Damages to the facility are the responsibility of renter and must be paid within 30 days of notification.

Beverage Policy

The Henderson House must supply all alcoholic beverages.

The House does not allow alcohol to be brought in under any circumstances.

The Henderson House reserves the right to limit and control the amount of alcoholic beverages consumed by guests.

Proper Identification is required.

No wine bottle or carafes on the tables, no kegs, no shots are permitted.

All liquor must be served by a licensed/insured bartender. The bar cannot be left unattended at any time.

All alcoholic beverages must be removed from the bar a minimum of one-half hour prior to the end of the event.

Food Policy

Henderson House in house catering provides all food service. Due to insurance and health code regulations all food must be provided by the Henderson House. An exception to this rule would be a specialty cake.

Leftover Food Policy

For liability reasons, leftover food must remain on the property of the Henderson House.

In compliance with standards set by the Board of Health, prepared leftover food is disposed of properly. This eliminates the concern of food-borne illness caused by improperly stored or transported food.

Operations Fee and Sales Tax

An 18 % Operations Fee and applicable 6.25% state sales tax will be added to all food, beverage, room rental and audio visual prices

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Handicap accessible

There is a ramp entrance to the home on the left side of the stairs at the front entrance of the building. There is a handicap restroom on the first floor. Please note there is no elevator access to the second floor.

Saturday timelines

We offer two different sets of times to enjoy your celebrations at Henderson House.

For early social functions, we offer between the hours of 10:30 AM to 4:30 PM.

For evening social functions, we offer the hours between 6:00 PM to 12:00 AM.

Functions beginning before or ending after scheduled times may be subject to additional charges.

On Site Rehearsals

If you wish to use the house for your rehearsal, please reserve the space early with the Henderson House manager to ensure availability of the space. The rehearsal fee for one hour is \$200.00

As all wedding ceremonies differ from one another, We expect that your wedding officiant (Justice of the Peace; Minister) will lead your rehearsal and guide you through the entire ceremony process. This typically takes around one hour. A member of the Henderson House will be present only to have the house opened for your arrival and departure.

Please note food or beverage is not allowed to be brought into the house. If you would like to have beverages or snacks please arrange this with your event coordinator in advance

Early arrival or late departure

If you wish to get dressed or have photographs before your event we allow early arrival for immediate family and attendants up to 1 1/2 hours before your event during set up. This will not count as your rental time.

No food or beverage may be brought in. If you would like to have beverages or snacks please arrange this with your event coordinator in advance. We may not be unable to accommodate food and beverage service requests that are not pre-arranged.

Our staff arrives 1 1/2 hours before your event to begin setting up the house.

Vendors are allowed access to the house up to 1 1/2 hours before your event for set up.

If you would like to extend your rental time you must make these arrangements in advance with the Henderson House Manager All Events must end at 12:00 AM.

Security

Security may be required for your event if the management determines that the size of the event or the level of potential risk to guests or neighbors is sufficient to require security. Your salesperson will discuss the specifics of security and pricing.

Coat Check

Coat check service is available for your guests at an additional fee. Your salesperson will discuss the specifics of coat check and pricing. Coat check must be ordered no later than 10 business days out from your event.