



Deepwood Museum & Gardens

2023 Wedding Packages

Historic Deepwood Museum & Gardens (Deepwood) is one of Salem's crown jewels! From our manicured formal gardens, sprawling nature trails, the historic site of Salem's first private tennis court, and our 1894 Queen Anne style Victorian home and Carriage House, Deepwood has always put out the red carpet for visitors! Located just minutes away from downtown Salem, the estate offers five acres of gorgeous surroundings for any event.

Congratulations on your upcoming wedding! We are honored to be considered as the location for your big day! Our stunning venue and professional, experienced Event Staff are here for you!

Deepwood recognizes that couples have different expectations and needs for their wedding day, and offers three amazing packages for you to choose from. We are here to help navigate through the different options, making your experience with us unforgettable!

Choose from the following packages for your special day:

Garden Gala Wedding Package

Victorian Dreams Wedding Package

Tented Court Ball Reception Package

**Pricing as of 1.1.2023. Pricing subject to change.



Garden Gala Wedding Package

Our Garden Gala package offers everything you could hope for to bring your dream day to life! This package includes exclusive access during your entire rental period to all of Deepwood's formal gardens plus the tented court area! Perfect for couples who envision saying their vows in a garden, hosting a cocktail hour under the trees, offering lawn games for their guests, and more!

Package Pricing May through October (For up to 175 attendees)

- ◆ Monday-Thursday \$2,832 (6-hour allotment)
 - ◆ Friday/Sunday \$3,540 (9-hour allotment)
 - ◆ Saturday \$4,012 (9-hour allotment)
- Rental pricing reflects attendance of guests count up to 175.
 - Guest count of 176-225: Additional \$250 (due 14 days prior to event)
 - Guest count of 226-275: Additional \$500 (due 14 days prior to event)
 - All rentals require a \$300 refundable* Security Deposit.
 - Rentals serving alcohol (beer, wine & champagne permitted) require an additional \$300 refundable* Alcohol Security Deposit.

*Charges may be deducted from your refundable security deposit(s) for property damage, excessive clean-up, additional time beyond the stated contract, or guests not adhering to property policy.

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Additional Services That May Be Added to Garden Gala Package:

- Additional rental hours are available at \$300 per hour.
- Access to 1st floor of the Historic Home for Photos: \$150 per hour. This must be scheduled after 1pm Wednesdays-Saturdays due to museum home tours.



Garden Gala Package includes the following amenities:

- ◆ Exclusive use of formal gardens & tented court area
- ◆ Tables and chairs; Forty (40) 5' round tables seating eight per table; 350 white folding chairs; Twenty-six (26) 6' rectangular tables for buffet or other use
- ◆ Staff members on-site for the duration of your event. Staff will arrange tables and chairs according to your layout, monitor grounds & parking lot, post signage, coordinate with vendors to open access road(s) & empty trash receptacles.
- ◆ Set up and tear down of all Deepwood-provided tables and chairs
- ◆ Contract directly with your own vendors for food, decorations, tableware, or DIY!
- ◆ 1-hour Rehearsal space prior to event (Day/time to be confirmed 60 days prior)
- ◆ Private dressing area inside Victorian home with restroom
- ◆ Option to add private dressing tented space on grounds (on Front Lawn or by the Tented Court)
- ◆ Use of 1920s Solarium for photos or signing wedding license
- ◆ Optional use of iron trellis arch, garden gift cart, and iron table
- ◆ Access to refrigerator/freezer and deep sinks
- ◆ Trash/recycling receptacles & disposal of trash throughout event

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Victorian Dreams Wedding Package

Host your dream ceremony in the garden of your choice and have your reception on the spacious tented court area! This package grants you up to four hours of exclusive use in the gardens for your ceremony; the remainder of the rental to be held under the tent.

Package Pricing May through October (For up to 175 attendees)

- ◆ Monday-Thursday \$2,242 (6-hour allotment)
 - ◆ Friday/Sunday \$2,950 (9-hour allotment)
 - ◆ Saturday \$3,422 (9-hour allotment)
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- Rental pricing reflects attendance of guests count up to 175.
 - Guest count of 176-225: Additional \$250 (due 14 days prior to event)
 - Guest count of 226-275: Additional \$500 (due 14 days prior to event)
 - All rentals require a \$300 refundable* Security Deposit.
 - Rentals serving alcohol (beer, wine & champagne permitted) require an additional \$300 refundable* Alcohol Security Deposit.

*Charges may be deducted from your refundable security deposit(s) for property damage, excessive clean-up, additional time beyond the stated contract, or guests not adhering to property policy.

