



## Deepwood Rental Packages

The Friends of Deepwood offers rentals of the property May through October.

Deepwood Museum & Gardens is a beautiful backdrop for any event with its manicured formal gardens and nature trails, set beside our 1894 Queen Anne style Victorian home and Carriage House. The venue features several gardens, and a tented tennis court all connected by brick and gravel pathways bordered by charming wrought iron fencing and gates. Ivy covered arbors and gazebos provide unparalleled photo opportunities. As a nonprofit organization, we thank you for supporting the preservation of the property by choosing to have your wedding at Deepwood.

Deepwood recognizes that wedding couples have different expectations and needs for their wedding day, and we offer different packages to accommodate those needs. If you're looking for a ceremony in one of the beautiful formal gardens and an outdoor reception on the covered and lit Tennis Court, you'll want to explore the *Victorian Dreams* wedding package. If you're interested in a lovely ceremony and reception on the sprawling property, the *Garden Gala* package has what you are looking for. Do you need a venue for your reception only? Then look no further at our *Tennis Court* package.

Deepwood offers packages ranging from \$1,650 to \$3,300 depending on day of the week. Our packages are as follows:

- Garden Gala Wedding Package
- Victorian Dreams Wedding Package
- Tennis Court Reception Package

**\*\*Prices as of 6/20/2018. Pricing subject to change.**

## Garden Gala Wedding Package

Create your dream wedding experience with exclusive access to Deepwood's formal gardens for both your ceremony and reception! You also will have access to the tented court area.

**Weekend:** \$3,000 (Saturday) \$2,600 (Friday or Sunday) Weekends are 9 Hour Rentals  
**Weekday:** \$2,000 (Monday-Thursday) Weekdays are 6 Hour Rentals

- Rentals with head count of 175-225: Additional \$250 (Payable 14 calendar days before event)
- Rentals with head count of 225+: Additional \$500 (Payable 14 calendar days before event)
- All rentals require a \$300 Refundable\* Security Deposit.
- Rentals serving alcohol require an additional \$300 Refundable\* Alcohol Security Deposit.

\*Charges may be deducted from your refundable security deposit for property damage, excessive clean-up by Deepwood staff, additional time beyond the stated contract, or not adhering to policy.

### Additional Services That May Be Added:

- Additional Rental Hours May be Added for \$300 per hour.
- Access to 1<sup>st</sup> floor of Historic Home for Photos: \$150 per hour. This must be scheduled after 1 PM Wednesdays-Saturdays due to home tours.

### This package includes:

- Exclusive use of formal gardens and covered and lit court area
- Private bridal dressing area with restroom
- "Groom's Den" Changing area (located on the Front Lawn or by Tennis Court)
- Tables and chairs; Forty (40) 5' round tables seating eight per table; 230 garden chairs; Twenty Six (26) 6' rectangular tables for buffet or other use
- Option to use the following rental items: iron trellis arch, garden gift cart, white iron table
- Choice of your own vendors for food, decorations, and tableware
- Access to 2 refrigerator/freezers and a deep sink
- At least one staff member on-site the entire day of your event. Staff will set up and break down Deepwood tables and chairs, monitor the grounds & parking lot, post signage, and empty trash cans.
- One-hour rehearsal on site (Contact Deepwood to request day/time 60 days prior). The rehearsal must be done outside of other rentals. Gardens are not closed off for rehearsal.

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## Victorian Dreams Wedding Package

**Weekend:** \$2,500 (Saturday) \$2,100 (Friday or Sunday) Weekends are 9 hour rentals. Up to 4 hours garden use for ceremony/remainder in tented court area.

**Weekday:** \$1,500 (Monday-Thursday) Weekdays are 6 hour rentals. Up to 4 hours garden use for ceremony/remainder in tented court area.

- Rentals with head count of 175-225: Additional \$250 (Payable 14 days before event)
- Rentals with head count of 225+: Additional \$500 (Payable 14 days before event)
- All rentals require a \$300 Refundable\* Security Deposit.
- Rentals serving alcohol require an additional \$300 Refundable\* Alcohol Security Deposit.

