



Ainsley House Information Sheet

Facility Logistics

- Events are held in the back garden **only** of the Ainsley House.
- The Ainsley House Garden can accommodate up to 150 people for a Ceremony and Reception.
- Use of the Palm tree patio (space between the Carriage House and the Parking Lot) is allowed, many renters will use this space for cocktails and other transitional event activities.
- The Ainsley House is a historic house museum; therefore, the inside of the house is not allowed for events or for event guests to tour during the event.
- The use of the inside of the Ainsley House is only used for the Wedding party in the foyer as a staging area before exiting the House into the garden for the wedding ceremony procession as well and post ceremony recession. we cannot allow people to sit on, touch, or use the objects inside the house.
- 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.
- Due to the historical importance of the Ainsley House, the number of people allowed in the house at one time is limited to **14 people.**
- No food or beverages are allowed inside the Ainsley House.
- **There are no useable restrooms inside the Ainsley House itself.**
There is one wheelchair accessible restroom located behind the Carriage House. We also use restrooms that are located in City Hall. The Site Supervisor that day will post signage to direct your guests to locations of restrooms.
- There is **one** changing room located in the upstairs of the Carriage House.
- 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 within the garden beds. Ainsley House staff is not responsible for supervising children.

- 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.
- 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 this is allowed. 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.
- There is a cement dance floor under the arbor. We can allow a DJ or live music as long as the noise level is kept to our allowable 90 decibels. Our Site Supervisors have decibel readers and will monitor noise levels. We are in a neighborhood and any event that exceeds the noise levels is at risk of being shut down.