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Additional Services That May Be Added to Victorian Dreams Package:

- Additional rental hours are available at \$250 per hour.
- Access to 1st floor of the Historic Home for Photos: \$150 per hour. This must be scheduled after 1pm Wednesdays-Saturdays due to museum home tours.
- Additional changing area for wedding party: \$150



Victorian Dreams Package includes the following amenities:

- ◆ Exclusive use of formal gardens to host wedding ceremony in the garden of your choice for up to four hours; exclusive use of tented court area for the remainder of rental period. Gardens will re-open to the public after the four-hour ceremony allotment, but tented area will remain closed.
- ◆ Tables and chairs; Forty (40) 5' round tables seating eight per table; 350 white folding chairs; Twenty-six (26) 6' rectangular tables for buffet or other use
- ◆ Staff members on-site for the duration of your event. Staff will arrange tables and chairs according to your layout, monitor grounds & parking lot, post signage, coordinate with vendors to open access road(s) & empty trash receptacles.
- ◆ Set up and tear down of all Deepwood-provided tables and chairs
- ◆ Private dressing area inside Victorian home with restroom
- ◆ Use of 1920s Solarium for photos or signing wedding license
- ◆ Optional use of iron trellis arch, garden gift cart, and iron table
- ◆ Contract directly with your own vendors for food, decorations, tableware, or DIY!
- ◆ 1-hour Rehearsal space prior to event (Day/time to be confirmed 60 days prior)
- ◆ Access to refrigerator/freezer and deep sinks
- ◆ Trash/recycling receptacles & disposal of trash throughout event

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Tented Court Ball Package

Hosting your ceremony somewhere else? Throw an amazing outdoor reception rain or shine on Deepwood's historic 4,000 square foot tented tennis court area adjacent to beautiful nature trails and lush gardens. This spacious tent canopy hosts up to 275 guests!

Package Pricing May through October (For up to 175 attendees)

- ◆ Monday-Thursday \$2,006 (6-hour allotment)
 - ◆ Friday/Sunday \$2,360 (6-hour allotment)
 - ◆ Saturday \$2,360 (6-hour allotment)
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- Rental pricing reflects attendance of guests count up to 175.
 - Guest count of 176-225: Additional \$250 (due 14 days prior to event)
 - Guest count of 226-275: Additional \$500 (due 14 days prior to event)
 - All rentals require a \$300 refundable* Security Deposit.
 - Rentals serving alcohol (beer, wine & champagne permitted) require an additional \$300 refundable* Alcohol Security Deposit.

*Charges may be deducted from your refundable security deposit(s) for property damage, excessive clean-up, additional time beyond the stated contract, or guests not adhering to property policy.

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Additional Services That May Be Added to Tented Court Ball Package:

- Additional rental hours are available at \$200 per hour.
- Access to 1st floor of the Historic Home for Photos: \$150 per hour. This must be scheduled after 1pm Wednesdays-Saturdays due to museum home tours.
- Additional changing area for wedding party: \$150



Tented Court Ball Package includes the following amenities:

- ◆ Exclusive use of 4,000 square foot tented court area
- ◆ Tables and chairs; Forty (40) 5' round tables seating eight per table; 350 white folding chairs; Twenty-six (26) 6' rectangular tables for buffet or other use
- ◆ Staff members on-site for the duration of your event. Staff will arrange tables and chairs according to your layout, monitor grounds & parking lot, post signage, coordinate with vendors to open access road(s) & empty trash receptacles.
- ◆ Set up and tear down of all Deepwood-provided tables and chairs
- ◆ Private dressing area inside Victorian home with restroom
- ◆ Contract directly with your own vendors for food, decorations, tableware, or DIY!
- ◆ Use of 1920s Solarium for photos or signing wedding license
- ◆ Optional use of iron trellis arch, garden gift cart and iron table
- ◆ Access to refrigerator/freezer and deep sinks
- ◆ Trash/recycling receptacles & disposal of trash throughout event

Reserving Your Rental Date

Please contact Wedding Coordinator Elizabeth Okamoto to make reservations. After date has been established, payment of the \$300 Refundable Security Deposit and at least 1/3 of the total rental fee are due at the time of signing of the contract to reserve your rental date. We accept cash, checks, or credit cards for payment. Please note there is a 3% processing fee for card transactions/3.5% + \$0.15 cents for all remote card transactions. All rental fees must be paid in full 90 calendar days prior to the event date. Deepwood reserves the right to cancel and retain funds of any rental not paid in full 90 days prior to event. For events scheduled less than 90 calendar days in advance, all rental fees must be paid in full when the Rental Contract is signed. See contract for cancellation policy.

Contact to reserve or to ask any questions:

Elizabeth Okamoto
Wedding & Events Coordinator
elizabeth@deepwoodmuseum.org
503-363-1825 ext. 301
www.DeepwoodMuseum.org

Insurance Requirements & Alcohol Policy

Insurance Requirements: We require proof of Liability Insurance in the amount of \$1,000,000 coverage showing the specific date of your event. Coverage must name the “Friends of Deepwood, City of Salem and their respective officers, council member, directors, employees, agents and volunteers” as “additional insured’s”.

