



Ainsley House Garden Rental Rules, Regulations & Operating Policies

*****Please review, sign and submit with Rental Agreement*****

Renting the Facility, Refund & Cancellation Policy:

- In order to reserve the facility, you must pay the \$500 Security Deposit, \$55 Museum Membership fee and 50% of the rental fees for specific event type.
- The Security Deposit will be refunded after your event provided there is no need to take out any money for damages incurred to site during the event.
- The balance of your rental fee will be due thirty (30) days prior to your scheduled event. Failure to make payment on your rental fees can result in the cancellation of your reservation by Museum staff.
- If you reserve the facilities less than thirty (30) Days in Advance all money including Security Deposit, Museum membership and rental fees will be due in full.
- Scheduled rental reservation time includes: set up, event time and clean up. Any additional time spent in the garden will require an additional hourly charge of \$200/hour.
- If any vendor begins set up in the garden earlier than the reserved rental time (not counting rental delivery drop off) then the renter will be charged the hourly additional rate.
- If you cancel your reservation before your event, you forfeit the \$500 Security Deposit and the Museum Membership fee.
- If you cancel your reservations, a written notice of intent to cancel is required. The Following refund schedule applies:
 - **For each event/wedding canceled, the *Security Deposit of \$500 and Museum Membership are forfeited.***

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Cancellations received:

- More than four (4) months in advance of use will receive a **75%** refund on rental fees paid thus far.
- Four (4) months in advance of use will receive a **50%** refund on rental fees paid thus far.
- Three (3) months in advance of use will receive a **25%** refund on rental fees paid thus far.
- Two months or less in advance of use you will **no refund will be issued.**

Rental of the Facility:

- Renters must have proof of Certificate of Insurance with Current Comprehensive General Liability Coverage in the amount of \$1 million, 30 days prior to scheduled event. Please send to Barbie (barbier@cityofcampbell.com).
- You may make changes up to ten (10) days in advance of the scheduled use if there is availability. Fees for additional rental time will be due upon approval of extension of the event. The fee is \$200 for each additional hour.
- The Ainsley House is open for public tours Thursday thru Sunday, from 12:00pm – 4:00pm. If there is an event taking place during our open hours we take every precaution to make sure that no tours will be interfering with your event. We also ask that none of your vendors or guests disturb our business or Volunteers responsible for tours. That means not entering into the Carriage House asking for restrooms, assistance with set up, etc. The Site Supervisor is the “go to” person during your event.
- The City of Campbell will provide an Event Supervisor to be on duty and to offer assistance. Their job duties consist of:
 - Attend rehearsals and help coordinate ceremony if necessary.
 - Over see site set-up by event vendors, make certain that vendors are following the site policy guidelines.
 - Manage timing of event—alert caterer, renter or other necessary parties to begin clean up.
 - Over see site clean up, direct caterer to useable dumpster, determine if clean up is done thoroughly
 - Direct event guests to useable restrooms.
 - Unlock Bridal Changing room, on-site rest room, and Ainsley House when necessary.
 - Manage wedding party in Ainsley House for bridal party walk through to garden and for inside photography use.

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- Monitor DJ noise level
- Keep outside wedding crashers from attending event
- Troubleshoot any problem that might arise

- Any dangerous, unlawful or unruly behavior will be reported to you. You will be held responsible for corrections. If the staff feels an event or use is out of control, they will take the necessary corrective action.
- **You** are responsible for **any and all** damage to the premises, equipment or property. You will be held responsible for all actions, behavior and damages caused by your guests.
- The City of Campbell is not responsible for accidents, injury, illness or loss of group or individual property. **Your signature on the City of Campbell Recreation permit and the Ainsley House & Gardens Facility Use Application acknowledges your understanding of this liability.**
- If there are any repairs needed due to damages, the amount to fix the repair will be deducted from your damage deposit. If janitorial time is required to cleanup after use, then \$50 per hour from the deposit will be deducted. If the police are called due to noise or other problems a minimum of \$100 will be deducted from your deposit. Fees due which exceed the deposit will be billed to you.

Event Rules and Policies:

- Events are held in the back garden only of the Ainsley House.
- Any event taking place in front of the Ainsley House requires advance notice and **MUST** have written approval from the Ainsley House Event Coordinator. Please be aware that the site does not have access to electrical power and cannot ensure privacy if you utilize the front of the House.
- The Ainsley House is a historic house museum, we cannot allow people to sit on, touch, or use the objects inside the house.
- Due to the historical importance of the Ainsley House, the number of people allowed in the house at one time is limited to fourteen (14) people.
- Use of the inside of the Ainsley House is limited. A Bridal Party may use the foyer as a staging area before exiting the House into the garden for the wedding ceremony.
- Wedding photographs can be taken in the front and back of the Ainsley House. Interior photography is limited inside the house to a few rooms: the living room, the staircase, foyer and study. Any additional rooms desired **MUST** be pre-approved in writing by the Event Coordinator.

