

CELEBRATIONS AT OLD WESTBURY GARDENS



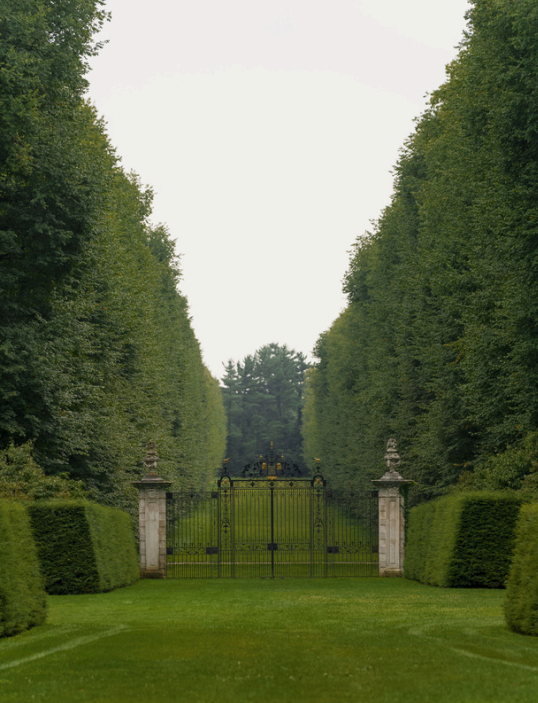
Nestled on Long Island's Gold Coast, Old Westbury Gardens offers an exquisite blend of history, elegance, and natural beauty, all within close proximity to Manhattan.

This expansive 200 acre estate provides a perfect backdrop for any celebration, whether you're planning an intimate gathering for 60 guests or a grand affair for up to 1,000. With its stunning gardens, majestic mansion, and picturesque views, this landmark venue offers a truly magical setting for celebrations of any kind.

History, Highlights & Features

George A. Crawley, a British artist and designer, created a cohesive estate design for the Phipps family at Old Westbury. After the deaths of Margarita and John S. Phipps, their daughter Peggie opened the gardens to the public in 1959 to honor her mother. Landscape architect Barbara Capen later redesigned the Walled Garden's borders to enhance its summer appeal. Today, Old Westbury Gardens remains largely as it was during the Phipps era, featuring rare English-style perennials like foxgloves and delphiniums, maintained by a dedicated horticultural team who preserve the estate's original vision.





Expansive Spaces. Endless Possibilities.

Old Westbury Gardens offers a variety of breathtaking outdoor spaces that can be tented to create the perfect setting for your celebration, whether it's an intimate gathering for 60 or a grand gala for 1,000. Each potential location provides a unique ambiance, allowing for seamless transitions between your ceremony, cocktail hour, and reception. On the following pages, we've shared some idyllic areas available for tenting.



Front Lawn

The front lawn is one of the most iconic spots on the property, offering an unforgettable backdrop of the mansion's grand facade. Ideal for ceremonies or cocktail receptions, a tented event here exudes elegance and sophistication. The space provides striking views of the Mansion and property for your guests and sets the tone for a truly memorable event.



South Terrace

Overlooking the gardens, the South Terrace offers a beautiful mix of indoor and outdoor elements, with the option of utilizing the mansion's interior spaces for a refined, elegant affair.



An aerial photograph of a large estate. In the upper left, a historic mansion with a light-colored roof and red brick walls is visible. To its right is a smaller, two-story building. A large, rectangular lawn, the South Lawn, occupies the center of the image. The lawn is bordered by a low stone wall and is surrounded by dense trees and hedges. A winding path leads from the top left towards the lawn. The overall scene is lush and green, with a mix of manicured lawns and wilder wooded areas.

South Lawn

The expansive South Lawn, situated directly behind the historic mansion, between the South Terrace and South Allée, is ideal for grand receptions or ceremonies. With views of the lush gardens and mansion, this space offers an elegant and open atmosphere, perfect for large tented events. Its size makes it versatile for different layouts, accommodating both intimate and large-scale celebrations.

