

# FREQUENTLY ASKED QUESTIONS



*An historic Cape Cod setting for learning, meeting, celebrating...*

*Highfield Hall is available for a limited number of very special weddings each year. Because Highfield is a historic mansion and not a function hall, each wedding is created specifically to suit the bride and groom and their families. From menu to flowers to table linens, you have the opportunity to select exactly what suits your style, your taste, your dream.*

## **How many guests will the Hall accommodate?**

Highfield Hall can accommodate up to 175 guests for a cocktail-style reception, with plenty of room for music, dancing and mingling with friends. For a sit-down dinner, the Hall comfortably accommodates 80 inside. For larger sit-down dinners of up to 225, we recommend setting up a tent just outside the ballroom. With its soaring top and whimsical lighting, the tent serves as a delightful dining room. After dinner, your guests can go back inside the mansion to enjoy coffee, dessert and dancing.

## **Can we have our ceremony at Highfield Hall?**

Absolutely! The carefully tended lawn, landscaped gardens and surrounding conservation land provide several lovely settings for your wedding ceremony. There is no additional ceremony fee as long as everything takes place within the agreed-upon rental period.

## **Who prepares the food at Highfield?**

Highfield does not have an in-house food service. We maintain a close working relationship with several full-service caterers who are intimately familiar with the layout and flow of events in the mansion. Each of these caterers has a reputation for providing high quality food and excellent service. We believe that you will be able to meet or even exceed your expectations by using one of the caterers on our list. If, however, you have an existing relationship with another caterer, we will be happy to meet with them regarding your reception.

## **Will someone from Highfield Hall be present for our event?**

Your event will be scheduled and organized by Highfield Hall's deputy director. A Highfield House Manager will be on-site during your entire event to ensure that you, your caterer and your guests have everything they need from Highfield.

## **Is off-street parking available?**

Highfield has an adjacent parking lot that can accommodate up to 60 cars. Caterers and other service staff are asked to carpool and park behind the building, to maximize spaces for your guests. For very large events, parking coordination with adjacent organizations may be required.

**Can we bring in decorations?**

You are welcome to bring in flowers, photographs, favors, centerpieces, battery-operated candles or other items in keeping with the theme of your wedding. In order to protect the historic house, however, we must require that no tape, staples, or nails are used. Highfield's facility manager is available for consultation if you wish to hang garland or wreathes on doors, pillars or banisters. Decorations must be removed at the end of the event.

**Are candles allowed?**

Our insurance company requires that open flames are not permitted inside the house or on the wooden porches. Battery-operated candles are recommended to create candle-light ambiance inside. Candles are permitted in your tent as long as the flame is enclosed in glass (e.g. votives, hurricanes) and the base of the candle is on fireproof material.

**Can the fireplaces be used?**

The fireplaces in the dining room and ballroom have been fitted with gas inserts and can be used in the fall, winter and early spring. In the interest of conservation, the gas jets are turned off during the warmer months.

**Are there any restrictions on music?**

The ballroom at Highfield Hall has such wonderful acoustics that we are able to host professional chamber concerts in the space. The room can accommodate anything from a single DJ to an 8-piece band. Highfield Hall also has a grand piano which you are welcome to use. For the comfort of our residential and institutional neighbors, we cannot allow music outside or in the tent after 8 p.m.

**Is our celebration limited to specific hours?**

Because we allow only one event per day, you are welcome to have your wedding and reception at the time you choose, as long as the festivities are over by 11 p.m. Clean-up should be completed so that the house can be locked by midnight.

**Can we throw rice?**

For the safety of your guests and the environment, throwing of rice, confetti, birdseed, or other materials is not allowed.