

Ainsley House Information Sheet

RENTAL FAQs

What is the rental space at the Ainsley House?

- Events are **only** held in the back garden of the Ainsley House.
- The Ainsley House can accommodate up to 150 people for a Ceremony 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.

Why can't we use the Inside of the Ainsley House?

- The Ainsley House is a historic house museum; therefore, the inside of the Ainsley House is not allowed for events or for event guests to tour the inside during the event.
- The inside of the Ainsley House can be used only for the wedding party in the downstairs foyers as a staging area before exiting the House to the garden for the processional and post-ceremony recessional. 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, the foyer, and the study). Any additional rooms desired for photographs must be pre-approved by the event coordinator.
- Due to the historical nature of the House and limited staffing during events, 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.

Where are the restrooms?

- **There are NO USEABLE restrooms inside the Ainsley House.** There is one wheelchair accessible restroom located inside the Carriage House. We also use restrooms located at City Hall, if more restrooms are needed.

Is there a changing room on-site?

- The upstairs room above the Carriage House is a usable changing room and secure space for leaving purses, bags, etc. Please note that the use of this room is included in your rental time. If you would like more time to use this space than your rental time allows, you will need to pay for the per-hour usage.

What does my rental time cover?

- You may only begin the setup of decorations during your reserved rental time period. If you need additional time, we can add extra rental fee hours to your reserved time.
 - For Example, if your reservation rental time is 1 pm to 11 pm, you may begin setting up your tables and chairs, decorations, etc, at 1 pm. If you have more time, you may purchase additional hours: \$300/ hour (Saturdays) \$270/ hour (Fridays and Sundays)
- Rental equipment can be delivered on a Friday between 9 am and 4 pm, and picked up on the Monday following your event between 9 am and 4 pm. 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.**
 - Prior approval is required for rental drop-offs.

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What does the Ainsley House provide?

- The Ainsley House does **NOT** provide any party rentals, decorations, food, or audio/ visual equipment.
 - Only vendors from our preferred vendor list are eligible to provide these services. If you have a vendor not on our list, Event or Museum staff **MUST** meet with this vendor to approve use.
- The Ainsley House does provide onsite staff to help with logistics, day of timing, vendor and guest needs, as well as general site supervision.

Who is liable for my event, and do I need insurance?

- The person whose name is listed on the rental permit is responsible for any damages to the premises, equipment, or property. They will be held liable for all actions, behavior, and damages caused by event guests. The City of Campbell is not responsible for accidents, injury, illness, or loss of group or individual property.
- You must have proof of a Certificate of Insurance with Current Comprehensive General Liability Coverage in the amount of \$1 million, 30 days before your scheduled event. The Ainsley House staff will send you a 30-day packet, thirty days before your event. This packet will ask for your event vendors and contact information, as well as proof of General Liability Insurance.
 - Wed Safe is an example of a company that you can use to secure General Liability Insurance.

What are the Food and Beverage Rules?

- The Ainsley House does not have a catering kitchen on site.
- You must use caterers from our approved vendor list. If you would like to use another caterer, Event or Museum staff must meet with this vendor to approve use.
- You may have cooking elements on site, but anything using charcoal must be set up at least 25 feet from the Ainsley House. We do require some kind of ground mat to protect the aggregate from any grease.
- Only beer, wine, sangria, or champagne can be served on-site. NO hard alcohol is allowed.
- It is not required to have a bartender for your event, but we do recommend having a caterer or individual responsible for serving the drinks during your event.

What are your decoration rules?

- No decorations can be affixed to the structure of the Ainsley House.
- Decorations attached to the arbor must be attached using a nylon strap, tape, push pins, floral wire, or string. **NO staples, nails, or screws are allowed.**
- Do NOT hang decorations from light fixtures.
- 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, rice, silk flower petals, or other non-organic material may be thrown on the grounds.
- No staking items into the turf, and no large, heavy covering on the turf (such as a dance floor) as these can cause permanent damage to the lawn and irrigation system.

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Decoration rule continued...

- We do NOT allow tents over 200 square feet or canopies over 400 square feet in size.
- Umbrellas are allowed but must have a base. They cannot be staked into the turf.
- Heaters are allowed but must not be close to the Porte Cochere or placed directly under any string lights.
- Exterior lighting may be used to help illuminate your event. More lighting is allowed, but we do NOT allow light poles to be staked into the ground.

Do you have a dance floor and allow DJs or live music?

- There is a cement space under the arbor that is used for dancing.
- We can allow a DJ or live music as long as the noise level is kept to our allowable **90 decibels**.

What else do I need to know?

- Please be aware that our events take place on turf. We try our best to ensure the turf is dry for your event; however, it can be wet or soggy from the rain or fog. Turf can leave grass stains. Dry summer months can also cause dry or brown spots on the turf from continual events. Please keep this in mind when considering our site for your event.
- The Ainsley House shares our parking lot with the Campbell Library. This parking lot is accessed off of Harrison Ave. This is free parking. Your guests may leave their cars overnight after your event.

How do I reserve the Ainsley House Garden?

- To reserve your desired date:
 - Complete a rental application
 - 50% of the rental fees are time of booking
 - \$500 refundable security deposit
 - \$150 site janitorial fee.

What if I need to cancel my event?

- A written notice of intent to cancel is required. This can be a letter or an email.
- **Please note we do NOT offer a refund for inclement weather.**
- The following refund schedule applies:
 - **Security deposit of \$500 is forfeited.**
 - More than 4 months out from your event: 75% of rental fees paid + \$150 janitorial fee.
 - 4 months: 50% of rental fees paid + \$150 janitorial fee.
 - 3 months: 25% of rental fees paid + \$150 janitorial fee.
 - 2 months or less: NO REFUND