



HISTORIC ARKANSAS MUSEUM

200 E. Third Street • Little Rock, AR • 72201

Rental Contact: Sherry Stevenson 501-324-9302

APPLICATION FOR USE OF MUSEUM FACILITIES

Name and Description of Event: _____

Date of Event: _____ Anticipated Attendance: _____

Time: _____ to _____ (must not exceed five hours including set-up and clean-up)

Name of Applicant: _____

If Organization, Name of Contact Person: _____

Address/City/State/Zip: _____

Daytime Telephone: _____

Facilities Requested:

- | | |
|---|--|
| <input type="checkbox"/> Grounds (historic buildings open) | <input type="checkbox"/> Hands-on History Room |
| <input type="checkbox"/> Grounds (historic buildings closed) | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Stella Boyle Smith Atrium | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Mary Fletcher Worthen Plaza | <input type="checkbox"/> Gallery Space (for visitation only) |
| <input type="checkbox"/> Ottenheimer Theater | <input type="checkbox"/> Plum Bayou Log House Grounds |
| <input type="checkbox"/> Total Grounds (close off street between log house and grounds) | |
| <input type="checkbox"/> Museum store open (Subject to staff approval) | |

Type of Event:

- Lecture Meeting Wedding Reception Dinner
 Other (specify) _____

Equipment Needed:

- Tables Chairs Podium AV Equipment

Will food and/or drinks be served? _____

If yes, please describe (hors d'oeuvres, dinner, drinks, etc.) _____

Name/Telephone of Caterer: _____

Signature of Applicant: _____ Date: _____

Title of Person Signing if an Organization: _____

Historic Arkansas Museum: _____ Date: _____

Title of Person Signing for Museum: _____

Notice to applicant: If this application is approved, a contract will be prepared by the Historic Arkansas Museum and presented to the renter for execution. This application will be included in and form a part of the rental contract.

Museum Use Only

Approved/Denied: _____ Required Fee: _____

Deposit Received: _____ Check Number: _____

Museum Personnel Needed on Duty: _____

HISTORIC ARKANSAS MUSEUM PUBLIC USE AND RENTAL POLICIES

Conditions of Use

- Because the Historic Arkansas Museum is a public educational institution, rentals cannot interfere with the museum's exhibits, education programs, and public visitation.
- A written copy of **all** printed materials using the name of the Historic Arkansas Museum or the Historic Arkansas Museum logo must be approved in advance by the museum. Failure to submit advance copy will be cause for the museum to cancel the event.
- Renters agree that neither the museum buildings nor grounds will be used to sell a product, announce a fund-raising activity, or hold a fund-raising event unless the museum is the direct beneficiary of the sale or fund-raiser. An event to raise funds for the Historic Arkansas Museum requires advance approval by the museum.
- Renters are responsible for the cost of repair or replacement of any museum property (e.g. buildings, grounds, contents, collections, or equipment) which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the museum and paid in full by the renter.
- No alterations to the galleries, walls, or any part of the historic buildings or exhibits are permitted.
- Early delivery of decorations, floral arrangements, food, and/or beverages must be approved by the assigned Historic Arkansas Museum staff person.
- Dancing is allowed in designated areas only.
- No sound equipment may be used without prior approval of museum personnel.
- Nothing whatsoever may be thrown inside the museum center or historic houses (e.g. bridal bouquet, garter, or objects of any kind.) No rice may be thrown at any location. Birdseed and flower petals may be thrown in designated outdoor areas.
- No fastening or securing devices of any kind may be used inside or outside the museum center or historic houses to hold up decorations or the like.
- All staff work areas will be closed, and no one will be permitted in these areas.
- The Historic Arkansas Museum Commission reserves the right to waive conditions of public use and guidelines to serve the best interests of the museum.

Fees

- A twenty-five percent (25%) non-refundable deposit is due when the rental contract is signed. Payment in full is due at the beginning of the event.
- The maximum rental period is five hours which includes time spent for set up and clean up.
- Unscheduled overtime will be charged at \$150 per hour.
- The renter will be charged a \$50 fee for requested movement of any artwork in meeting rooms.
- Attendance of two museum staff members (including one security guard) is required for any event, and the cost for this is included in the base rental fee. The renter agrees to pay \$50 for each additional regular museum staff member required.
- A second security guard is required if more than 200 people will be attending. If more than 400 will be attending, a third security guard is required. The security fee is \$100 per guard. Visiting in the galleries requires additional security personnel, and the exact number will be determined in advance by the museum and paid for by the renter.

