

**City of Campbell  
Campbell Historical Museum & Ainsley House**



**Museum Policy  
on  
Rental of the Ainsley House Garden**

**Ainsley House  
300 Grant Street  
Campbell, CA 95008**

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Campbell, CA 95008**

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**Approved by City Council on July 16, 2013  
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# Museum Policy on Rental of the Ainsley House Garden

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Museum Policy  
on  
Rental of the Ainsley House Garden**

**INTRODUCTION**

The Ainsley House was the family home of local fruit canning pioneer John C. Ainsley and his wife Lucinda. The house sat on the corner of Hamilton Avenue and Bascom Avenue until it was donated to the City of Campbell in 1989 and moved to its present location in November of 1990. The City of Campbell made the home into a historic house museum, furnished with many of the Ainsley family's original furnishings. It is open for public and private tours and often contains changing historic exhibits. The Museum's primary mission is to preserve and protect the historic building and contents for the pleasure of current and future generations. The Ainsley House itself is a registered historical landmark and is not available for rental uses of any kind. Events are welcome, however, in the Ainsley House Garden.

The Ainsley House Garden, located immediately behind the house, are a unique and beautiful community facility available for public use for social gatherings, weddings and other events as long as the historical integrity of the site is respected and preserved. Public use is allowed in the enclosed garden area only. The garden will accommodate up to 220 people. As there are no alternate indoor facilities available, the Garden are only rentable during fair weather months (May through October).

**FACILITIES AVAILABLE FOR RENT**

- A. The interior of the Ainsley House is not available for rent at any time.
- B. Only the enclosed Ainsley House Garden is available for rent. With the Garden, the permittee has rights to access to the restroom and Bridal Changing Room inside the adjacent Carriage House. No Kitchen facilities are available.
- C. Use of the front of the Ainsley House for wedding ceremonies (not receptions) and/or a backdrop for wedding photographs may be allowed with prior authorization of the Museum Director.
- D. Public restrooms are located in the Carriage House or in the lobby of City Hall.
- E. The Museum/City does not provide tables, chairs or any other equipment for the Ainsley House Gardens. The permittee is responsible to determine their needs and provide or rent required equipment. The permittee is also responsible for setting up and taking down such equipment. Museum's Event Attendant is responsible to assist with interpreting the rules and protecting the use of the site. They are not expected to perform set-ups and take-downs.
- F. There are no kitchen facilities available. A private patio area on the west side of the house is provided for caterers to prep food. The permittee is allowed use of the patio area on the east side of the garden surrounding the palm tree between the Garden and Carriage House, but all activities must be kept within the confines of the enclosed garden and this patio area.

- G. The above-described grounds may be rented, for an established fee (See fee schedule – Exhibit A), and in accordance with rules, regulations, and other applicable policies relating to the use of the grounds, as a setting for private/public parties, weddings, picnics, reunions or other group assembly not directly related to, or beneficial to the Museum and its stated purposes.
- H. MAXIMUM OCCUPANCY: Maximum occupancy of the Garden at any given time for any purpose is 220 persons.
- I. HOURS OF USE: The Garden is available for events between the hours of 8:00am and 10:00pm. All uses must conclude no later than 10:00pm and must be cleaned up and all persons off the premises no later than 11:00pm. No overnight uses are allowed. If an event is scheduled during normal Museum operating hours, public access to the House and the Carriage House will continue in accordance with the Museum’s published operation hours.
- J. DATES OF USE: The Garden is an outdoor facility and as such is available for rental only during the fair weather months of May through October. Special accommodation may be made for other dates only with the approval of the Museum Director and Recreation & Community Services Director. There are no adjacent indoor facilities available to accommodate such events in the event of inclement weather. Per the Fire Code, canopies and tents are not allowed in the Garden.
- K. In addition to restrictions stated below in the rules and regulations section regarding decorations, alcoholic beverages, photography, and liability/insurance, the following restrictions and/or permissible uses of the Garden and grounds apply:
  - 1. Supervised access is only allowed in the living room, lower foyers, sun porch and den for photography purposes. Sitting or touching of the objects inside the house is not allowed. No access is allowed to other portions of the House or Carriage House, for any purpose, other than Carriage House restroom and the upstairs Bridal Changing Room.
  - 2. Fundraisers are allowed and subject to the standard rental rates, plus a 50% surcharge (1½ times the standard rate). Museum staff does not have the authority to grant discounts or fee waivers for any uses.
  - 3. Commercial uses are allowed at the discretion of the Museum Director and/or the Recreation & Community Services Director and may require the attendance of an on-site staff person to supervise use for the protection of the facility and City’s best interests, and are subject to actual out-of-pocket City expenses.

