



Ainsley House Information Sheet

Important Rental Details

- **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.
- You 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. Ainsley House staff will send you a 30-day packet, 30 days prior to your event. This packet will ask for your event vendors and contact information as well as proof of General Liability Insurance.
 - [Wed Safe](#) is one company that you can use to secure General Liability Insurance.
- 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 drop-offs and pick-ups must be made in advance with the Event Site Coordinator.
- You may only begin set up of decorations during your reserved rental time period. If you need more time, we can add extra rental fee hours to your reserved time.
 - For example: Your reservation is 1pm-11pm. You may begin setting up chairs, tables, decorations, etc. at 1pm. If you need more time, you may purchase additional hours for \$200/ hour.
- Rental equipment can be delivered on a Friday between 9:00am and 4:00pm and must be picked up on the following Monday between 9:00am and 12:00pm. Rentals must be stored on the West Patio. The Ainsley House does not accept liability for any rentals that are on Museum property nor do we sign for deliveries.
 - The drop off and pick up of rentals must be arranged with the approval of the Event Coordinator
- 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 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 must be removed along with any hardware that was used to hang up lights or decorations.

- 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 clean up after use, then \$90 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.
- **In order to reserve the facility you must pay 50 % of the rental fees, as well the \$500 Security Deposit and the \$55 Museum Membership fee.** The Security Deposit will be refunded after your event provided there is not a need to take out any money for damages incurred to site during the event. **If you cancel your reservation before your event, you forfeit the \$500 Security Deposit and the Museum Membership fee.**

The balance of your rental fee will be due **30 days** prior to your scheduled event. *Failure to make payment on your rental fees can result in the cancellation of your reservation by Ainsley House 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 up front.