

Buena Vista Conference & Reception Center
Terms and Conditions of Use
(302) 323 4430

Buena Vista is 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, its superior museum collection and ensure a successful event for our guests.

Reservations/Cancellations

- Reservations are guaranteed, room assignments are subject to change.
- A signed contract must be received within one week of the confirmed reservation.
- All cancellations for meetings/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 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 use. A breakdown of the rooms and their capacities is attached. The room limits have been determined in cooperation with the State Fire Marshall's Office.
- If the number of persons attending exceeds estimates or number allowed by room capacity users will be charged an additional \$100.00. Users are restricted to using only those spaces under contract and may not use non-rented spaces.
- Break out rooms are available, additional fees will apply. Arrangements must be made at the time of reservation.
- 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 for cleanup.
- Fundraising is prohibited at Buena Vista.

Meeting Requirements

- At the time of reservation, arrangements must be made for Audio-Visual/Equipment needs or internet access.
- Posting on surfaces other than easels or cork/mark & wipe board is prohibited. This includes Post It Easel Paper.
- Executive Order 71 prohibits smoking in the conference centers. Designated outside smoking areas are provided.
- Decorating the interior of the facilities along with hanging decorations on the exterior of the buildings is not permitted. Flower arrangements or centerpieces (mirrors are provided) are welcomed for any event and are the responsibility of the user.

- Pets are not permitted on the grounds on in the conference centers. Service animals are welcome.
- 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.

Food Service

- Use of an Approved Caterer is permitted. Caterers must have a business license and provide proof of insurance. Caterers are required to sign the Caterer Use Agreement. All deliveries and pick-ups must be by appointment.
- Food items may not be placed on tables that are not covered.
- Brown bag lunches are permitted; all trash must be placed in proper receptacles.
- Beverage, breakfast, lunch, and snack services can be pre-arranged with the staff at Buena Vista. For details on what is available and the associated costs, please refer to the fee schedule.

Payment

- Upon completion of an event fees will be assessed and payment may be made with a Visa, Master Card or Discover Credit Card. Payment is due 30 days from the date of the event. **A completed and signed Use Agreement is required prior to processing a reservation agreement.**

Room Arrangements and Capacities

Configuration	U-Shape	Theater Style	Banquet
Buck Library 	50	90	72
Dining Room 			32
Vista Room	Permanent conference table for 8 people		
Conference Room	Permanent conference table for 24 people		
Board Room	Permanent conference table for 10 people		
Stand Up Reception			
Buck Library 	125 People		
Whole House	200 People		
<p>The Buck Library is set up as a formal parlor with random seating. In addition to the Buck Library, the dining room and parlors are available for a stand up reception while the second floor is open for guests to tour. Lovely gardens are also available in season. Amenities include linens, floral arrangements, and light refreshments, for an additional charge. A modern full-service kitchen is available for the caterer of your choice.</p>			
 Handicapped accessible			

Fee Schedule

AVAILABLE FOR STATE AGENCIES, NON-PROFIT, AND CORPORATE USE

Facilities are available from 8:00 am to 4:30 pm, Monday through Thursday. Please contact Pam Swain at pam.swain@state.de.us or (302) 323-4430 for rental rates.

Facility rental fees include:

- Room Fee
- Flip chart/Paper/Markers
- Conference Call capability
- Overhead Projector
- DVD/VCR/Monitor/Screen
- PowerPoint capability
- Name Tags

FOOD SERVICE AVAILABLE AT BUENA VISTA CONFERENCE CENTER

Beverage Service: \$3.00 per person

Beverage Service ready upon arrival and available throughout the day: Fresh brewed regular and decaf coffee, hot water for gourmet teas, a variety of sodas, juices and bottled water

Continental Breakfast: \$3.00 per person

Includes assorted pastries, bagels, and cream cheese

Continental Breakfast Options: additional \$3.00 per person

Includes assorted yogurts and cut fresh fruit medley

Lunch: \$11.00 per person

Assorted sandwiches on a variety of breads/rolls/wraps, with dijon mustard and mayonnaise sides.

Includes the following:

- House Roasted Turkey and cheese with lettuce and tomato
- House Roasted Top Round of Beef and cheese with lettuce and tomato
- Tavern Ham and cheese with lettuce and tomato
- Creamy Tuna Salad with lettuce and tomato
- Tossed salad with cucumber, carrots, grape tomatoes, choice of Ranch or Raspberry Vinaigrette
- Potato chips
- Assortment of cookies (chocolate chip, oatmeal raisin, peanut butter)

Grilled marinated vegetable sandwich is available upon request.

Sandwiches available on sub rolls with condiments at \$1.00 extra per person.

Snack Basket: \$3.00 per person

Includes apples, bananas, assortment of breakfast bars, granola bars, crackers and wrapped candy

Afternoon Cookie Tray: \$2.00 per person

Includes chocolate chip, oatmeal raisin, and peanut butter cookies