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- The Ainsley House does not provide any party rentals, food, or audio-visual equipment. Only pre-approved vendors are eligible to provide those services. All arrangements for vendor delivery and pickup must be made in advance with the Event Coordinator.
- Rental equipment can be delivered on a Friday and must be picked up on the following Monday. Rentals must be stored on the West Patio under the canopy. The Ainsley House does not accept liability for any rentals that are in Museum property nor do we sign for deliveries.
- All wedding rehearsals take place the day before the reserved event, unless there is a conflicting event. All rehearsals take place after 4pm and when Museum is closed its operating hours.
- No food or beverages are allowed inside the Ainsley House.
- No decorations can be affixed to the structure of the House with the exception of the columns on the Porte Cochere. Decorations may not be hung from light fixtures.
- Decorations may be attached to the Garden Arbor using nylon straps, tape, pushpins, small tacks, florists' wire or string. NO STAPLES are allowed.
- All decorations must be flameproof or fire retardant. Candles on tables must be in a container taller than the candle and weighted down to ensure they will not tip over.
- No confetti, birdseed, wild rice, silk flower petals or other non-organic material may be thrown on the grounds.
- No staking or extended coverage of the Ainsley House garden turf, as this can cause permanent damage to the lawn and irrigation system.
- All children on site for an event MUST be supervised around the Ainsley House and the garden beds. There are fragile artifacts inside the House and sensitive plants throughout the garden beds. Ainsley House staff is not responsible for supervising children.
- We do not allow tents over 200 square feet or canopies over 400 square feet in size. Tents can ONLY be used if inclement weather is unavoidable. If seeking a tent or canopy over these stated sizes a permit is required (as stated in Article 32 of the California Fire Code). Permits are obtained through contacting the Santa Clara County Fire Department, Office of Fire Prevention. Article 32 of the California Fire Code, also requires that the fabric must be made of a non-flammable material and is situated 20 feet from a permanent structure. The tent or canopy must be properly anchored to the ground but we do not allow any stakes to be put into the turf. Due to the fact that we have a cedar-shingled roof on the Ainsley House we will not allow any open flames if a tent or canopy is used.

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- You may have cooking elements on site BUT if you are using charcoal you must be set up at least 25 feet from the Ainsley House in the gravel parking lot. We do require some kind of ground mat to protect the aggregate from any grease.
- You may want to have heaters in the evening but the heater must not be close to the overhang porch and must not be directly under any string lights that may be strung across the garden for your event. Please use common sense when using heaters.
- Exterior Lighting may be used to help illuminate your event. Overhead string lights can be attached to the arbor and connected to the columns of the Porte Cochere or, lighting can be extended across the width of the garden but NO light poles can be staked into the ground.
- ONLY beer, wine and champagne can be served on site. No hard alcohol is permitted.
- We try our best to make sure that the turf is dry day of your event however, if weather has been wet, please be aware that the event takes place on turf. Turf can be wet/ soggy or leave grass stains. Please keep this in mind when considering our site for your event. The dry summer months can also cause brown spots on the turf from continual event use.
- **Amplified music is permitted up to 10:00 pm.** Noise level (a limit of 80 decibels is permitted) must be monitored with consideration for Ainsley House neighbors. If music is too loud, as shown on the decibel monitor, you will be asked to tell the musicians/disc jockey to reduce the sound. **If the request is not followed, the wedding attendant will notify police and the event will be closed down.** We also cannot tolerate music that encourages guests to shout expletives.
- **There are no useable restrooms inside the Ainsley House itself.** There is one wheelchair accessible restroom located behind the Carriage House. We also use all the restrooms that are located in City Hall. The Site Supervisor that day will post signage to direct your guests to locations of restrooms.
- The Ainsley House shares our parking lot with the Campbell Library. This is a large parking lot accessed off of Harrison Ave. There is also a gravel parking lot accessed off of Grant St. If your event guests need to leave their cars overnight after your event they are allowed to. This is free parking and safety of driving is encouraged. Please make it known to anyone impaired that they may leave their car on site overnight.
- The Ainsley House and Garden must be returned to its original condition. All trash, garbage, and refuse must be removed from the premises including: the Garden, the Bridal Changing Room, walkways, and caterer's prep area. Any food or grease stains **MUST** be cleaned up and/ or scrubbed off of the ground. Tables and chairs must be neatly stacked, out of the way, ready for pickup by your vendor. All decorations and light must be removed along with any hardware that was used to hang up lights or decorations.

Initial: _____



I have read, reviewed and understand the rules, regulations and operating policies.

Bride/Groom:

(signature) (print name) (date)

Bride/Groom:

(signature) (print name) (date)

Office Staff:

(signature) (print name) (date)

Permit #: _____

Event Date: _____

Ceremony Reception Ceremony & Reception Other: _____