## **RESERVATIONS**

- A. RESERVATION APPLICATIONS
  - 1. Applications are accepted during Museum business hours beginning on July 1<sup>st</sup> for the following rental season (May to October of the following year). An appointment with the Reservations Coordinator (866-2718) is recommended for all bookings. Museum and Museum Foundation events may reserve in advance of the above stated schedule and shall receive priority.
  - 2. Applications must be submitted with applicable down payment (see below) to the Reservations Coordinator at the Campbell Historical Museum office located at 51 North Central Ave., Campbell, CA 95008.
  - 3. Reservations shall be accepted on a first-come, first-served basis.

4. Reservations shall not be considered confirmed until the permittee has made payment and is in possession of an approved Ainsley Garden Facility Use Permit.
5. Calendar dates will not be “held” without payment and completed application.
6. Reservation must indicate the intended time of the event and include all required set-up and clean-up time. The permittee will be charged for the entire time they or their vendors are on site. All clean-up must be completed, rented equipment must be secured in the designated area and all persons must be off the premises by the designated ending time. If persons shall remain on-site after the designated ending time, additional facility use time/fees will be charged at one and one half times the standard hourly rate.
7. Additions or reductions in reservation times can be made if the event schedule allows, up to ten (10) days in advance of scheduled use with prior approval of Museum staff. No changes may be made less than (10) days in advance of scheduled use.

**B. RESERVATION PAYMENT**

1. Fees due at the time of application (see Exhibit A for current schedule of fees and charges) in order to secure the desired date for an event:
  - a. Security deposit to hold the date and ensure proper clean-up/repairs;
  - b. Application fee (non-refundable);
  - c. Museum membership fee (non-refundable); and
  - d. 50% of applicable rental fees.
2. Checks should be made payable to City of Campbell.
3. The remaining balance is due 30 days prior to event. Any payments made less than 30 days in advance must be made by cash, credit card or guaranteed money order. The city accepts VISA, MasterCard and Discover cards.

**C. CANCELLATIONS/REFUNDS:**

1. In the event that cancellation of a confirmed reservation is necessary, it is the permittee’s responsibility to provide immediate WRITTEN (fax or e-mail acceptable) notification of such intent to cancel use. Receipt of such written notice shall provide staff with the authority to cancel the event and schedule another event for that day.
2. REFUNDS for cancellation of a confirmed use may be provided according to the following conditions:
  - a. 100% of the Security Deposit shall be forfeited for all cancellations; however a deposit may be transferred to a future booking as available and allowable if the event is being postponed.
  - b. 100% of the non-refundable Application Fee and Museum membership shall be withheld.
  - c. Cancellations received more than four (4) months in advance of a scheduled use will receive a refund of 75% of the amount paid less the above-noted application fee and membership fee.
  - d. Cancellations received 4 months in advance of scheduled use date will receive a refund of 50% of the amount paid, less the application fee and membership fee.
  - e. Cancellations received 3 months in advance will receive a refund of 25% of the fees paid, less the application fee and membership fee.

- f. Cancellations received less than 2 months in advance of the event date will receive NO REFUND at all.

The City of Campbell reserves the right to cancel any use of facilities upon two weeks written notice, exercised only in emergency situations or when deemed necessary for the safety and best interests of the City of Campbell and all concerned. In such cases, a full refund of all fees and deposits paid will be provided.

## **RULES & REGULATIONS REGARDING USE**

All uses are subject to the below-listed rules and regulations.

