

**Buena Vista  
Conference & Reception Center  
Use Agreement  
(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. 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.

**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. The following information is required prior to processing a reservation agreement:

**Name of Person Responsible for Payment**

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Phone # \_\_\_\_\_, Fax# \_\_\_\_\_, email address \_\_\_\_\_

User \_\_\_\_\_

Date of Event \_\_\_\_\_

Site \_\_\_\_\_

**I have read and agree to the terms and conditions of this contract. (Sign & date)**

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**After completing and signing this Use Agreement please fax to (302) 323-4407.  
A Reservation will be considered confirmed upon receipt of completed and signed Use Agreement.**