South Allée

Adjacent to the South Lawn, the South Allée offers a more intimate, tree-lined space that's perfect for a ceremony or cocktail hour, and large enough to accommodate both. Nestled between rows of manicured trees and hedges, this area creates a romantic, enclosed setting while still being open to the beauty of the surrounding gardens. A celebration here would create a magical, garden party atmosphere with a sense of privacy.





Walled Garden

An enchanting, otherworldly space that offers an intimate and romantic setting like no other. Enclosed by manicured hedges and brick walls draped with climbing roses, this garden exudes old-world charm and elegance. The landscaping and bedded gardens are unrivaled in diversity and beauty, making this an ideal setting for a ceremony or cocktail reception for up to 200 guests. While this space can't be tented, it's a dreamy option to share with your guests as either part of your celebration, or as a transition area on route to the South Allée.

An aerial photograph of a large, lush estate. In the foreground, a large, calm pond reflects the surrounding greenery. To the left of the pond, there is a well-manicured lawn and a circular garden bed with a geometric pattern. Further back, a long, straight path leads through a dense forest of tall trees. The overall scene is serene and picturesque, with a mix of open lawns, formal gardens, and natural woodland.

West Pond

For a serene and picturesque ceremony or cocktail hour, the west lawn beside the pond is a stunning option. The tranquil waters of the pond reflect the surrounding natural beauty, offering a dramatic and romantic setting. Tenting this area allows your guests to enjoy the gorgeous water views and is in close proximity to the colonnade which can accommodate ceremonies and cocktail receptions.



Investment

The property buyout begins at \$100,000, which includes seven full days for production, celebration and load-out. Please note that the venue fee grants you access to the property for your celebration, but does not include catering, staffing, rentals, tenting, planning, or other elements essential to your celebration. If additional time is needed for production, extra days are available at a rate of \$15,000 per day.

On the day of your celebration, the gardens will be closed to the public beginning at 4 pm. Additional hours for your exclusive use are available at a rate of \$5,000 per hour.



Preferred Vendors

Event Planner

In Any Event is the exclusive event planner for Old Westbury Gardens. All event planning and production-related communications, including those with other planning firms, must be coordinated through In Any Event. For more information, please contact Leslie@inanyeventny.com or call 212.472.7751

Tents

Stamford Tent

Skyline Tent Company

ABC Fabulous Events

Preferred Caterers

Creative Edge Parties

Marcia Selden Catering and Events

Olivier Cheng Catering and Events

Sterling Affair Catering

Kosher Catering - Creative K

Lighting

Frost Lighting

Luminous Design

Valet Parking

Advanced Parking Concepts

Accommodations

The Garden City Hotel

The Vanderbilt

Policies and Guidelines

Old Westbury Gardens is rented completely without event infrastructure. All catering, rental equipment, audio visual, decor, power, lighting, staffing, bathrooms, valet and event security is provided by outside vendors that you hire and pay directly. Old Westbury Gardens and In Any Event maintain strict approval over all vendors. All vendors agree that their employees, agents and contractors will comply with all rules and laws when on property.

Venue Access & Usage

Garden Guidelines

- Old Westbury Gardens and the Phipps Mansion are open to the public from 10 am to 6 pm, Wednesday through Monday, and closed on Tuesday.
- Event production in the Gardens is permitted daily from 7 am to 9 pm. Specific requested production times and days must be submitted in writing at least 45 days prior to load-in and approved by In Any Event.
- Tenting is permitted in specific areas with prior approval. Vegetation and trees must not be impacted.
- Driving in the walled garden is NOT permitted. Only hand trucks and dollies are permitted in the walled garden.
- Golf carts and utility carts are permitted for vendor transport. When driving on property with vehicles and golf carts, vendors must respect the 15 mph speed limit and yield to the public during public hours (10 am–6 pm, Wednesday–Monday).
- Vehicles and heavy equipment must use protective materials to maintain the sod. Old Westbury Gardens is not responsible for replacing or repairing damaged sod or property caused during production.