Weddings

- Wedding rehearsals may be held on the day before the event. If the rehearsal is scheduled during regular museum hours, there is no charge. If the rehearsal is scheduled after the museum has closed, the fee is \$100.
- If the museum is booked for a wedding, one hour of time is included for photographic work during normal museum operating hours. For every hour outside normal museum operating hours, there is a charge of \$50.

Photography

- If the museum is to be used for photographic work only, this must be scheduled at least two weeks in advance. There is a minimum charge of \$50 for a half-hour session to take photographs for non-commercial use, with an additional charge of \$50 for each additional half-hour. Commercial photography fees are based upon the regular rental schedule.
- No flash photography whatsoever is allowed in the galleries or in the historic houses.

HISTORIC ARKANSAS MUSEUM FACILITIES AND RENTAL FEES

Stella Boyle Smith Atrium

The beautiful glass atrium with soaring 30-foot ceilings and timber-frame architecture offers a view onto the 19th century. The historic houses and grounds, which can be seen through the floor-to-ceiling glass walls, are a perfect backdrop for events. The Mary Fletcher Worthen Plaza is located outside the north entrance. The atrium space is 20 feet X 80 feet with brick floors and museum lighting. (175-200 people standing)

Mary Fletcher Worthen Plaza

This area, just outside the Stella Boyle Smith Atrium, is perfect for small outdoor events especially when used in combination with the atrium. Steps lead to the landscaped historic grounds and houses of the museum. (50-60 people)

Ottenheimer Theater

The 120-seat, timber-framed theater can be used for a variety of purposes including lecture, film, video, PowerPoint presentations, and live theater. Includes state-of-the-art audiovisual equipment, two dressing rooms with showers, and green (backstage waiting) room.

Hands-on History Room

Comes with easy access from Third Street. This 30 foot X 30 foot multi-use room seats 30 people, and can be divided into two smaller rooms.

Conference Room

The upstairs conference room will seat 12-15 people.

Restaurant

The balcony space overlooks the Stella Boyle Smith Atrium and the historic grounds. (70 people)

Gallery Space

This features about 10,000 square feet of space for visitation only.

Museum Grounds

- Historic buildings (open)
- Historic buildings (not open)
- Plum Bayou Log House Grounds
- Total grounds (close off street between log house and grounds)

Rental Fee Schedule

Facility	Required Membership Level	Member Rental Fee	Non-Member Rental Fee
Atrium	\$250	\$1000	\$1500
Atrium & Plaza	\$250	\$1200	\$1750
Atrium & Gallery Space	\$250	\$1500	\$2000
Atrium & Restaurant	\$250	\$1500	\$2000
Theater	\$250	\$250/hour	\$400/hour
Hands-on History Room*	\$250	\$100/hour	\$200/hour
Conference Room*	\$100	\$20/hour	\$40/hour
All of the above Spaces	\$250	\$2000	\$2500
Museum Grounds			
Visitation in Historic Buildings, bathroom access to Museum Center only.	\$250	\$1000	\$1500
Historic Buildings Closed, bathroom access to Museum Center only.	\$250	\$800	\$1250
Plum Bayou Log House Grounds	\$100	\$500	\$750
Total Grounds (close off street between log house and grounds – night or weekend only)			
Visitation in Historic Buildings, bathroom access in Museum Center only.	\$250	\$3000	\$3500
Historic Buildings Closed, bathroom access in Museum Center only.	\$250	\$2500	\$3000

Historic Arkansas Museum
Public Use Policy

Museum Center open with Historic Buildings closed	\$250	\$3500	\$4000
Museum Center open with visitation in Historic buildings	\$250	\$4000	\$4500

* not available after hours except in a package with other space

INFORMATION AND GUIDELINES FOR CATERERS

Rules for use of the Historic Arkansas Museum's facilities differ from those of commercial establishments because of the irreplaceable and valuable artifacts which are present. These guidelines below must be followed and adhered to by the renter and the caterer to insure the protection of these artifacts and function attendees alike. By signing the proposed contract issued by the museum, the renter and the caterer acknowledge that all of these guidelines will be included in and form a part of the rental contract.

