

Salisbury House & Gardens

Rental Fees for Special Events : 2008 / 2009

Capacity:

	Common Room	Great Hall	Dining Room	East Terrace	South Terrace	North Drive	Visitor's Center	Courtyard
Rounds	65	24	N/A	150	150	300	65	80
Theater	100	30	N/A	300	300	300	80	100
Buffet	60	N/A	12	150	150	300	36	30
Dimensions	41'x21'	36'x21'	22'x18'	21'x96'	75'x31'		49'x19'	43'x42'

Pricing:

Daytime Rental

Common Room (Full Day).....\$300

Common Room (Half Day).....\$200

Dining Room (Full Day).....\$250
guests.....\$1,200

Dining Room (Half Day).....\$175
\$12/person

Indian Room (Full Day).....\$300

Visitor Center/Courtyard (FD).....\$200

William's Room (Full Day).....\$150

William's Room (Half Day).....\$75

Additional Fees (if applicable):

Overtime Fee.....\$150/hour

Tours.....\$25/tour (up to 20 people)

Holiday (December).....\$900 for guest lists under 50, \$18/person for guest lists over 51

Evening/Weekend Rental (4 hours)

Fewer than 50 guests.....\$750

50-75 guests.....\$900

76-100

Over 100 guests.....\$1,200 +

Indian Room (Half Day).....\$200

Visitor Center/Courtyard (HD)....\$125

Fees Include

- Set-up and break-down of tables and chairs
- Event Supervisor
- On-site parking (there are 60 spots available in the parking lot, 20 in the North circular driveway and additional parking on Tonawanda Drive)
- Air-conditioned event areas
- Consultation for on-site events
- Itinerary coordination for on-site events

Additional services NOT included in the rental fee are your tableware & all vendors (i.e.; catering, music, photography, flowers, and tents).

Guidelines:

Special Needs

- Salisbury House is a historic house museum and therefore has limitations in meeting special needs. Please notify us of any special requests your guests may have.

Caterer Information

- The Des Moines Embassy Club is the exclusive caterer for Salisbury House & Gardens. Embassy Club can assist you with any catering needs you have. Please call them at (515) 244-1413. Embassy Club will provide all linens, tableware, silverware, glassware, and bartender if there is a bar.
- **There is a \$300 fee if you chose not to use Embassy Club and use an alternate caterer.** Alternative caterers must sign a Catering Contract with Salisbury House Foundation and meet with the Events Director at least 7 days prior to the event.

Facility Use Policies

- All requests are subject to approval by Salisbury House Foundation. The client must provide the Foundation with complete details for the event and review the details of the event with SHF one week prior to the event.
- The facility fee must be paid in full 7 days prior to the event date.
- 72-hour advance notice must be given for cancellation in order to receive a refund. If 72 hour advance notice is not given, 100% of the rental cost will be forfeited by the client.
- Charges begin at the time the facility is scheduled to open for the first person to arrive and end when the facility is closed after all guests have departed the facility.
- Earliest access Sunday events is 3:30 p.m., following public tours of the house.
- A surcharge of \$150/hour will be charged by SHF for every hour past the contracted limit.

- Docents may be available for tours of Salisbury House at a cost of \$25/tour for up to 20 people. Tours last up to one hour and must be scheduled 2 weeks in advance.
- Salisbury House staff will be present during the event to provide assistance and to assure safety and security of the House and contents.
- Guests under the age of 12 must be supervised by an adult at all times. The client is responsible for all guests in attendance. As a historic house museum, Salisbury House places a priority on the safety of its guests and protection of its contents.
- Salisbury House is a non-smoking facility.
- No open flamed candles are permitted inside the house.
- Dancing is permitted outdoors and only in areas where a portable dance floor is used. All outdoor music must be set at appropriate sounds levels and cease by 10:00 p.m.
- All functions serving alcohol after 6 p.m. require a uniformed, professional security guard, arranged by SHF and paid by client.
- Outdoor photography is unlimited, but indoor photography is subject to approval.
- A uniformed security officer is required for all outdoor events where alcohol is being served after 6:00 p.m. or for events indoors over 65 people.
- Due to our residential setting and out of courtesy to our neighbors, SHF reserves the right to require music at an appropriate level. All outdoor music must cease (by city ordinance) at 10:00 p.m.
- All clients must depart the property by 11:00 p.m.

Alcohol Policy

- All alcohol must be served by a bartender, provided by the client or caterer.
- Rehearsals are subject to SHF approval in coordination with other scheduled events.
- Salisbury House's white plastic chairs must be used for outdoor wedding ceremonies.
- Additional tables and chairs can be rented through Iowa Tent & Classic Event at (515) 306-4235.
- Salisbury House allows white wine and bottled beer to be served. Permission must be granted for all other alcohol.
- Keg beer and red wine are not permitted inside Salisbury House.
- The client agrees to closely monitor the alcohol consumption of guests and to take immediate and appropriate action to safeguard guests and Salisbury House.
- Alcohol may not be served after 10:00 p.m.
- A non-refundable security deposit of \$750 is required to be paid at booking.
- A refundable security deposit of \$750 is required to be paid at the booking of the event when alcohol is being served (applies to guest lists with over 65 guests).

To arrange for a consultation or for any questions, please contact Events
Director Kate Langmoreland at

(515) 274-1777 or katel@salisburyhouse.org