**Old State House Museum Rental Contract**

Client’s Name/Rental Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State & Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/Rental Group Key Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type Number of Guests

Event Date (Include day of week, month, date & year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Space:** Option 1: Riverfront Room & North Hallway \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 2: Front Lawn, Riverfront Room & North Hallway \_\_\_\_\_\_\_\_

Rental Space Fee: $ Security Guard Fee: $

Total Fee: $

Security Deposit due upon return of contract: $\_\_\_200.00\_\_\_\_\_\_

**Fees are as follows:**

* **$800.00 (Riverfront Room)**
* **$1,500.00 (Lawn & Riverfront Room)**

**Plus a Security Fee:**

* **$100.00 security fee for 1- 199 guests**
* **$200.00 fee for 200 – 399 guests**
* **$300.00 fee for 400 guests**

The rental fee must be paid in full a week before the scheduled event.

A DEPOSIT of $200.00 is due upon return of the contract.

**Your event will not be reserved on the Old State House Museum Calendar until the contract and the deposit check are returned to the Museum  
  
Please detail your event’s Inclement Weather Plan here:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of two hour Rehearsal (if having a wedding) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Rehearsal: 5:00 5:30 6:00 6:30 7:00

I would like the Museum to be open to my guests: Yes \_\_\_ No \_\_\_

I would like a tour of the Museum for my guests: Yes \_\_\_ No \_\_\_

I would like the Museum Store to be open for my guests: Yes \_\_\_ No \_\_\_

**Name of Caterer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your caterer worked at the OSHM before? Yes \_\_\_ No \_\_\_

Time Caterer Arrives \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Vehicles they will have \_\_\_\_\_\_\_\_\_\_\_

(Caterers are allowed to park THREE VEHICLES in the lot. Additional vehicles must be parked outside the OSHM parking lot on Conway Street.)

**Equipment Rental Company** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your rental company delivered to the OSHM before? Yes \_\_\_ No \_\_\_

Equipment Arrival Time \_\_\_\_\_\_\_\_\_\_\_ Equipment Pick-Up Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Florist** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your florist worked at the OSHM before? Yes \_\_\_ No \_\_\_

Florist Arrival Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Florist Pick-up Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entertainment (if applicable)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your musical group worked at the OSHM before? Yes \_\_\_ No \_\_\_

Arrival Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please remember that we do not allow dancing inside the museum.

**\*Each Rental Group must COMPLETE the Pre-Event Checklist and return it with this contract.**

**PLEASE COMPLETE:**

Time Guests Arrive: \_\_\_\_\_ \_\_\_

Time Guests Leave: \_\_\_

Time clean up begins: \_\_\_

**\*Please remember that the property must be vacated entirely by 11:00 pm.**

The Museum is open six days a week, excluding certain holidays. As a result, rental contracts may **NOT** begin before 5:00 p.m. **This includes arrival of the caterer, equipment, floral, entertainment, etc**.

**Please read the following information carefully. Be sure to sign your name and include the date at the end of this section.**

1. I agree to assume all risk and liability for any and all damages to persons or Old State House property arising from activities at the Old State House during the period of time covered by this contract, and to indemnify and hold harmless the Old State House there from.
2. I agree to complete and return the Special Usage Plan one (1) month prior to the event. I understand that failure to comply will result in the Old State House Special Events Coordinator removing a “hold” on that date.
3. I understand that membership in the Old State House Museum Associates at the $2,500.00 Gold Sponsor Level will allow a 50% discount on one (1) rental of the Riverfront Room or the Front Lawn per membership year.
4. I understand that membership in the Old State House Museum Associates at the $5,000.00 Corporate Level will allow one (1) free rental of the Riverfront Room or the Front Lawn per membership year.
5. I understand that at least three (3) weeks written notification of event cancellation is required or the full usage fee will be charged.
6. I agree to comply with and abide by the Special Usage Guidelines which I have read and understood.
7. **I understand that I am responsible for making my caterer and other service providers aware of the policies listed in the Special Usage Guidelines.**
8. **I understand that the user’s fee must be paid in full a week before the scheduled event.** A DEPOSIT of $200.00 is due upon return of the contract.
9. I understand that none of my rental activities may interfere with the normal public operation of the Museum and are subject to the policies and procedures listed below.

Signature Date

**REVISION TO THE RULES AND REGULATIONS**

**SECTION 4.2, ARTICLE 4.2-02**

**OF THE ARKANSAS COMMEMORATIVE COMMISSION**

**The Old State House is a history museum within a historic site.** Our first responsibility is to the building, its collections and programs. Within certain limits the building is available for appropriate uses. Members of the Old State house Museum Associates receive up to a 20% discount on rentals.