- Smoking is not allowed inside. Smoking is only allowed in designated areas outside.
- Food and drink may be served and consumed in designated areas only.
- No food or drink is allowed inside the historic houses or the galleries.
- Only dripless candles may be used in the atrium and restaurant area. No candles of any kind may be used in the galleries or historic houses.
- Placement of floral arrangements must be approved by museum personnel prior to the event. No floral arrangements are allowed in the galleries or historic houses.
- Ice sculptures are allowed outside, or in the atrium or restaurant area only.
- There is a two-hour maximum for alcoholic beverage service which must be strictly observed. The caterer must provide bartenders. No person may serve himself or herself.
- The renter must use a caterer who has been approved by the museum. If museum approved caterers are not available, the caterer chosen by the renter must provide written proof (along with the signed contract) of both workers' compensation and general liability insurance with limits of at least \$2,000,000, and the caterer must have included the Historic Arkansas Museum as an additional insured.
- No fried foods of any kind may be cooked or otherwise prepared in any of the museum facilities which includes the historic houses.
- No sterno fuel may be used for chafing dishes. Only safe heat or pure grain alcohol may be used for chafing dishes.
- No beer kegs or champagne fountains are allowed.
- Early delivery of decorations, floral arrangements, food and/or beverages, etc., must be approved by the museum staff prior to delivery.
- Damage to any property of the museum must be reported to museum personnel immediately.
- The facilities and grounds must be cleared by midnight. Special exceptions must be approved by the museum **in advance**.
- The clean up checklist must be completed to the satisfaction of the museum personnel on duty.

CONTRACT SIGNATURE PAGE

The rental fee includes the lease of space, charges for Historic Arkansas Museum personnel, and charges for security personnel. Additional time required for rehearsals or preparations must be negotiated with Historic Arkansas Museum and agreed on in advance.

This proposed contract has been issued and offered to the renter upon approval of the renter's application for use of the Historic Arkansas Museum facilities. It must be signed and returned with a twenty-five percent (25%) nonrefundable deposit within fourteen (14) days of the date when the proposed contract is issued (see below) in order to secure the reservation. Also, the caterer must sign and return this contract to Historic Arkansas Museum at least thirty (30) days before the event. If the contract is not signed and returned by the required deadline, the reservation and the nonrefundable deposit will be forfeited by the renter. The nonrefundable deposit will be applied to the rental fee when the event takes place. The full amount of the remaining balance of the rental fee and the catering contract must be paid by the renter either before or at the beginning of the event.

If the renter cancels the event more than thirty (30) calendar days before the event is scheduled to take place, the renter will forfeit only the nonrefundable deposit. If the renter cancels the event thirty (30) calendar days or less before the event is scheduled to take place, the renter will owe the entire remaining balance of the rental fee which must be paid at the time of cancellation.

The renter, or the authorized representative of the renter if it is an organization, verifies that he or she has read and understands the entire contract and all related provisions included in this document and hereby agrees to all of the terms and conditions herein.

Signature of Renter or Authorized
Representative

Date

Signature of Caterer

Date

Signature for Historic Arkansas Museum

Date

Proposed contract issued on _____

CLEAN UP CHECKLIST

This checklist must be completed to the satisfaction of the museum personnel on duty upon completion of the event and before the renter leaves the premises.

- All trash and leftover food have been bundled and removed from the museum premises. No food has been left in the museum's refrigerator unless prior arrangements were made.
- All equipment not the property of the museum (such as tables, chairs, serving dishes and the like) has been removed from the museum unless prior arrangements were made.
- All caterers have completed their clean up. The kitchen, appliances, counters, and floors are clean.
- No debris has been left in the museum or on its grounds.
- All areas where food and/or beverages were served have been checked for stains and damage of any kind, and all damage has been noted below.
- All walls, floors, and ceilings have been checked for damage, and all damage has been noted below.
- All other areas involved in the rental agreement have been left as they were found with the exception of any damage which has been noted below.
- Museum personnel have noted the following damage:

The above checklist has been completed to the satisfaction of museum personnel on duty and with the agreement of the renter as to all damage noted.

Signature of Renter or Authorized
Representative

Date

Signature for Historic Arkansas Museum

Date