Mansion Guidelines

- Event production is permitted in the Mansion on the day of the event only. Specific times and days must be submitted in writing at least 45 days prior to load-in and approved by In Any Event.
- On days when the Gardens are open to the public, deliveries, pre-wiring, and cable runs in the Mansion must take place before opening or after the Mansion closes to the public for the event at 4 pm.
- Select rooms in the Mansion may be used for photography subject to prior approval.
- The Mansion does not have air conditioning. Fans are permitted. Power requirements for portable HVAC units must be submitted for approval.
- The first floor is available for viewing during event hours. The Main Hall, Ballroom, and Sun Room are also available for guest experiences. Additional furniture, lighting, and decor can be added to enhance the guest experience.

Mansion Guidelines cont.

- The Ballroom can accommodate seated dinners for up to 70 guests.
- Only the Sun Room can have furniture removed with prior approval. Clients may provide alternate rental furniture and decor subject to prior approval. Old Westbury Gardens will remove and store furniture for an additional fee of \$1,500.
- Other rooms within the Mansion with stanchions will remain roped off for protection.
- Only Old Westbury Gardens staff may move furniture and signage. Clients may provide replacement stanchions and signage at their own expense, which must be placed by Old Westbury Gardens staff.
- After-parties are not permitted in the Mansion.
- Amplified sound under the tent must conclude by 11:00 pm. See Music & Entertainment guidelines for more information.
- For detailed candle and flame restrictions, see Decorations & Enhancements.

Barn Guidelines

- The Barn is available for after-parties until 1:00 am and must remain under a 70-decibel limit.
- If the Barn is used for both back-of-house and after-party, a backup location for vendors must be considered.
- The Barn may be used as vendor and back-of-house support spaces during production.
- Additional temporary bathrooms are required for vendor teams of more than 50 people. These should be located near the Barn, Orchard Hill House, or a designated vendor tent.
- Vendors may not use the public restrooms in the Mansion during production, event, or strike days.

Load-In, Load-Out, and Production

- All event staff, vendors and equipment must enter through 60 Post Road, Old Westbury. An Old Westbury Gardens representative will be at the gate per the approved production schedule to direct vendors.
- Access through Hicks Lane is separately scheduled and available upon request and discussion. See attached document for gate sizes and locations.
- Events and event production may begin before, during, and extend beyond public hours, but all guests and vendors must depart by the agreed-upon time (generally 9:00 pm for event production, unless otherwise arranged).
- On-property access for parking, unloading and staging is allowed only in designated areas which will be assigned after the event production schedule has been submitted and approved, and is subject to change based on vendor need and availability.
- At least one vendor walk-through must occur no less than 45 days prior to load in.
- Specific access routes and unloading areas must be submitted in writing for approval. A full production schedule with dates, times, and vehicle types for each vendor must be submitted to In Any Event and Old Westbury Gardens at least 30 days prior to the first day of load-in.
- Old Westbury Gardens will be responsible for identifying and marking underground utilities.
- Old Westbury Gardens reserves the right to stop work or require changes at any time if property or public safety is at risk.
- The client is responsible for all costs associated with sod replacement required for tent and walkway footprints. Vendors MUST be prepared with the necessary protective materials (such as plywood or rubber mats) when loading into the south allée and the south lawn.
- Improper disposal of food, waste, slop, personal trash, event trash will result in a penalty of no less than \$2,500.

