



## ***Ainsley Garden Event Rental Guide***

The Ainsley House Garden is an idyllic spot for an intimate garden wedding or special event rental. Our space is unique because it is set against the 1925 Historic Ainsley House that is on the National Registry of Historic Places. The Ainsley House is a Museum owned and operated by the City of Campbell. The House is open for public tours Thursday-Sunday from 12pm-4pm.

The Garden is 3200 square feet of turf with a 280 square foot of cement arbor space to be used as the ceremony space and dance floor. The garden is used for ceremonies, receptions and special events. The East Patio in between the Ainsley House and the Carriage House can be used for cocktails and appetizers or as a special use space. *Please note that the patio cannot be closed off entirely-access to Grant St must be open for safety purposes.*

### **How to Rent:**

1. Fill out and sign a completed Ainsley House Facility Application.
2. Read and Sign the Rental policy.
3. Payment Due to secure reservation:
  - a. \$55 Museum Membership
  - b. \$500 Security Deposit
  - c. 50% of the rental fee
4. Event Coordinator will issue you a City of Campbell use permit **which must be signed and by highlighted date.**
5. Balance payment due 30 days prior to event.

### **What you will need:**

1. Party Rentals (tables, chairs, lights, etc....)
2. Caterer
3. Decorations
  - a. Ladder
  - b. Extension cords
4. DJ or your own sound system, speakers, amp, etc
5. Photographer
6. Wedding Planner/ Day of Coordinator



- a. Not everyone will want a wedding planner or day of coordinator but the Ainsley House Event Coordinator is not a wedding planner and day of site supervising staff are not day of coordinators.
7. Organized timeline of your event.
8. List of all your vendors to be pre-approved by Ainsley House Event Coordinator.
9. Certificate of Insurance with Current Comprehensive General Liability Coverage in the amount of \$1 million.
10. To Clean Up After Your Event

### **Rental Time**

**We must charge for all set up on site, which include: setting up tables, chairs, decorations, lights, etc....**

1. 10 hour package
  - a. 3 hours for set up
  - b. 6 hours for event
  - c. 1 hour for clean up
2. 8 hour package
  - a. 3 hours for set up
  - b. 4 hours for event
  - c. 1 hour for clean up
3. 3 hours package
  - a. 1 hour for set up
  - b. 1 hour for event
  - c. 1 hour for clean up

Additional rental time can be purchased for \$200/ hour.

### **YES: What We ALLOW**

- Rental space is: back garden & side patio with palm tree
- One restroom that is wheel chair accessible located in the Carriage House, multiple restroom located in City Hall
- Bridal Changing room on site



- Photography is allowed in select rooms inside the Ainsley House (limit of 14 people inside at one time)
- Rentals may be dropped off on Friday & picked up on Monday
- 1 hour rehearsal is included in rental fee
- Lights provided by you may be strung across the garden and attached to the arbor and affixed to the front beam or posts using already established hooks on the porte cochere.
- Decorations hung on arbor using floral/ craft wire, push pins, nylon straps, zip ties or tape.
- Candles that are enclosed in a glass container
- Decorations/ or lights to be hung in the trees
- Decorations to be hung on the shrubbery leading to the Carriage House restroom
- Lights or decorations around the patio Palm tree
- Smoking outside the garden
- Beer, wine and champagne only
- Tents are allowed only in cases of inclement weather
- Propane heaters
- On site supervisors in case of emergencies and to oversee use of facility, as well as guest safety.
- Amplified music of 80 decibels until 10pm
- Parking in the shared lot with the Campbell Library.
- Throwing off real flower petals, bubbles, sparklers-only in the parking lot with a sand bucket and MUST BE PRE-APPROVED.

## **NO: What we DON'T allow or provide**

- Wedding Planner or Day of Coordinator
  - The Event Coordinator WILL NOT be able to answer multiple questions regarding your event on a daily basis. Please read through ALL the rental materials!
- Hard Alcohol
- No alcohol in front of the House
- Affixing any decorations to the House or Carriage House
- No open flames or candles without enclosed glass containers



- Smoking in the garden
- Staking anything into the turf
- Dance floor on the turf
- BBQ-ing next to House
  - All BBQ-ing must be done in the gravel lot adjacent to the Carriage House
- Ainsley House is NOT open for guests to walk through
- Ainsley House staff is NOT responsible for ANY party rentals on site or any decorations
  - The Ainsley House does NOT sign for any deliveries
- A changing site for the Groom
- A Janitor
- Nails to hang decorations
- Throwing birdseed, wild rice, confetti, silk flower petals
- No cooking next to the House. All cooking must be 25 from the shingled roof
- No music over 80 decibels and no music past 10pm
- No Food Trucks blocking any public access or fire safety lanes in the parking lot
- Security officers