



## FACILITY RULES AND REGULATIONS (effective May 10, 2017)

### CONTRACTS AND FEES

- A rental contract signed by both Salisbury House Foundation staff and the renting client, a signed copy of these facility rules and regulations, a non-refundable rental deposit, and a refundable security deposit are required to guarantee a date on the Salisbury House calendar.
- Rental contract fees are time based, per our rental rates chart. Contracted time includes set-up and clean-up and is calculated from the time the first person associated with the event arrives to the time that the last person associated with the event leaves the premises. Overtime incurred outside of hours contracted (due to arriving early and/or by staying late) will be charged at 1.5 times the rate of the last hour contracted and will be taken out of the security deposit. Overtime fees will be assessed in one hour increments outside of hours contracted and includes overtime incurred by clients, guests, and vendors. It is the responsibility of the client to notify vendors and guests of contracted time limits.
- The non-refundable rental deposit will be equal to 50% of the contracted rental fee, and will be due at the time of contract signing. All other rental fees will be due 30 days before the contracted event date. Failure to make final payment 30 days before the event will result in the event being cancelled from the calendar and conversion of your security and rental deposits to tax deductible contributions to Salisbury House Foundation.
- In addition to the rental deposit, a refundable security deposit is due at the time of contract signing and will be taken based on the nature of the event, as follows:
  - \$1000 for events where food and alcohol are served
  - \$750 for events where food only is served (beverages allowed but no alcohol)
  - \$500 for events where no food or alcohol is served
- The refundable security deposit will be returned within 30 days after successful completion of your event with no property damage and no overtime incurred.
- An additional \$500 fee is charged for events contracted in affiliation with a Federal Holiday (this includes holiday weekends immediately adjacent to a Friday or Monday Federal Holiday).
- Salisbury House maintains a list of approved pianists who are allowed to play the Salisbury House Steinway piano. Clients wishing to reserve the Salisbury House piano for an event will be assessed a tuning fee at a cost of \$125. Three months advance notice is required in order to reserve the piano for an event. This timeframe will allow Salisbury House staff the ability to schedule tuning with our certified Steinway technician. Tuning fees will be assessed at the time of final payment.
- Functions where alcohol will be served to parties of 30 or more people will require event security at a rate of \$35 per hour, for a minimum of four hours.
- Salisbury House offers the option of hanging bistro lighting over select areas on the property. Salisbury House will provide set up and break down of the bistro lighting in these areas; a general site map outlining how the lights will be strung is available upon request. Applicable fees associated with each of the specified areas are as follows:
  - \$400 – South Patio
  - \$500 – Cobblestone Courtyard
  - \$650 – South Garden

- Interpreters may be available for House tours at a cost of \$50 per guided tour (maximum of 20 people per guide; maximum of 60 people overall) or \$2 per person for self guided tours with interpreters stationed throughout the House to interact with guests and speak about the history of Salisbury House and the museum collections. All tours should be scheduled at least four weeks in advance.
- Salisbury House maintains a list of approved caterers. Clients wishing to work with non-approved caterers will be charged a fee of \$500. Salisbury House reserves the right to refuse non-approved caterers, and will require proof of insurance and compliance with food safe principles for any non-approved caterer on the property.
- If an incident occurs during an event that requires the use of professional cleaning supplies or services, an additional fee of \$500 will be assessed to the client and will be taken from the security deposit.
- Event cancellations must be communicated to Salisbury House staff in writing three business days before the contracted event date. Fees paid beyond the 50% non-refundable rental deposit will be returned within 30 days of such written notice. Cancellations made within three business days of the contracted event date will result in forfeiture of all paid fees. Forfeited funds in the event of a cancellation will be considered a tax-deductible contribution to Salisbury House Foundation.
- Salisbury House reserves the right to refuse rentals on the basis of availability, safety or inappropriateness of the proposed event as it pertains to the House's nonprofit and nonpartisan status, mission, and standards of quality as determined by House management.

#### PROVIDED GOODS AND SERVICES

- Rental fees entitle renting clients to have the following goods and services provided directly by Salisbury House staff:
  - Event staff on site appropriate to the size and duration of the event;
  - Heated and air-conditioned indoor event areas;
  - One-hour rehearsal included with wedding ceremony rentals (must be booked at least 60 days prior to event date and is subject to SHF staff approval & availability);
  - Two rooms for dressing and wardrobe changes;
  - On-site parking for approximately 60 cars; additional street parking is available on Tonawanda Drive.
  - Salisbury House has the following complimentary furnishings available for use during private events; Salisbury House will provide setup and breakdown of these items:

Items Available	Qty Available	Indoor Use	Outdoor Use
60" round tables	10	X	
30" high top cocktail tables	6	X	
4' x 4' card tables	2	X	
8' rectangular tables	6	X	X
6' rectangular tables	2	X	X
black folding chairs with padded seats	130	X	
wooden easels	3	X	
8' projection screen	1	X	
projector stand	1	X	
music stands	8	X	
PA system w/wireless microphone + 2 speakers	1	X	
white plastic garden chairs	300		X
power boxes w/cords connected to Salisbury House power	5		X