- A. **DECORATIONS:** Any proposed decorating or covering of, or changes to the structures or grounds shall be discussed at the time of application. Where allowed, the permittee shall be responsible for putting up any decorations and for all other special preparations necessary for the function. Permittee shall also be responsible for the removal of all decorations, special preparations and all of permittee's personal property, owned or rented or be subject to forfeit a portion or all of security deposit. In addition, the following rules apply:
  1. All decorations must be flameproof or fire retardant. No crepe paper streamers are allowed.
  2. All decorations must be removed at the conclusion of the event.
  3. Decorations may not be hung from light fixtures or off of any portion of the Ainsley House exterior.
  4. Candles or open flames are not allowed indoors. Candles or open flames outdoors must be contained in a glass hurricane container such that the container is tall enough to be higher than the lit flame.
  5. Any plants, trees, shrubs or other live greenery must be in waterproof containers and must be carefully placed so as not to damage pavement, floors, turf, or block fire exits. The Event Attendant can advise of an acceptable location for such items.
  6. No foreign substances may be applied to walks, decks or patios.
  7. No runners or staked decorations or staked umbrellas are allowed on turf.
  8. Relocation or rearrangement of furnishings or equipment owned by the City or Museum Foundation is not permitted.
  9. Birdseed, rice or other organic material are not allowed and may not be thrown or otherwise dispersed on the grounds.
  10. Permittee is responsible for providing and setting up all tables, chairs, equipment, supplies, allowable food, decorations, and other equipment necessary for the event being scheduled.
  11. Per the State Fire Code, tents and canopies are not allowed in the Ainsley Garden.
  12. Beverages of any kind are not allowed inside the Ainsley House under any conditions.
- B. **ALCOHOLIC BEVERAGES:**
  1. Alcoholic beverages are permitted in the enclosed Garden area and on the east patio in front of the Carriage House (around the palm tree) only. Alcohol is not allowed in front of the Ainsley House, in the public park (Orchard City Green) or in the

parking lot. Use of alcohol must be indicated and approved in advance on the use permit.

2. Alcoholic beverages to be consumed on the grounds shall be limited to beer, wine and champagne only. No hard liquor is allowed.
3. Requests for serving alcoholic beverages in other areas for special occasions may be considered by the Recreation & Community Services Director or his/her designee if such use is deemed to not cause a conflict with the established Museum Policy and other public uses of the area.
4. Alcohol is not allowed at events held in the honor of a minor.
5. A group or an organization wishing to sell alcoholic beverages at their function must first obtain approval from the Campbell Police Department; and upon approval will be required to obtain, at their own expense, the appropriate permits and licenses from the State Alcoholic Beverage Control Board. When alcoholic beverages are sold, a 24-hour liquor license must be obtained by the sponsoring organization. This license may be obtained at the:

Alcoholic Beverage Commission  
Santa Clara County District Office  
100 Paseo de San Antonio #119  
San Jose, CA 95113  
Telephone: (408)277-1200

Evidence of this license must be on file in the Museum Office at least ten (10) days prior to the event/function.

5. Permittees sponsoring/hosting events where alcoholic beverages are served may be required, at their expense, to hire private security guards to be present for the duration of their event and to provide liquor liability insurance (see Section D, below). When required, proof of hire must be submitted to the Museum Event Coordinator at least ten (10) days prior to the event.
6. Failure to comply with required security, licenses, permits or certificates may result in the voidance/cancellation of scheduled facility use and loss of all fees paid.

C. PHOTOGRAPHY:

1. No renderings or photography, including black-and-white, color, slide transparencies, motion picture and/or video for publication, is allowed in any portion of the interior of the Ainsley House/Carriage House or Campbell Historical Museum without the express written permission in advance and in conformance with the Campbell Historical Museum's Statement of Purpose and Museum Policy. The Museum reserves the right to refuse permission to photograph if the intended use is not in the best interest of protecting and conserving collection objects and/or structures per established Museum policy.
2. Any commercial organization or individual granted permission to photograph must also rent the facility for the period of time required to complete the photography, and will be assessed a 50% surcharge for such rentals. Any additional fees and charges deemed necessary to compensate for potential impact upon the building and/or collections will be at the discretion of the Museum Director.
3. Photography is allowed within the Ainsley House and front and back of Ainsley House for private use only. For publication or commercial use see above and contact the Museum Director (866-2757).

