

HOME TOURS

A TOUR BY ARCHITECTS

LETTER TO HOMEOWNER

Thank you for your interest in participating in the 2023 AIA Silicon Valley Home Tours! The goal of this tour is to highlight design excellence by architects in the built environment, to increase public awareness of how architecture can enhance everyone's quality of life, and to celebrate homeowners who have understood the value of using an architect to bring design into their daily lives. This is our eighth year hosting the Home Tours by Architects.

Here is more information about what it means to participate:

If your home is selected for the tour on June 3rd, 2023, your family including your pets will be required to leave the home between the hours of 9:00 AM to 5:00 PM, and we would like to offer you two tickets to attend the tour and view the other homes.

The address of each home will not be made available to the general public or published online. Ticket holders learn of the address only through the printed ticket that will be mailed prior to the tour, purchased at the AIA Silicon Valley office, or picked up at the official Home Tours Headquarters on the day of the tour. In an effort to protect the privacy of each homeowner, the general public is prohibited from photography.

At your home, we will station docents throughout the day to volunteer by stamping tickets, instructing attendees to take their shoes off to protect the floors, and serving as a resource. The number of volunteers will depend upon the size and layout of the home. The volunteers will be there no later than 4:30 PM, after they ensure that everyone has left the house, to collect signs and brochures, and to sweep up, if necessary. All Docents and guest will be required to wear masks while in your home.

Visitors will be asked to remove their shoes before entering the home. We will deliver wayfinding signage, and flowers to your home before the tour. During the day, groups of 20-30 people may be in your house at one time. The volunteer docents will be keeping the flow manageable throughout the day with limitations on how many people will be allowed in the home at one time. Restrooms will not be available to the general public, however there will need to be a designated restroom for docents and staff.

Your home will be listed as additional insured on our liability insurance policy for the duration of the tour and volunteer presence in your home. This covers any accidental damage or injury to attendees, volunteers, and staff. Certificates of insurance will be issued prior to the weekend, outlining all pertinent details. If you have any "off-limit" areas in your home, we can provide signage to hang on doors if you do not want the public to have access to certain spaces.

The rules of the tour, which will be reviewed with the volunteer docents, include:

- Every tour attendee **MUST** have the Home Tours ticket to enter
- No photography allowed
- No shoes allowed
- No access to off-limits areas
- The last entry time is 4:00 PM sharp
- Wayfinding signage will be removed by the closing docent, who will also sweep and clean, if necessary.



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Please return this consent form to your architect, who will continue to be in communication with you if your home is selected. Thank you again for volunteering your residence for this year's Home Tours. We are thankful for your participation.

HOMEOWNER CONSENT | AGREEMENT FORM

Home Tours on June 3, 2023, 10:00 AM – 4:00 PM

Name of Home

Architect

I understand that my home will be shown in the 2023 AIA Silicon Valley Home Tours hosted by AIA Silicon Valley. I agree to open my house to tour ticket holders on June 3, 2023 between 9:00 AM and 5:00 PM, and have information about the home made available to the public via print and web media, including photographic images of the exterior and interior of the home. I understand that a house monitor and docents will be on-site at all times during the tour and that I have the right to make certain areas of the home off-limits to the public within reason.

I understand the Home Tours Headquarters address will be printed on the tickets, which will be mailed to attendees a week before June 3rd and published on AIA Silicon Valley's website two days before the event. I will be given the option to agree or decline, if my home is requested to serve as the Headquarters.

I understand that my home will need to be cleaned and ready for the tour and 100% ready to be shown by 9:00 AM on the day of the tour. Any pet(s) I have will be created or taken off-site prior to 9:00 AM on the day of the tour.

I understand that I will be named as additionally insured on AIA Silicon Valley event liability insurance rider. I understand that the tour happens rain or shine.

MEDIA POLICY: All homes must be made available for photography and/or interviews. All homes must be made available for publication from April through June 2023. Every attempt to give advance notice will be made. Homeowners may be interviewed at their discretion.

I do not wish to have my name listed in any publications, print, or other media associated with the tour.

Return completed form to the architect

Print name of homeowner

Email

Phone

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Signature of homeowner

Date

Kristen Werner, Executive Director
AIA Silicon Valley
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RULES AND CONDITIONS FOR ARCHITECTS

If the home is selected, do you agree to abide by the following terms and conditions?

- Multiple home submissions may be made by the same architect. However, only one home per firm or per architect will be selected per year.
- Residential projects of any type are eligible for consideration, including but not limited to single-family, condo, lofts, townhomes, and remodels.
- If the home is located in a gated or controlled community, such as a neighborhood association, the association must also give written authorization for the Tour.
- Information submitted in this application may be used in the Home Tours publications if the project is selected. Thoughtful and appropriate comments should be provided.
- A firm principal/designated representative is required to attend two meetings and will be designated as the firm's contact for additional tour info and coordination by the Committee.
- Home Tours architects are expected to participate in the **Home Tours Architects' Forum** May 17th, envisioned as a panel discussion on residential contemporary trends and culture of private home design.
- Selected homes may not display "For Sale" signs on the Home Tours date.
- Sponsorship:
 - o The project's builder, subcontractor, installers, realtors, interior designers, landscape architects etc. are invited to become sponsors or exhibitors in the Home Tours. To be in the home during the tour, they may purchase a ticket or become a sponsor or exhibitor. **No representation of their business or materials may be displayed in the home without paid sponsorship through the AIA Silicon Valley.**
 - o Architects are expected to assist in the procurement of sponsors for their homes.
- The architect will be responsible for providing AIA Silicon Valley with high resolution images two months prior to the Home Tours to use in promotional and marketing materials.
- The architect's design team will be responsible for opening and closing the home, unless you are the homeowner or your client has arranged and notified AIA Silicon Valley otherwise.

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- The architect or someone from the design team must be present and ready to show the project at 9:00 AM on the day of the tour and available to close the home at 4:00 PM.
- The Home Tours Committee reserves the right to disqualify any selected Architect and home if the above rules are not adhered to at any time.

Submitters will be required to agree to the terms above before they are permitted to submit the application form on [Submittable here](#).