## EXCLUDED GOODS AND SERVICES

- Rental fees *do not* include the following goods and services, which must be independently contracted by renting clients at their own expense. Salisbury House staff will provide approved or recommended vendors for all of these goods and services upon client request:
  - Tableware (including all linens, silverware, glassware, etc.);
  - Catering;
  - Bartending;
  - Music;
  - Specialized lighting (e.g. spotlights, up lighting, tent lighting) beyond permanent House fixtures;
  - Extension cords to connect to outdoor power boxes;
  - Spraying for mosquitoes;
  - Photography;
  - Flowers;
  - Outdoor table/chair rental;
  - Additional PA systems;
  - Valet;
  - Golf Carts;
  - Tents;
  - Dance floors;
  - Portable restrooms.

## RULES OF THE HOUSE AND GROUNDS

- Salisbury House is a historic house museum and should be treated as such. All architectural features (indoor and outdoor), furnishings, decor and artwork on exhibit are part of our museum collection; guests may not touch, sit on, move or modify any House objects, walls or structures beyond those specifically contracted as part of the rental event.
- Areas of the house and property not in use may be roped off, blocked off, or have doors shut and lights turned out. Such areas should be considered closed. Entrance into these areas is prohibited without permission from Salisbury House staff.
- Salisbury House staff wants the House to serve as a perfect backdrop for your event, but the nature of historic homes means that there may be construction or maintenance work ongoing on certain parts of the House at the time of your event. Every effort will be taken to minimize impact.
- Certain rooms and outdoor spaces in Salisbury House may not be accessible to guests with mobility issues; every effort to make accommodations will be made, though the historic nature of the House makes it impossible to render every space accessible.
- All plans for décor are subject to approval and are limited to the designated event spaces. Nothing may be affixed to any interior or exterior surface of the House without advance approval. No signage or banners may be placed on Museum grounds. All decorative items must be fireproof.
- Smoking is prohibited indoors. Outdoor smoking may be permitted by special arrangement in designated areas at least 40 feet from any windows and doors leading into the House.
- No candles, lanterns, torches, candelabras or any other items requiring open flame are permitted within the museum or on Salisbury House property. LED or other battery-powered candles are an acceptable option, so long as they do not use halogen or other high-heat bulbs.
- Permission for photographers/videographers to use drones must be secured in advance of event date as additional guidelines and requirements (not listed here) must be fulfilled prior to permission being granted to use such devices on Salisbury House property.

- Outdoor photography within the contracted rental time is unlimited.
- Indoor photography within the contracted rental time is allowed, though certain areas may have restrictions in terms of lighting or access.
- Photographs may not be reproduced for commercial purposes without written permission from Salisbury House.
- Images of Salisbury House may be used on a one-time basis for non-commercial printed invitations to attendees of the rental function. Use of such images in this fashion requires advance approval of Salisbury House.
- Due to the nature of the Salisbury House museum and the collections within, application of hairspray, cologne, perfumes, aerosol sprays, and make-up is allowed only in designated dressing rooms (if provided for your event), the public restrooms located on the first floor of the museum, or by stepping outdoors.
- Dancing is permitted outdoors in areas where a portable dance floor is used or on the limestone terrace; dance floors are not permitted in the Lower South Gardens. All indoor dancing is limited to the Historic Garage.
- Tents are permitted on the South Terrace and on the East Terrace. Requests for tents on any other areas of the property must be submitted to Salisbury House for approval.
- Final guest count, all event details, and contact information for outside vendors must be provided a minimum of two weeks prior to the event.
- Scheduling delivery and set-up of rental items (i.e. tent, dance floor, rented tables, rented chairs) must be pre-approved by Salisbury House and are dependent on other scheduled events; drop-offs outside of contracted rental time may result in overtime fees being taken from the security deposit.
- All items, including tents and dance floors, must be erected and removed on the same day as the event is scheduled unless prior permission is given by Salisbury House.
- Salisbury House assumes no responsibility for damage or loss of any merchandise or articles left on premise before, during, or after your event.
- No rice, birdseed or confetti may be thrown anywhere in the House or on the grounds.
- No glitter (including decorations with glitter).
- No fireworks of any kind (including sparklers).
- No chocolate fountains.
- No fondue stations.
- Floral arrangements and foliage used indoor must come from a professional florist or pest free nursery.
- Vases and containers holding water, liquids, flowers or greenery being used indoor may only be set upon rental tables, the Admissions desk, the Common Room trestle table if padded, and the Great Hall refectory table if padded. The surfaces of all other furnishings within the House (including window seats) are considered part of the museum collection and should not be used.
- For outdoor events, real flower petals may be tossed or used as decoration. For indoor events, silk flower petals may be tossed or used as decoration and must be collected by the client in their entirety upon conclusion of the event.
- Children must be supervised by an adult at all times.
- No weapons or firearms are allowed on Salisbury House property.
- Cars are not permitted to be left on the property after the conclusion of your event.

