



## Group Tour/Independently Catered Lunch Information

- ⌘ **Cost of tour:** \$23/per person for private group tours scheduled in conjunction with our independently catered lunch option. Minimum of 10 participants; maximum of 48 participants. Private group tours are scheduled Monday – Friday between the hours of 10:00am – 4:00pm. Two weeks advance notice required; accommodations may be made for tours scheduled within two weeks of requested date based on availability.
- ⌘ **Payment is due 2 weeks prior to the contracted tour date.** Failure to make final payment two weeks before the contracted tour date will result in the tour and lunch being cancelled from the calendar. Payment can be taken by phone via credit card or can be mailed in via check. If paying by check, please make check payable to:  

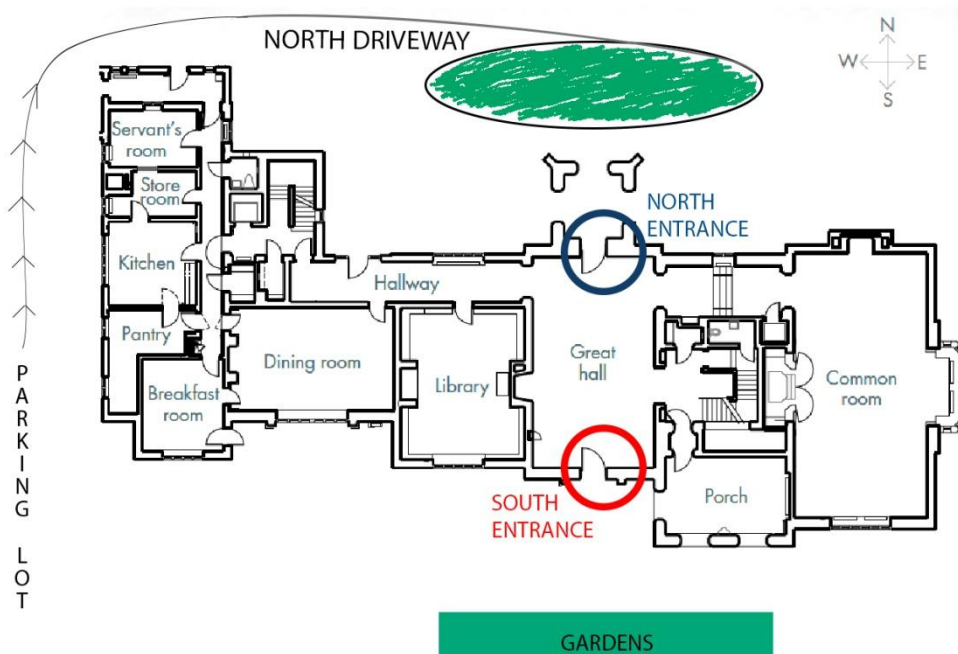
Salisbury House Foundation  
4025 Tonawanda Drive  
Des Moines, IA 50312
- ⌘ **Cancellations:** Tour cancellations must be communicated to Salisbury House staff in writing four business days before the contracted tour date. Fees paid will be returned via check within 30 days of such written notice. Cancellations made within four business days of the contracted tour date will result in forfeiture of all paid fees.
- ⌘ **Late Arrival:** If your group is 20+ minutes late, Salisbury House reserves the right to cancel your tour without issuing a refund. As a courtesy to our volunteer tour guides, we require that you contact Salisbury House at (515) 274-1777 to inform us that you will be late.
- ⌘ **Provided Goods and Services:** Fees entitle clients to the following goods and services provided directly by Salisbury House staff:
  - Tour guides on site appropriate to the size of the tour group.
  - Heated and air-conditioned indoor tour/lunch areas.
  - One room designated by Salisbury House staff for lunch/beverage service.
  - Tables, chairs, table linens, and trash receptacles appropriate to the size of the tour group for lunch/beverage service; setup and breakdown of tables, chairs, linens, and trash receptacles will be provided by Salisbury House.
  - On-site parking; additional street parking is available on Tonawanda Drive if needed.
- ⌘ **Catering:** Please refer to the attached list of approved Salisbury House caterers. You will work directly with the caterer you choose from this list to arrange a lunch menu. Fees for catering are independent of your rental contract with Salisbury House and will be paid directly to the caterer you contract with.
- ⌘ **Tour Expectations:** Tours typically last 1 – 1 ½ hours; tours can be scheduled to accommodate a shorter timeframe upon request. Your group should expect to stand for the entire tour. Parts of the house are wheelchair accessible. An elevator is available to the second floor. **For questions regarding handicapped accessibility of the house or special needs, please call (515) 274-1777.**

- ⌘ **House Rules:** As part of our mission to preserve and protect Salisbury House and its collections for future generations, we ask that all guests abide by the following museum rules:
- Personal photography is allowed, but the **flash must be turned off.**
    - Photographs may not be reproduced for commercial purposes without written permission from Salisbury House.
  - Videography is not allowed.
  - Touching objects, sitting on furnishings, or opening closed doors is not allowed.
  - Food, drink or chewing gum cannot be consumed while on tour and is allowed in your designated lunch area only.
  - Turn cell phones to vibrate.
  - Backpacks must be worn on the front of the body.
  - We cannot accommodate strollers in our facilities, but front child-carriers are welcome.

⌘ **Tour Information:** Guests will enter the house using the **south entrance** (circled in red below). **A handicapped accessible entrance is located on the northside of the house** (circled in blue below). Buses and vehicles may drop off guests at the north entrance by utilizing the north circle driveway located up the parking lot and around to the northside of the house.

*Please note, for groups utilizing the north circle driveway, any damage to the grass caused by a large bus/vehicle may result in additional fees.*

NORTH DRIVEWAY: HANDICAPPED ACCESSIBLE ENTRANCE AND BUS TOUR DROP-OFF/PICK-UP



All proceeds from tours and special events benefit Salisbury House Foundation in our mission to preserve Salisbury House and its collections. We look forward to welcoming you!

If you have any questions before your visit, please call (515) 274-1777.

**Salisbury House & Gardens**  
4025 Tonawanda Drive | Des Moines IA 50312