

Buena Vista Conference & Reception Center Weddings and Private Events Use Agreement

661 S. DuPont Hwy
New Castle, DE 19720
302.323.4430

Buena Vista is a treasured piece of Delaware History. Guests are encouraged to explore the home and enjoy the grounds while visiting the site. Guidelines have been established to respect the integrity of this historic property and its superior museum collection. Our goal at Buena Vista is to ensure a successful event for all of our guests.

Reservations and Cancellations

- Your reservation will be confirmed upon receipt of a signed Use Agreement and a 50% non-refundable deposit.
- Events at Buena Vista can last up to five hours. Members of the wedding party and participating vendors may arrive 2 hours prior to the event and will have 1 hour immediately after the event to clean up.
- Guests not involved in set up may only be on the premises during the agreed hours of the event.
- Users are allowed 1 hour of rehearsal time the night before the event. The user may drop off any nonperishable items during the rehearsal time or another scheduled time that the Buena Vista staff can accommodate.
- All cancellations for events must be received no later than 48 hours prior to the reservation. The Division of Historical & Cultural Affairs reserves the right to charge the agreed upon fees for all services rendered if the reserving party fails to give proper notice. It is requested that a phone call be placed to the Business Office at Buena Vista. Weather conditions are the one exception to this policy. In the event of inclement weather, State of Delaware guidelines for closure will be followed.
- Due to the size and special nature of Buena Vista, limits are placed on the number of guests per room. The room limits have been determined in cooperation with the State Fire Marshall's Office.
- Use by political organizations or committees, as well as political fundraising is prohibited at Buena Vista.

Additional Fees

- If the number of persons attending exceeds estimates or number allowed by room capacity, users will be charged an additional \$100.00 fee.
- Users are responsible for clean-up and removal of trash and equipment brought onto the property for an event. The property must be left in "as found" condition; failure to do so will result in an additional \$100.00 charge.
- Parking is provided for conference center guests. Vehicles are not permitted to drive or park on the grounds or brick walkways. All guests must vacate at the conclusion of an event, and vehicles are not permitted to remain after hours. Failure to follow this guideline will result in an additional \$100.00 fee.

Requirements

- The State of Delaware's Tobacco-Free Workplace Policy effective January 1, 2013 prohibits the use of tobacco products "within the boundaries of all state workplaces including all buildings, facilities, indoor and outdoor spaces and the surrounding grounds owned by the State."
- Users are not permitted to tape, hammer, or tack up decorations on the walls inside the house.
- Users may set up easels; decorate mantels, tables, and marble top counters. All interior décor must be done within reason. Flower arrangements must be completed before being dropped off for your event. Candles must be in containers (votives or cylinders) and are only permitted on covered tables. Incense is not permitted. If you have any questions about acceptable décor, please ask.
- Tossed artificial petals or rose petals must be removed at the completion of the event. Throwing rice, birdseed, confetti and other items is prohibited.
- Depending on the type of event, users may be required to rent a tent if their guest list exceeds 100 people.
- Pets and animas are not permitted on the grounds or in Buena Vista. Service animals are welcome.
- Buena Vista does provide dressing rooms for the bridal party; however, we ask that due to the delicate nature of the artwork in the rooms, please come with your makeup and hair done.

Food Service

- Caterers must have a business license and provide proof of insurance. All deliveries and pick-ups must be by appointment; all loading and off-loading must take place at the assigned vendor areas.
- Alcohol must be served by a licensed attendant. Drink tickets are not permitted.
- Food items are permitted in designated rooms and may not be placed on tables that are not covered.
- We require that your caterer and any other essential vendors visit Buena Vista prior to your event to ensure that your vendors are familiar and comfortable with the space and to ensure that your event runs smoothly.
- Your caterer is responsible for bringing all necessary dishware, silverware, equipment, and staff needed to service your event.

Payment

- A non-refundable deposit of 50% of the Use Fee is required within one week upon receipt of the Reservation Agreement. Upon completion of the event, fees will be assessed and the balance of payment may be made with a Visa, Master Card, or Discover Credit Card due 30 days from the date of the event. Please fill out and detach the following page as all of the information is required prior to processing a reservation agreement.

Please note that there will be Buena Vista staff on site during your event. Our staff is on duty to answer any questions for you and your guests and to monitor the safety of the building and its grounds.