\*Charges may be deducted from your refundable security deposit for property damage, excessive clean-up by Deepwood staff, additional time beyond the stated contract, or not adhering to policy.

### Additional Services That May Be Added:

- Additional Rental Hours May be Added for \$250 per hour.
- Access to 1<sup>st</sup> floor of Historic Home for Photos: \$150 per hour. This must be scheduled after 1 PM Wednesdays-Saturdays due to home tours.
- Groom's Den Changing Area (Front Lawn or Tennis Court Only): \$150.

### This package includes:

- Exclusive use of Formal Garden of choice for ceremony. Formal Gardens closed to public for up to 4 hours.
- Covered and lit court area for wedding reception. Court Area is closed off to public, but Formal Gardens re-open to the public after end of ceremony.
- Private bridal dressing area with restroom
- Tables and chairs; Forty (40) 5' round tables seating eight per table; 230 garden chairs; Twenty Six (26) 6' rectangular tables for buffet or other use
- Option to use the following rental items: iron trellis arch, garden gift cart, white iron table
- Choice of your own vendors for food, decorations, and tableware
- Access to 2 refrigerator/freezers and a deep sink
- At least one staff member on-site the entire day of your event. Staff will set up and break down Deepwood tables and chairs, monitor the grounds & parking lot, post signage, and empty trash cans.
- One-hour rehearsal on site (Contact Deepwood to request day/time 60 days prior). The rehearsal must be done outside of other rentals. Gardens are not closed off for rehearsal.

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## Tennis Court Reception Package

Host a fabulous outdoor reception rain or shine on Deepwood's court area adjacent to the beautiful nature trails. This spacious court hosts up to 350 guests! Weekdays and Weekends are both 6 hour rentals.

**Weekend:** \$1,700 (Friday or Sunday)

**Weekday:** \$1,350 (Monday-Thursday)

- Rentals with head count of over 175: Additional \$500 (Payable 60 days prior to event date.)
- All rentals require a \$300 Refundable\* Security Deposit.
- Rentals serving alcohol require an additional \$300 Refundable\* Alcohol Security Deposit.

### Additional Services That May Be Added:

- Additional Rental Hours May be Added for \$200 per hour.
- Groom's Den Changing Area (Front Lawn or Tennis Court Only): \$150.
- Access to 1<sup>st</sup> floor of Historic Home for Photos: \$150 per hour. This must be scheduled after 1 PM Wednesdays-Saturdays due to home tours.

\*Charges may be deducted from your refundable security deposit for property damage, excessive clean-up by Deepwood staff, additional time beyond the stated contract, or not adhering to policy.

### This package includes:

- Exclusive use of the covered and lit court area
- Private bridal dressing area with restroom
- Tables and chairs; Forty (40) 5' round tables seating eight per table; 230 garden chairs; Twenty Six (26) 6' rectangular tables for buffet or other use
- Option to use the following rental items: iron trellis arch, garden gift cart, white iron table
- Choice of your own vendors for food, decorations, and tableware (recommendations available)
- Access to 2 refrigerator/freezers and a deep sink
- At least one staff member on-site the entire day of your event. Staff will set up and break down Deepwood tables and chairs, monitor the grounds & parking lot, post signage, and empty trash cans

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## Reserving Your Rental Date

Contact the Event Coordinator to check availability or request a contract for your selected date. Payment of the \$300 Refundable Security Deposit\* and at least 1/3 of the total rental fee are due at the time of signing the contract. We accept cash, check, and credit cards, but please note there is a 3% processing fee for all card/wire transactions. **All rental fees must be paid in full 90 calendar days prior to the event date.**

**Deepwood reserves the right to cancel and retain funds of any rental not paid in full by 90 days out.** For events scheduled less than 90 calendar days in advance, all rental fees must be paid in full when the Rental Contract is signed. See contract for cancellation policy.

