Ainsley House Gardens
Facility Use Application

Please complete this application and initial the policy acknowledgements below.

Applicant Information

Renter Name(s):

_____

Address:

_____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Main Contact: _____

Alternate Email/Cell: _____

Event Information

Event Type (Circle): Ceremony / Reception / Ceremony & Reception

Event Date: _____

Rental Time: _____

Estimated Number of Guests: _____

Set-Up Time: From _____ To _____

Event Time: From _____ To _____

Clean-Up Time: From _____ To _____

Rehearsal Date & Time: _____

Any Special Needs:

_____

CAMPBELL
MUSEUMS

Required Acknowledgements (Initial Each Item)

_____ Events are held in the back garden only unless otherwise approved.

_____ Certificate of Insurance with $1 million General Liability Coverage is required 30 days prior to the event.

_____ Use of the front of the house requires advance written approval.

_____ Museum artifacts may not be touched, used, or sat upon.

_____ Maximum occupancy inside the house is limited and use is restricted.

_____ Photography is permitted in approved interior and exterior locations.

_____ Rental time includes set-up, event, and clean-up time.

_____ Outside vendors must be pre-approved and coordinated in advance.

_____ No food or beverages are allowed inside the Ainsley House.

_____ Decorations may not damage structures, fixtures, turf, or landscaping.

_____ No confetti, birdseed, rice, silk petals, or similar materials may be thrown.

_____ Children must be supervised at all times.

_____ Only beer, wine, and champagne may be served.

_____ Amplified music is permitted until 10:00 p.m. and must comply with noise limits.

_____ The facility must be returned to its original condition following the event.

_____ The renter is responsible for damages, excessive cleaning, and guest conduct.

_____ A 50% rental deposit and security deposit are required to reserve the facility.

_____ Cancellation policies apply and written notice is required.

_____ The City of Campbell provides an Event Supervisor during events.

Cancellation Policy

Security Deposit is non-refundable.

Rental fee refunds:

- More than 4 months notice = 75%;
- 4 months = 50%;
- 3 months = 25%;
- 2 months or less = no refund.

Agreement

I have read and agree to the Facility Use Application and Rules, Regulations, and Operating Procedures.

Signature: _____ Date: _____

Printed Name: _____