D. LIABILITY INSURANCE

1. The applicant shall be responsible for any and all damage to the premises, equipment or property during the time of occupancy. If after an activity additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
2. The applicant is responsible for all actions; behavior and damages caused by his/her guests, attendees, vendors, caterers and any other contractors performing work for the permittee.
3. All applicants requesting use of the facility for events deemed potentially dangerous will be required to provide the City with an original copy of a Certificate of Insurance providing public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence, and naming the City of Campbell and Campbell Redevelopment Agency as additional insured. It must state that the insurance may not be cancelled or reduced without 15 days prior written notice to the Certificate Holder (City of Campbell & Campbell redevelopment Agency, 70-N. First Street, Campbell, CA 95008). The certificate must be submitted to the Museum Office at least ten (10) days prior to the event.
4. The City of Campbell and Campbell Historical Museum is not responsible for accidents, injury, illness, or loss of group or individual property.
5. The City of Campbell and Campbell Historical Museum does not accept liability for any party rental equipment that may be placed on left on Museum property, nor do we sign for rental deliveries.

E. CLEANING AND DAMAGES:

1. All uses of the structures or grounds are subject to a refundable damage deposit, payable at the time the reservation is made.
2. The deposit shall be held until the Museum Director has reviewed staff reports regarding use;
3. If there was no damage to the facility, event started and concluded within scheduled time, and clean-up was satisfactorily completed, the deposit will be refunded by mail within 15 to 30 days.
4. Satisfactory clean-up of the facility includes the following:
  - a. Removal of all decorations, including tablecloths, balloons, streamers, signs, etc;
  - b. Removal of all trash and refuse;
  - c. Removal of tables, chairs and all other equipment; and
  - d. No damage to the lawn, garden, house or premises.
  - e. Any cost for repairs, equipment replacement, additional staff time required to clean up after use, and/or any repairs required to the lawn, sprinklers, garden, house or premises will be deducted from the cleaning and damage deposit. If fees due shall exceed which exceed the deposit will be billed to permittee.
5. Permittees are responsible for any and all damages caused by their guests or vendors.

- F. STAFF SUPERVISION: The City of Campbell will provide trained staff to be on duty throughout a scheduled use. Event Attendant is responsible to interpret the rules and regulations regarding facility use and to protect the premises. Attendant shall offer assistance during the use, including opening and closing the facility at designated time, explaining normal procedures, answering questions, supervising use, and handling emergencies. Any dangerous, unlawful or unruly behavior will be reported to permittee, who will be held responsible for corrections. If at any time staff feels an event or use is out of control, the Campbell Police Department will be called in to

respond to the situation. If any charges shall ensue for such a call, Permittee shall be responsible for any and all charges.

G. CATERING RESTRICTIONS

1. The city has no restrictions on caterers. You can hire any licensed caterer, or cater your event yourself.
2. A City staff person must be present at any time a vendor is on site. This time must be scheduled and paid for in rental fees.
3. The Museum's Event Attendant has the ultimate authority for site use.
4. Food prep area is limited to the canopy covered area on the west side of the house. No other area is accessible or to be used for food prep or storage.
4. Barbecue equipment can only be used in the dirt parking lot area on the east side of the Carriage House. All barbecues shall be portable trailered units. No coals or other debris shall be dumped on-site.
5. Food and cake may not be placed on any tiled area.
6. If a bar is planned, it may be set up under the magnolia tree or on cement walkway but **NOT** on the grass.
7. All garbage must be removed from site including contents of waste receptacles located on the site. A dumpster is located adjacent to the Carriage House on the east side in the gravel parking lot.
8. Care must be taken not to drip liquid; especially garbage bag contents, across cement areas when cleaning up — this will result in a monetary deduction from the permittee's damage deposit.
9. Caterer are responsible to bring their own tables and prep equipment, warmers, dish bins and cleaning materials. Chafing dishes may be rinsed, but no food debris shall be dumped on-site.
10. Electrical outlet by food prep area can be used for only 1 (one) coffee pot. Two pots will blow a fuse. Use outlets by arbor, under redwood tree or base of the two pillars by French doors.
11. Any placement of items on the grass that may result in damage to lawn can cause you to incur damage expense — this refers to umbrellas or other heavy items set up before the stated rental time.
12. **DO NOT STAKE ANYTHING INTO THE GRASS: UMBRELLAS MUST HAVE A FLAT BASE.**
13. The permittee has paid for a specific amount of time for use of the gardens which includes caterer's set up and take-down. Please coordinate ceremony and receptions times and catering set-up needs with the permittee so that the appropriate time may be allowed for.