1. The user agrees that the Old State House facility and the grounds will not be used to sell a product, announce a fund-raising activity or hold a fund-raising event unless the Old State House is the direct benefactor of the sale or fund-raiser.
2. A fee will be charged to all who use the facility and/or grounds. **$800.00 (Riverfront Room) or $1,500.00 (Lawn + Riverfront Room) plus a $100.00 security fee for 1- 199 guests, $200.00 fee for 200 – 399 guests, or $300.00 fee for 400 guests**.
3. The Museum is not liable for any loss, theft, or vandalism that occurs during the engagers’ rental of the facility.
4. No event may exceed four (4) hours. Set up and clean up are limited to an additional hour each.
5. The Old State House Museum does not provide private parking. Paid parking is available in the garage underneath the Doubletree Hotel to the west of the museum. Metered spots are available on streets surrounding the museum. (Meters are not checked after 5:00 pm on weekdays or at all on the weekends.)
6. Alcoholic beverages may **only be served for two hours**.
7. Absolutely no cooking stations are allowed in the Museum. Keep this in mind when you are making arrangements with your caterer.
8. The use of tape, wire, staples, tacks, glue and similar fasteners is **completely prohibited**. Absolutely no items may be attached to Museum surfaces. Posters and signs may be mounted on easels or other individual displays.
9. The Museum will not accept any freight or other delivery items on behalf of the engager or caterer. Items may not be delivered prior to the contracted event date and time.
10. Food and Drink trash will be removed by the caterer IMMEDIATELY at the close of the event. This means ALL trash cans used for the event.
11. The use of candles, open flame, sparklers, fireworks, or any other incendiary item is not permitted inside the Museum or on the front lawn.
12. Food and drink are to be catered by a professional firm approved by the Old State House and will be restricted to areas designated by the Old Sate House. Caterers are required to do their own set up and clean up. **NO** beer kegs are permitted inside the building. All trash **MUST be removed from the building and TAKEN AWAY BY THE CATERER.** The Old State House Museum does NOT have a dumpster.
13. Should inclement weather occur during the use of the grounds, the party is to cease immediately unless the user has made **PRIOR** reservations and payment arrangements with the Old State House Special Events Coordinator for use of the facility due to inclement weather. **NOTE:** The inside rental space accommodates 150 people standing up and 60 people seated for dinner. If your group is larger than 150 people, you must use free-standing tents on the lawn, or have an **alternate** inclement weather location. Let the Special Events Coordinator and **your guests** know which inclement weather option you will use.
14. Smoking is prohibited by State Law and City Ordinance.
15. Small musical ensembles are permitted in the Riverfront Room or on the Front Lawn, including electrical keyboard instruments. Pianos MAY NOT be taken upstairs.
16. Birdseed and **ORGANIC** flower petals may be thrown **outside only**. No rice may be thrown.
17. No alterations to the galleries, walls, or any part of the building or exhibits are permitted in any way.
18. User must provide chairs, tables, cloths, and any other supplies necessary for the function. Please see our approved list of equipment rental providers.
19. Due to the age of the floors, dancing is **not** allowed.
20. Neither candles nor ice sculptures, confetti, balloons, streamers, etc will be allowed in the museum. Chafing dishes with sterno may be used.
21. Only free-standing tents are allowed on the grounds.
22. At least three (3) weeks written notification of event cancellation is required or the full rate will be charged.
23. The user is responsible for and will assume the cost for any damages to the building and its contents or the grounds during his/her function.
24. Failure to return this form one (1) month prior to the events abolishes the responsibility of the Old State House to hold the date.
25. A security fee of $100.00 per guard is required for every 200 people attending the rental. At least one guard will be required for all rentals, even those having fewer than 200 participants.

26. No delivery of decorations, floral arrangements, food and/or beverages is allowed before 5:00 p.m. and any special arrangements must be approved by the Special Events Coordinator.

27. No vehicle can be driven or parked on the lawn.

28. Event attendees may not park in the staff parking lot behind the building.

29. The client shall neither sell nor distribute anything of value without prior consent of the museum.

30. Media coverage of any kind for any event must be approved by the museum’s Marketing Department **prior to** the event and must adhere to the following:

* Client will assign a designated individual to accommodate media.
* Client will escort members of the media at all times while on site.
* Media are permitted in the public areas of the museum only-galleries are prohibited without express permission of the Curator.

31. Please make the Special Event Coordinator aware of any special needs that may be required during the event so that the staff can accommodate any logistics associated with those needs.

32. Living plants and flowers must be delivered and removed the day of the event, and all flowers must come from a florist. No flowers from home gardens are allowed.

I have read the Old State House Museum Special Usage Guidelines and agree to abide by and be bound by those conditions and procedures as outlined. I understand that to violate or disregard any of these conditions may result in an additional charge.

Signature Date