## Insurance Requirements & Alcohol Policy

**Insurance Requirements:** We require proof of Liability Insurance in the amount of \$1,000,000 coverage showing the specific date of your event. Coverage must name the "Friends of Deepwood, City of Salem and their respective officers, council member, directors, employees, agents and volunteers" as "additional insured's". **Requirements if Alcohol served:** As a City of Salem park we require that you make special arrangements to serve alcohol at Deepwood, even if it will only be served as a "toast." Permitted alcohol is limited to beer, wine or champagne. Serving hard liquor is **not** allowed under any circumstances. If you plan on serving alcohol at your wedding you must have "Host Liquor Liability" insurance with a minimum of \$1,000,000 coverage showing the specific date of your event and must name the "Friends of Deepwood, City of Salem and their respective officers, council member, directors, employees, agents and volunteers" as "additional insured's". This can be satisfied by 1) obtaining your own insurance and employing a licensed alcohol server, or 2) Employing a caterer who carries this insurance and having them provide you with a licensed alcohol server at your event. Additional \$300 refundable deposit required for alcohol.

**ONLY an Oregon Liquor Control Commission pourer can distribute or serve the alcohol. Proof of insurance, licensed pourer information and the \$300 refundable Alcohol Security Deposit must be submitted/paid 30 days prior to your event.**

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## General Information/Guidelines for All Rental Packages

- **Rental Period:** For most rentals the rental party set-up takes 2- 3 hours and clean up generally takes one hour. Your event (including your set up and tear down work) must be completed within the contract time period. We cannot accommodate early arrivals or late departures of family or vendors. The home is open for tours Wednesday through Saturday from 9 AM until 1 PM, but we can close off the gardens if you wish to have your ceremony period in the gardens (“Victorian Dreams” and “Garden Gala” packages) begin before 1 PM on those days of the week.
- **Rain Plan.** With “Victorian Dreams” and “Garden Gala” packages, the tented court area will be used as the rain plan option if the grounds are deemed too wet by Deepwood staff to host tables and chairs, risking damage to the formal gardens.
- **Parking** is available for 50 cars in our parking lot at the corner of 12th and Lee Street. Additional parking is also available on nearby streets. We recommend that valuables not be left in cars and all vehicles be locked securely.
- **“Garden Gala” Packages: No bouncy houses/jumpers** as Deepwood is a historic property with fragile gardens/landscaping. **Lawn games** may only be set up in the Hollow Tree Garden and Front Lawn areas. If having your reception in the Great Garden or on the Front Lawn, you **must** use the adjacent driveway as a dance floor.
- **Outside dance floors/planks/mats** are not allowed on the grass under any circumstances to avoid damage. Lightweight plastic or fabric aisle runners are permitted for the ceremony.
- **Driveway use** is limited to vehicles loading or unloading event decorations, equipment or food. All delivery vehicles larger than a mini-van must make deliveries to the Deepwood Gardens from 12th & Lee parking lot. Vehicles for the wedding couple’s departure (excluding limousines or other oversized vehicles) may be parked in the driveway facing Mission Street. Drivers should use spotters when turning around at the Carriage House to avoid damage to nearby plantings.
- **No open flame** (Tiki torches, candles, sparklers, etc) allowed on property. Votive candles **must** be in a non-flammable container that goes **1” or more** above the wick.
- **Flower petals, lavender buds, or soap bubbles** are Deepwood’s alternative to throwing rice, birdseed, or confetti, which are not permitted. Rental party is responsible for cleaning up flower petals before rental period ends. Petals are not allowed on gravel pathways and surfaces.
- **Nothing may be hung from historic structures (Quince tree, archways, fencing)**
- **Access road to Tennis Court** may be used for deliveries. Limit one vehicle at a time, loading/unloading only. **No parking** is allowed on access road or by Tennis Court..
- If you intend on bringing a **grill/barbecue or smoker**, you must also bring a **fire extinguisher**. Please **check** with Deepwood staff before planning to bring a grill, etc.
- **Restrooms** (wheelchair accessible) are located adjacent to the parking lot.
- **All rentals must begin no earlier than 8:00AM and end no later than 10:00 PM.** Everything you bring to Deepwood must be removed by the end of your rental time. We appreciate you leaving the Deepwood gardens as you found them for all to enjoy!

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