Decorations & Enhancements

- All décor must be pre-approved by Old Westbury Gardens. Décor must not endanger or mar collections, vegetation, or structures.
- No materials, lighting or adhesives, or physical structures may touch the walls, ceiling, light fixtures or any part of the mansion.
- Exits and active doorways cannot be blocked.
- Carpet installations are not permitted in the Mansion. Area rugs are permitted, and must have a protective pad under the rug to protect the floors from adhesive substances.
- Nothing may be affixed with nails, tacks, screws, staples, tape, spray adhesives or glue. All care and attention must be taken to avoid damage to Old Westbury Gardens property and structures.
- Balloons, helium tanks, bubbles, smoke and dry ice machines are not permitted.
- Also prohibited are hemlock, balsam, Spanish moss and decorative greens that contain pitch.
- Climbing decor must protect the columns and architecture. Protection plans must be provided and are subject to approval.
- Any structure over 10 feet in height requires shop drawings, subject to approval.
- Foraging, picking of flowers, cutting of trees or shrubs is strictly prohibited on Old Westbury Gardens property. Fines will be assessed for any foraging on property.

- Live florals and potted greenery are encouraged. No permanent planting or digging is allowed.
- Rice, birdseed, glitter, confetti, balloons, and similar items are not permitted. Fresh or dried petals without dye are allowed.
- No flamed candles are allowed in the Mansion. LED only.
- Candles on property must be in protective hurricanes, approved in advance. Placement of candles is subject to approval.
- Candles in the tent are subject to Nassau County Fire Marshal regulations, and are currently not permitted.
- No sparkers are allowed either in the Mansion or on property.
- No firepits are allowed on property.
- No hanging of decor from any tree. No climbing of trees.
- Events must harmonize with the historic and cultural mission of the Gardens.
- Designers are responsible for bringing all their own supplies to facilitate clean up both before and after the event. All spaces must be swept immediately following floral deliveries in the Mansion, and work areas must be papered in advance. Failure to clean up in accordance with policies will result in fees to the contracted party, designer and secondary planner if applicable.
- Fabrication, including but not limited to drilling, sawing, gluing, painting or touch ups, is not permitted in the Mansion.

Catering, Alcohol & Hospitality

- A dedicated back-of-house tent with electrical and water supply for the caterer must be provided by the client, planner or catering team. Location must be approved by Old Westbury Gardens.
- The caterer is responsible for providing ALL equipment necessary for the build out of the kitchen, including approved heating equipment, refrigeration, prep tables, extension cords, power and water, etc. Old Westbury Gardens does not provide any other element beyond the property itself.
- Captains must be onsite to receive and direct rental deliveries.
- Cooking in the Mansion is prohibited. The Mansion cannot be used for a kitchen or back-of-house storage or vendor production.
- Caterers are subject to Old Westbury Gardens review.
- Alcohol service must be by a caterer licensed by the New York State Liquor Authority. Liquor Liability insurance of \$2,000,000 per occurrence is required naming Old Westbury Gardens as an additional insured. Kegs and tip jars are not permitted.
- Open flames, Live Action S'mores or on-site fire catering are not permitted anywhere on property.
- All permitting is the responsibility of the client and their vendors.
- Fire extinguishers must be provided by the caterer.
- The caterer must maintain a liquor license. Alcoholic beverages may be served only if the necessary liquor licenses and insurance are maintained. The caterer bears the responsibility for the safe and responsible serving of alcohol during the event.
- Cash bars are not permitted.

Photography & Media

- Photography is permitted in approved locations, indoors and outdoors, with prior notice.
- Photography crews must avoid damaging collections, furnishings, or vegetation, and remain on paths or designated turf.
- Press and media attendance must be approved 48 hours in advance.
- Any drone operations on property require the operator to carry the appropriate FAA license and insurance coverage for that service. Approval must be secured in advance.

Music & Entertainment

- Amplified music must conclude by 11:00 pm in the tent.
- After-party events in the Barn must not exceed 70 decibels and must end by 1:00 am. No after-parties are permitted in the Mansion.
- Old Westbury Gardens reserves the right to ask for music volume adjustments at any time.
- All equipment that will be pre-set in public areas during open hours must be included and noted in the floor plans. Written approval is required for all pre-set elements in the Mansion.
- Cabling is not permitted across doorways and hallways. All cables must run discreetly along walls. All cables must be bundled and secured. Taping of walls and ceilings is not permitted. Any damage from the removal of tape will be charged back to the contracted party.
- WiFi on property is not made for large scale use. We recommend you provide your own WiFi with an outside vendor. Location of equipment is subject to approval.