H. MISCELLANEOUS RULES & REGULATIONS

1. Groups composed of minors must be supervised by one adult for each twenty (20) minors. Children shall be supervised at all times and not allowed to run freely throughout the complex.
2. Any persons violating rules and regulations or constituting a public nuisance will be required to leave the facility/premises immediately when asked.
3. The misuse of the facility, failure to conform to facility regulations or any other federal, state, or local law, rule, regulation or ordinance will be sufficient reason for immediate termination of permit. No refund will be granted in such cases.
4. Only facilities designated on application may be used.

5. Gambling on the facility premises is prohibited. Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.
6. Museum Director or any other duly authorized representative on duty shall have the right to enter facility at any time during any and all uses.
7. Permits/reservations cannot be transferred, assigned, or sublet.
8. The Museum Director or his/her designee shall regulate or prohibit any such activity or use which in his/her judgment is determined to be of a hazardous nature, or is potentially dangerous or damaging to property or is not in the best interest of the citizens of the City of Campbell.
9. The City of Campbell reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.

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City of Campbell  
Ainsley House Garden Rental Waiver

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

I have received a copy of the Campbell Historical Museum Policy on Rental of the Ainsley House Gardens and I agree that I understand and will abide by all of the rental policies, procedures and regulations.

I assume responsibility for following the policies applicable to the use of the facility, and for the behavior and actions of my guests and vendors/contractors. I do not hold the City of Campbell responsible for accidents, injury, illness or loss of group or individual property.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date of Signature

City of Campbell  
Recreation & Community Services Department

**FEES & CHARGES FOR AINSLEY HOUSE GARDEN & GROUNDS**

The below-listed fees & charges were approved by the City Council on July 16, 2013  
and shall be effective on August 1, 2013.

Staff does not have the authority to waive or reduce fees for any events.

	2012/13
Application Fee (non-refundable)	\$25.00
Security Deposit (refundable)	\$500.00
Museum Membership Fee	\$55.00
Garden Rentals	
First 6 hours	\$1,475.00
Each additional hour	\$200.00
Saturday Premium Rate	\$1,675.00
Wedding Ceremony Only (3-hr. max. w/no food or beverages)	\$925.00
Wedding & Reception (8 hours)	\$1,975.00
Saturday Premium:	
Wedding Ceremony only	\$1,225.00
Wedding & Reception (8 hours)	\$2,225
Fund-Raising Events & Commercial Filming	Std rate + 50% surcharge
Commercial Filming (4 hours)	\$750.00
Non-Commercial Photography (hourly rate)	\$100.00

**10% Discount for Campbell Residents**

Note: All clients who rent the Garden for private events are required to become Campbell Historical Museum members at the Family level (\$55.00) for one year. Such membership entitles the member to:

- a) Two free adult admissions (with kids) to the Museum at any time during its normal operation hours;
- b) Two adult admissions to the Holiday Open House; and
- c) Advance notice of Museum events, activities and programs.
- d) NOTE: \$30 of the membership fee is tax deductible.

**USE OF GARDEN FOR CITY AND FOUNDATION EVENTS**

Use of the Garden for official City or Museum Foundation events are free of charge. Charges for any out-of-pocket staffing support may be applicable.

J: MUSEUM\Exhibit B Fees FY11