



SALISBURY HOUSE & GARDENS

Facility Information

Capacity Levels:

Rental Spaces	Common Room	Great Hall	Dining Room	South Gardens	East Terrace	South Terrace	North Drive	Indian Room	Courtyard
Rounds	64	24	N/A	N/A	150	150	300	64	80
Theater	100	30	N/A	300	300	300	300	100	100
Buffet	60	N/A	12	N/A	150	150	300	60	30
Dimensions	41'x21'	36'x21'	22'x18'	153'x21'	21'x96'	75'x31'	---	23'x45'	43'x42'

Fees Include:

- Consultation for on-site events
- Itinerary coordination for on-site events
- Event Supervisor
- Heated & air-conditioned indoor event areas
- Chairs and tables for indoor events
- Outdoor ceremony chairs for weddings
- Set-up and break-down of tables and chairs (*when provided by Salisbury House Foundation – SHF*)
- One-hour rehearsal the day before the wedding (*may be booked 60 days in advance and subject to SHF staff approval and availability*)
- Bride and Groom changing rooms
- On-site parking (there are 60 spots available in the parking lot, 8 in the North circular driveway and additional parking on Tonawanda Drive)

Additional services not included in the rental fee are your tableware & all service providers (catering, music, photography, flowers, valet, tents, etc.)

Facility Fees:

- The opportunity to rent space at Salisbury House & Gardens is reserved for individuals with membership levels at the \$100.00 Friendship level or higher. Membership can be purchased when booking space.
- A non-refundable deposit of 50% of the total rental fee is required to officially book a date for an event.
- A refundable security deposit is required at the time of booking (\$750 when alcohol is being served, \$100 when alcohol is not being served.) and will be refunded after damages to facility have been assessed.
- Charges are based on four hours usage beginning at the time the facility is scheduled to open for set-up and ending when the facility is closed and all guests depart.
- Docents may be available for tours of the museum at a cost of \$50 per guided tour when scheduled in advance. Each tour may not exceed 20 people. Tours must be scheduled two weeks in advance of the event.
- SHF will permit overtime at a fee of \$150/hour when arranged in advance.
- There may be additional fees if objects in the collection need to be relocated.

- The total facility fee must be paid one month prior to the event.
- A 72-hour advance notice must be given for cancellation in order to receive a refund. If 72 hours is not given, 100% of the rental cost will be forfeited by the client. (Deposits are non-refundable)
- In the event of a cancellation, the non-refundable deposit will be considered a tax-deductible contribution to SHF and will be utilized to continue the mission of preservation and restoration of Salisbury House.

Facility Use Policy:

- Salisbury House is a non-smoking facility.
- No candles or open flames are permitted inside.
- Outdoor photography is unlimited. Indoor photography without flash is allowed, but indoor flash photography is limited and subject to approval.
- Hairspray, cologne, make-up, etc. may only be used in restroom facilities.
- Dancing is permitted outdoors and only in areas where a portable dance floor is used. Dance floors are not permitted in the lower south gardens.
- Public tours of Salisbury House and Gardens run Tuesdays through Sundays from 10:00 a.m. – 5:00 p.m. Accommodations can be made for events during normal tour hours.
- The client must provide SHF complete event details and contact information for outside vendors at least two weeks prior to the event.
- Scheduling delivery and set-up of rental items must be pre-approved and are dependent on other scheduled events.
- One hour wedding rehearsals are subject to SHF Staff approval and in coordination with other scheduled events.
- Valet services must be approved by SHF and adhere to Tonawanda Drive parking guidelines.
- SHF staff shall be present during the event to assist with guest safety and security of the collection.
- The client is responsible for all individuals in attendance including guests and catering staff. As a historic house museum, Salisbury House & Gardens places a priority on the safety of its guests and protection of its contents. Guests under the age of 15 must be supervised by an adult at all times.
- Due to our residential setting and out of courtesy to our neighbors, amplified sound is not permitted. SHF reserves the right to require music at appropriate sound levels. All music must cease by 10:00 p.m.
- The client, all guests and the caterer must depart Salisbury House property by 11:00 p.m.

Caterer Information

The Des Moines Embassy Club, Gateway Market and Catering, Occasions Made Right, and Christiani's Catering are the preferred caterers of Salisbury House & Gardens. They will provide all linens, tableware, silverware, glassware, and bartender if there is a bar. There is a \$300 fee if you chose to use an alternate caterer, which must be approved by SHF Staff. A contract must be signed between Salisbury House and the caterer.

Alcohol Policy

- All alcohol must be served by a bartender, which will be provided by the caterer. Self-serve bars are not permitted.
- Salisbury House allows white wine and bottled and canned beer to be served inside. Keg beer and red wine are not permitted inside or outside of Salisbury House, except with permission.

- The client agrees to closely monitor the alcohol consumption of guests and to take immediate and appropriate action to safeguard guests and property of Salisbury House.
- Alcohol may not be served after 9:30 p.m. Sunday through Thursday or after 10:00 p.m. Friday and Saturday.
- All functions serving alcohol must have a uniformed, professional security guard (to be arranged by SHF) and paid by the client. Security will stay on site until all guests have departed.
- A refundable security deposit of \$750 is required to be paid at the booking of the event when alcohol is being served.

Responsibility of Client

Please remember that Salisbury House is a museum. While Salisbury House staff will be present during your event, please make sure to let guests know that any touching of the collection, sitting/touching on furniture is not permitted. The client is responsible for all actions of any party in relationship to their event. If the client works with a rental company, they must supervise the rental company during set up and tear down and will be held responsible for any damage they or their guests may cause. Salisbury House is not responsible for any rental items on site. The following examples may cause loss of security deposit: lawn damage due to tents, dance floors, tables, etc. Damage to floral gardens. Excessive trash – including cigarette butts and glass containers, etc. Guests are not allowed to park on lawn. Barring no damage to the House or grounds, the security deposit will be returned within 7 days after the event.

Special Needs

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