Safety & Conduct

- For security purposes, 2 complete alphabetized lists of both guests and staff must be submitted at least 3 days prior to your event.
- Fire codes and ADA regulations must be observed at all times. This includes providing fire retardant certificates for all fabrics, drapes, artificial plants, carpeting, and any other material required by Nassau County fire marshals.
- Guests, vendors, and planners must comply with all applicable federal, state, and local laws.
- Staff, vendors, and guests must maintain appropriate, respectful behavior. Harassment or unsafe behavior may result in immediate termination of the event.
- Old Westbury Gardens reserves the right to remove a guest from the premises should they be visibly intoxicated, belligerent, aggressive or causing damage to the property.
- Smoking and vaping are prohibited inside all buildings.
- Children must be supervised at all times.
- Old Westbury Gardens reserves the right to amend or add to these guidelines for the safety and wellbeing of the property, public, employees, clients and guests.

Clean-Up & Departure

- All décor, rental items, and personal property must be removed from the Mansion at the end of the event and must be cleaned and ready in time for public access the following day.
- Breakdown of the tent, its contents, The Barn and Orchard Hill must be complete within 3 days of the conclusion of the event unless otherwise agreed upon.
- Clients are responsible for providing and paying for their own dumpsters and must ensure that all trash created during production, the event itself, or breakdown—including food and plastic waste from vendors—is disposed of properly. Old Westbury Gardens will facilitate the delivery prior to load in and removal of the dumpsters once production has concluded.
- Vendors must not litter on the property. All spaces must be broom cleaned prior to departure. If Old Westbury Gardens staff must perform cleanup due to vendor negligence, labor fees will be charged directly to the client.
- Vendors are responsible to provide their own vacuums, brooms, dustpans, mops, pails, garbage bins and trash bags.
- Fabricated event elements may not be discarded with event trash unless approved in advance.
- Old Westbury Gardens staff will inspect all areas following the event. Costs of damages, repairs, or additional cleaning will be billed to the client.

We look forward to hosting your special celebration at Old Westbury Gardens. These guidelines are in place to preserve the beauty of this historic property for your event and for generations to come.

Insurance Guidelines

Old Westbury Gardens requires clients and all vendors working on our property to provide insurance that meets the requirements outlined in the rental agreement. Old Westbury Gardens assumes no responsibility for personal property or equipment placed or left on the premises.

Vendor Insurance

- All vendors must carry commercial general liability, auto, and workers' compensation insurance, with Old Westbury Gardens named as Additional Insured. Certificates of insurance with a \$2 million policy must be submitted at least 30 days prior to the event.
- Clients accept all liabilities associated with hiring vendors, and are responsible for ensuring that all vendors fulfill Old Westbury Gardens's insurance requirements, as per the contract.
- Vendor COIs will be collected and reviewed by the client and/or planner, and submitted to In Any Event at least 1 week prior to the start of production

Client Insurance

- The client's insurance policy must be submitted to Old Westbury Gardens 90 days prior to the start of production.
- Old Westbury Gardens Insurance limits are non-negotiable.
- Clients are responsible for damages caused by themselves, their vendors, or their guests. Sod replacement and restoration of any damage will be billed to the client.
- The client indemnifies and holds harmless Old Westbury Gardens, In Any Event and their representatives for all claims except those arising from Old Westbury Gardens's gross negligence or willful misconduct.



FOR ADDITIONAL INFORMATION REGARDING WEDDINGS AND
LARGE SCALE SOCIAL CELEBRATIONS AT OLD WESTBURY GARDENS
PLEASE CONTACT IN ANY EVENT.

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