



Tea & Tour Luncheon Information

⌘ **Cost of tour:** \$50/per person for private group tours scheduled in conjunction with our tea luncheon option. Minimum of 24 participants; maximum of 48 participants.

Tea & Tour Luncheons are scheduled Monday – Friday at the following times:

11:00am – 2:00pm, 12:00pm – 3:00pm, or 1:00pm – 4:00pm.

Minimum of 30 days advance notice required.

⌘ **Payment in full is due 30 days prior to the contracted tour date.** Failure to make final payment 30 days before the contracted tour date will result in the tour and tea luncheon 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:** Cancellations must be communicated to Salisbury House staff in writing seven business days before the contracted tour date. Fees paid will be returned via check within 30 days of such written notice. Cancellations made within seven 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:** Tea & Tour Luncheon fees entitle clients to the following goods and services:

- Salisbury House tour guides on site appropriate to the size of the tour group.
- Heated and air-conditioned indoor tour/tea areas.
- One luncheon per person.
- One tea service per person.
- Tea/luncheon hosted in the Common Room (please note: this room is only accessible via stairs).
- Tables, chairs, table linens, plates, glassware, silverware, tea cups/saucers and trash receptacles appropriate to the size of the tour group.
- On-site parking; additional street parking is available on Tonawanda Drive if needed.
- At the discretion of Salisbury House staff, small floral centerpieces may be provided on a seasonal basis.

⌘ **Tea/Luncheon:** Fees entitle clients to the following tea/luncheon service (one serving per person):

Beverages

- Hot tea
- Water

Luncheon

- Cucumber finger sandwich
- Cranberry Chicken Salad finger sandwich
- Madeleines and tea cookies w/berry garnish
- Mini scones w/berry garnish

Note: Luncheon service comes with clotted cream and jam.

⌘ **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:

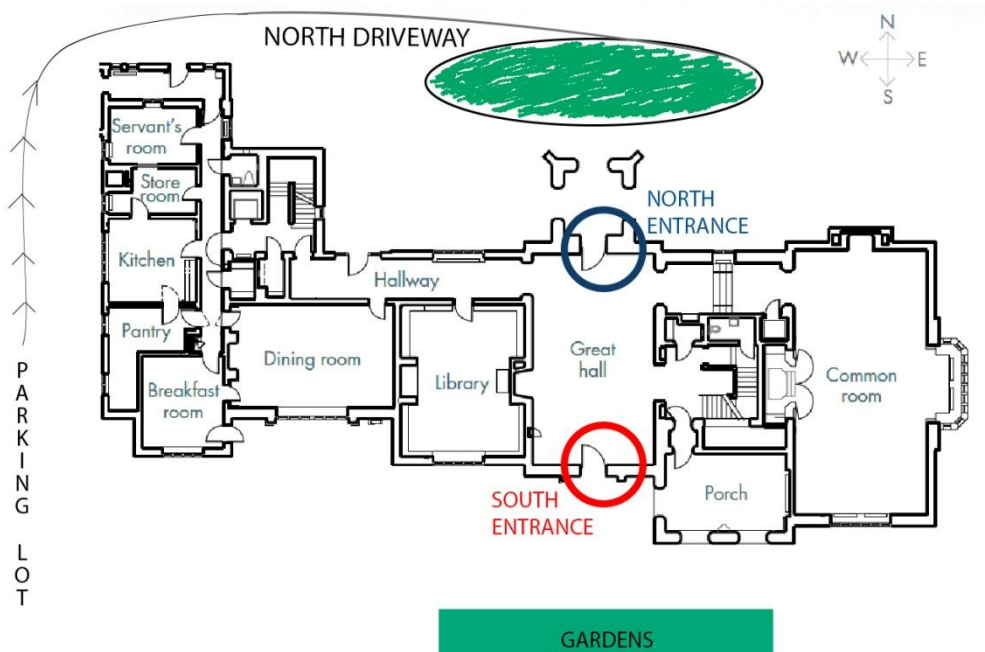
- Personal photography is allowed, but the **flash must be turned off**.
 - Photographs may not be reproduced for commercial purposes without written permission from Salisbury House.
- Videography is not allowed.
- Touching objects, sitting on furnishings, or opening closed doors is not allowed.
- Food, drink or chewing gum cannot be consumed while on tour and is allowed in your designated luncheon 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.

⌘ **House Tour Expectations:** Tours of Salisbury House 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.**

⌘ **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