

Buena Vista

Meetings | Conferences | Events

Buena Vista Conference Center

661 S. DuPont Hwy ■ New Castle, DE 19720 ■ (302) 323-4430 ■

buenavista_main@delaware.gov

Facility Rental Guidelines

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.

History of the Site

Delaware and U.S. statesmen John Middleton Clayton (1796-1856) built Buena Vista between 1845 and 1847, naming his grand scale mansion after the brilliant success of future President Zachary Taylor in the Mexican War. Buena Vista immediately took its place as a major residence of the Greek Revival style in Delaware, and Clayton's dedication to the best and most current agricultural practices made the farm prosperous and productive.

Buena Vista remained in the family and eventually was sold to T. Coleman DuPont (1863-1930) in 1914. In 1921, his daughter Alice Hounsfeld DuPont (1891-1967) married C. Douglass Buck, chief engineer for her father's state-long "boulevard," later known as the DuPont Highway. Buck would go on to serve as Governor of Delaware from 1929 to 1937. Alice worked with prominent architect Brognard Okie on the design and addition of the large library wing. Completed in 1932, the extensive renovations turned Buena Vista into a magnificent mansion of historical significance. The Bucks sold Buena Vista to the State of Delaware in 1965 for one dollar.

Accommodations

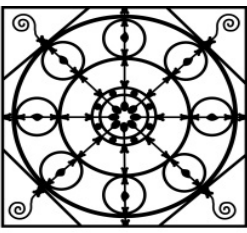
- Indoor set-up, to include 60" round tables, chocolate colored linens, and brown chiavari chairs
- Open sided pole shed
- South Garden with fish pond
- Indoor and outdoor restrooms
- Parking
- Private room for wedding party
- On-site attendant

Maximum Occupancy

The maximum allowable number of individuals (excluding caterers, vendors, contractors and facility personnel) who may be present at an event is 250. 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 and are non-negotiable.

Cancellations and Refunds

The deposit of 50% of the full fee is non-refundable upon cancellation of an event. All cancellations for events must be received no later than 48 hours prior to the reservation. The Division of Historical and Cultural Affairs reserved 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 at 302-323-4430. Weather conditions are one exception to this policy. In the event of inclement weather, State of Delaware guidelines for closure will be followed.



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Banquet Service

- Catering arrangements are the responsibility of the user. Caterers must be licensed and insured. All deliveries and pick-ups must be by appointment; all loading and off-loading must take place at the assigned vendor areas. Self-catering is not permitted.
- Alcohol must be served by a licensed attendant. Drink tickets are not permitted.
- Prior to your event, the caterer and bartender(s) must submit proof of licensing and insurance to Buena Vista's office. The licenses will be kept on file for future events.
- 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. This is especially crucial for vendors that have not previously worked with Buena Vista.
- Your caterer is responsible for bringing all necessary dishware, silverware, equipment, and staff needed to service your event. Buena Vista does not provide items for private events. No exceptions will be made.

Tents and Rental Equipment

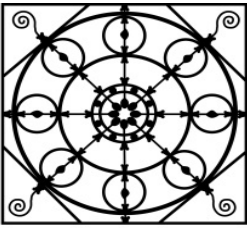
Tents are permitted on the grounds at Buena Vista.

Set-Up/Breakdown of Chairs, Tables, Equipment, etc.

- 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 non-perishable items during the rehearsal time or another scheduled time that the Buena Vista staff can accommodate.

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 and/or caterers 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.



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Miscellaneous:

- Buena Vista is a state owned facility. 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 responsible for communicating this to their guests.
- 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. Sparklers and floating lanterns are prohibited.
- Depending on the type of event, users may be required to rent a tent if their guest list exceeds 100 people.
- Pets and animals 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.