



## Ainsley House Information Sheet

### Day of Expectations:

- The City of Campbell will provide an Event Site Supervisor to be on duty and to offer assistance. Their job duties consist of:
  - Attend rehearsals and help coordinate ceremony if necessary.
  - Oversee site set-up by event vendors, make certain that vendors are following site policy guidelines.
  - Manage timing of event—alert caterer, renter or other necessary parties to begin clean up.
  - Oversee site clean-up, direct caterer to useable dumpster, determine if clean-up is done thoroughly
  - Direct event guests to useable restrooms.
  - Unlock Bridal Changing room, on-site rest room, and Ainsley House when necessary.
  - Manage wedding party in Ainsley House for bridal party walk through to garden and for inside photography use.
  - Monitor DJ noise level
  - Keep outside wedding crashers from attending event.
  - Trouble shoot any problem that might arise
- Any dangerous, unlawful or unruly behavior will be reported to you. You will be held responsible for corrections. If the staff feels an event or use of site is out of control, they will take the necessary corrective action.
- The Ainsley House is open for public tours Thursday-Sunday from 12-4pm. If there is an event taking place during our open hours, we take every precaution to make sure that no tours will be interfering with your event.

- We also ask that none of your vendors or guests disturb our business or Volunteers responsible for tours.
  - That means not entering into the Carriage House asking for restrooms, assistance with set up, etc. The Event Site Supervisor is the “go to” person during your event.
- The Ainsley Garden will be locked. The Event Site Supervisor will unlock the garden for your vendors during your reserved rental time.
- We do have one changing room on site, located in the upstairs of the Carriage House. Access to the changing room begins during your reserved time. The space can accommodate 10 people. Many people find that having hair and makeup done off site is easier. And, reserve the use of the changing room for simply getting changed as well as a safe secure space to keep purses or valuables.