

DEEPWOOD

Museum Home Rental

Deepwood is an 1894 Queen Anne Victorian home surrounded by five acres of formal gardens and nature trails. Once a private residence, it now belongs to the City of Salem and is maintained by the nonprofit organization, The Friends of Deepwood. Proceeds from private rentals help us maintain the home and property.

Year Round Rentals

Wednesdays-Saturdays year-round, home rentals may not begin until after 1 PM

Sunday-Saturday: \$1200 for 4 hours

Additional hours may be purchased at \$250 per hour

All rentals require a \$250 Refundable Security Deposit*

Rentals serving alcohol require an additional \$250 refundable alcohol security deposit*

Deepwood's Rental Fee Includes:

- **First floor front and back parlors and dining room** for seated dining of 24, or up to 30 guests for a reception style event. (Excludes access to the second floor and basement)
- Kitchen with Refrigerator and Sink (The kitchen is to be used only as a food staging area – preparing trays, filling drink containers, storing food, etc.) Use of the stove is prohibited.
- Access to the Solarium and front porch as extension of social space.
- Wedding rentals have use of the bridal changing room for wedding party (during rental hours)
- One staff person on site during rental time (will keep trash cans emptied)
- Two punch bowls with ladles

All set-up and clean-up for your event must be completed within your scheduled rental time and is the responsibility of the rental party and their service providers. Deepwood cannot accommodate early arrivals.

FOR RESERVATIONS OR MORE INFORMATION

Contact Deepwood at 503-363-1825 or Info@DeepwoodMuseum.org to discuss the available rental dates with Event Coordinator or to make an appointment to complete and sign a Rental Contract. Payment of the \$250 Refundable Security Deposit and full rental fee are due at contract signing. All rental fees must be paid in full 90 calendar days prior to the event date or your rental will be canceled and your Security Deposit refunded. 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.

***Charges may be deducted from your refundable security deposit to cover additional time beyond contracted rental, property damage or excessive clean up by Deepwood staff.**

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.”

ALCOHOL POLICY

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 event 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 members, 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 you event. **Proof of insurance and licensed pourer information must be submitted 30 days prior to your event.**

HOUSE USE GUIDELINES

The Friends of Deepwood & City of Salem cannot be responsible for lost, stolen or damaged property.

Set up through Clean up must all take place within your scheduled rental time. All related tasks are the responsibility of the renter and your service providers. Due to our limited storage space all your decorations and equipment must be removed from Deepwood immediately following your event.

Parking is available for 50 cars in our parking lot at the corner of 12th and Lee Street, one block south of the 12th and Mission Street intersection. Additional street parking is also available on nearby streets. We recommend that valuables not be left in cars and all vehicles be locked securely.

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 and Lee parking lot. Only one vehicle may be on the house driveway at a time.

Flower petals or soap bubbles are Deepwood’s alternative to throwing rice, and may be used only outdoors. Birdseed, silk flowers or confetti are not permitted. Due to fire concerns sparklers and candles are not allowed.

Fresh Flowers should be arranged off-site in appropriately sized vases. Extreme care should be taken to avoid water contacting any woodworking or furnishings. Plates or other protective elements must be used under any floral arrangements or plants.

Live Music should be limited to acoustic instruments with minimal vocal amplification. Dancing is not permitted in the house to avoid breakage or damage of historic furnishings.

Refreshments for receptions, including food plates and drink cups, should not be placed on unprotected woodwork or furnishings. Renter must provide linens if either of the dining tables are used for service.