- It is required that Salisbury House event staff be present while all clients, guests and vendors are in the house or on the property; overtime fees will be charged if anyone on behalf of your event arrives early and/or stays late (beyond time as outlined in the rental contract). It is the responsibility of the client to notify vendors and guests of contracted time limits.
- As Salisbury House is located in a residential area, all music must cease promptly at or before 10:00pm. Per zoning limits, sound on the property line may not exceed 60 decibels between the hours of 7:00am – 10:00pm; event staff will check levels with sound meters and will require that music be turned down if this threshold is exceeded. Failure to comply with turning music down upon request of Salisbury House event staff will result in client forfeiting their security deposit in its entirety.
- Clients, all guests, and all vendors must depart Salisbury House property by the end of the contracted rental time. Contracted time cannot exceed past 11:00pm.

### FOOD AND BEVERAGE SERVICE

- Food and beverage service must be provided by a professional caterer that can demonstrate training in and adherence with proper food handling and safety procedures.
- An agreement outlining Salisbury House policies and guidelines must be signed by each caterer.
- A certificate of insurance must be provided by each caterer for all events; Salisbury House staff will provide caterers with required levels and limits for each event.
- Salisbury House is not licensed for the sale of alcoholic beverages. If alcoholic beverages are served on the premises, clients, guests, caterers and vendors must comply with all applicable laws and liquor regulations and acquire all permits required by the laws of the State of Iowa or other government agencies.
- Clients are required to indemnify, protect and hold harmless Salisbury House Foundation and its respective officers, agents and employees from and against any and all losses, costs, claims, demands and expenses arising out of client's use of Salisbury House's facilities resulting from the provision of alcoholic beverages at the event.
- All caterers must provide a bartender for those events where alcoholic beverages are served. Self-serve or client and guest staffed bars are not permitted.
- Under-age drinking is expressly prohibited, and bartenders will be instructed to request identification should they believe under-aged individuals have access to alcoholic beverages; client requests that under-aged guests be served alcohol will result in the bar being closed.
- Guests may not carry alcoholic beverages onto or off of the premises.
- Bottled and canned beer can be served anywhere on the property; keg beer is not permitted.
- White and sparkling wine can be served anywhere on the property. Red wine service requires advance approval by Salisbury House staff with consideration given to the nature and setup of the event; red wine service may require an increase in security deposit if approval is granted.
- Alcohol may not be served after 10:00pm. Failure to comply with closing the bar at or before 10:00pm will result in client forfeiting their security deposit in its entirety.
- All events serving alcohol to parties of 30 or more are required to have a uniformed, security guard on site until all guests have departed the house and left the premises; Salisbury House will hire the security guard to be paid for by the client.

**CLIENT OBLIGATIONS AND RESPONSIBILITIES**

- Renting clients are responsible for all actions of any party involved in or attending contracted events, including guests and all vendors.
- One person from the client’s party must be identified as the event host and must be present at the event from beginning to end. The event host shall conduct the event in an orderly manner in full compliance with all acceptable laws, ordinances and regulations and in accordance with all policies established by the House.
- During events where alcohol is served, clients are responsible for monitoring the alcohol consumption of guests and to take immediate and appropriate action to safeguard guests and property of Salisbury House.
- Clients must supervise all rental companies during set up and tear down and will be held responsible for any damage or overtime they may cause. This includes (but is not limited to) damage to floral gardens, excessive lawn damage (from tents, dance floors or tables), excessive trash (including cigarette butts, glass containers and food waste), failure to comply with segregation of trash in dumpsters, and failure to remove rental items from the property in a timely fashion; Salisbury House staff will not be responsible for handling, setting up, or taking down rental property onsite.

**MAXIMUM OCCUPANCY LEVELS**

- The following table provides maximum occupancy of indoor and outdoor spaces available for rent at Salisbury House. Client agrees to not exceed these levels. Outdoor events that exceed indoor capacity levels will require renting clients to plan for alternative options *in advance* should inclement weather arise.

	Common Room (Indoor)	Great Hall (Indoor)	Dining Room (Indoor)	Indian Room (Indoor)	Historic Garage (Indoor)	Cobblestone Courtyard (Outdoor)	South Gardens (Outdoor)	East Terrace (Outdoor)	South Terrace (Outdoor)
Round Seating	64	24	N/A	64	40	80	N/A	180	150
Theater Seating	90	30	N/A	90	90	90	300	200	200
Buffet Seating	64	N/A	12	64	60	80	N/A	180	150
Dimensions	41’x21’	36’x21’	22’x18’	23’x45’	19’x49’	43’x42’	153’x21’ (each side)	38’x94’	75’x31’

ACCEPTANCE OF TERMS AND CONDITIONS

By signature below, client acknowledges receipt of and agrees to comply with the facility rules and regulations outlined above. This signed acceptance of terms and conditions is considered an integral part of the signed contract for an event at Salisbury House.

\_\_\_\_\_  
Client Name (Printed)

\_\_\_\_\_  
Client Signature and Date

Bonnie Bronson  
\_\_\_\_\_  
Salisbury House Name (Printed)

\_\_\_\_\_  
Salisbury House Signature and Date