Requirements if Alcohol served: As a City of Salem Park we require that you make special arrangements to serve alcohol at Deepwood, even if it will only be served as a “toast.” Permitted alcohol is limited to beer, wine or champagne. Serving hard liquor is **not** allowed under any circumstances. If you plan on serving alcohol at your wedding you must have “Host Liquor Liability” insurance with a minimum of \$1,000,000 coverage showing the specific date of your event and must name the “Friends of Deepwood, City of Salem and their respective officers, council member, directors, employees, agents and volunteers” as “additional insured’s”. This can be satisfied by 1) obtaining your own insurance and employing a licensed alcohol server, or 2) Employing a caterer who carries this insurance and having them provide you with a licensed alcohol server at your event.

An additional \$300 refundable deposit required for alcohol.

ONLY an Oregon Liquor Control Commission pourer can distribute or serve the alcohol. **Proof of insurance, licensed pourer information and the \$300 refundable Alcohol Security Deposit must be submitted/paid 30 days prior to your event.**

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General Information/Guidelines for All Wedding Packages

- ◆ **Rental Period:** For most rentals, the rental party set-up takes 2- 3 hours and clean up generally takes up to one hour. Your event (including your set up and tear down work) must be completed within the contracted time period. We cannot accommodate early arrivals or late departures of wedding party, family, vendors, or items. The home is open for tours Wednesday through Saturday from 9am-1pm, but we can close off the gardens if you wish to have your ceremony period in the gardens (*Garden Gala* package and *Victorian Dreams* package) begin before 1pm on those days of the week.
- ◆ **Deepwood staff** will set up our tables, chairs, our archway, any cords for electrical access, etc. before your rental period begins!
- ◆ **Rain Plan.** With the *Garden Gala* and *Victorian Dreams* packages, the tented court area will be used as the rain plan option if the grounds are deemed too wet by Deepwood staff to host tables and chairs, risking safety for your guests and damage to the formal gardens.
- ◆ **Parking** is available for up to 50 cars in our parking lot at the corner of 12th and Lee Streets. Additional parking is also available on nearby streets. We recommend that valuables not be left in cars and all vehicles be locked securely.
- ◆ ***Garden Gala* Package:** No bouncy houses/jumpers are allowed as Deepwood is a historic property with fragile gardens and landscaping. **Lawn games** may only be set up in the Hollow Tree Garden or Front Lawn areas to avoid damaging plantings.
- ◆ **Food/bartending trucks.** If hiring a food or bartending truck that needs electricity, they must bring a generator for power.
- ◆ **No propane/gas/flame heaters** (such as patio or space heaters) are allowed on the property. Electric space heaters are permitted when properly set up.
- ◆ **Outside dance floors/planks/mats** are not allowed on the grass under any circumstances to avoid damage of historic grounds. If having your reception in the Great Garden or on the Front Lawn, you **must** use the adjacent driveway as a dance floor. Lightweight plastic or fabric aisle runners are permitted for the ceremony (limited to up to 2 hours on the grass).
- ◆ **Driveway use** is limited to vehicles loading or unloading event decorations, equipment or food. All delivery vehicles larger than a minivan must make deliveries to the Deepwood Gardens from 12th & Lee parking lot. Vehicles for the wedding couple's departure (excluding limousines or other oversized vehicles) may be parked in the driveway facing Mission Street. Drivers should use spotters when turning around at the Carriage House for safety of all guests and to avoid damage to nearby plantings.

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- ◆ No open flame (Tiki torches, candles, sparklers, etc) allowed on property. Candles **must** be in a non-flammable container that goes **one inch or more** above the wick.
- ◆ Nothing may be hung from historic Quince tree (located in Spring Garden)
- ◆ Flower petals, lavender buds, or soap bubbles are Deepwood's recommended alternative to throwing rice, birdseed, or confetti, which are not permitted. Rental party is responsible for cleaning up flower petals before rental period ends. Petals are not allowed on gravel pathways and surfaces.
- ◆ Your 1-hour **rehearsal** must be scheduled and held outside of other rentals. Gardens are not closed off for rehearsal.
- ◆ **Children** under the age of 16 must be supervised and accompanied by an adult at all times.
- ◆ Due to the historic nature of the property, we unfortunately do not have WiFi.
- ◆ **Access road** to tented tennis court may be used for deliveries. Limit one vehicle at a time, loading/unloading only. **No parking** is allowed on access road or by tented tennis court.
- ◆ If you intend on bringing a **grill/barbecue or smoker**, you must also bring a **fire extinguisher**. Please check with Deepwood staff before planning to bring a grill, etc.
- ◆ If hiring a DJ or using a **sound system**, the music must be within an appropriate volume. If deemed too loud by Deepwood staff, music must be turned down to an appropriate level. If interested in live music, Deepwood staff must be notified and all appropriate City permits must be acquired.
- ◆ **Restrooms** (wheelchair accessible) are located adjacent to the parking lot.
- ◆ We can customize your **rental period** based on the hours of the package you select. Choose a time block between 8am and 11pm! All music must be off by 10pm due to the City Noise Ordinance.
- ◆ **Everything you bring** to Deepwood must be removed by the end of your rental time. Like with any natural area, please leave the grounds as you found them.



Thank you! We truly look forward to hosting your big day!

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