

BUILDING USE POLICY
MacArthur Museum of Arkansas Military History

PROCEDURES

- A. The MacArthur Museum of Arkansas Military History may be used for a political event, to sell a product, to announce a fund-raising activity or to hold a fund-raising event provided the user pays the appropriate fee for such usage. *
- B. FEES. A fee will be charged to all non-City of Little Rock users of the facility. The attached "Fee Schedule" gives the length of time allotted for each type of function, including set-up and clean-up. Interested parties should visit the building to determine if available space will accommodate an event. All fees are due at least one week before the function. If persons related to a function remain in the building longer than the amount of time for which the building is reserved, the User will be charged \$50 for each additional half-hour the building is occupied. It is the User's responsibility to ensure that all persons related to the function depart within the allotted time. No event may exceed five hours, including set-up and clean-up time. Failure to return this form one month prior to the event abolishes the responsibility of the museum to hold the date.
- C. DEPOSIT. A deposit of \$150 is required to reserve the building for a function. Unless the deposit and a completed "Reservation Agreement" are received by the museum within 10 days of the date it is mailed from the museum, the date and time of a function will not be reserved. The deposit will be refunded by mail following the function, except that all or a portion of the deposit may be held to cover time overages, damage to the building or its contents, inadequate cleaning of the building, or others charges associated with the function.
- D. CANCELLATION POLICY. All requests for cancellation must be made in writing to the museum director. At least three weeks written notification of cancellation is required or the full rate will be charged.
- E. CATERING. Food and drink are to be catered by a professional firm approved by the museum. The caterer will sign a copy of the "MacArthur Museum of Arkansas Military History Procedures and Policies for Caterers" and submit it to the appropriate museum staff. Caterers will be restricted to areas designated by staff. Caterers are required to do their own set-up and clean-up immediately after the function. Any food and beverages remaining after the close of a function become the museum's property and will be discarded. All trash MUST be removed from the building and deposited in the dumpster. The user is responsible for making the caterer aware of these conditions. A deduction may be made from the deposit refund if cleaning is not adequate.
- F. ALCOHOLIC BEVERAGES. Wine, champagne, and beer in cans or bottles may be served to guests at the museum for no more than two hours by caterers or designated servers. Keg beer is not permitted. Service of hard liquor must be approved prior to a function by the appropriate museum staff. All liquor service must be in full compliance with all laws and regulations governing the use of alcoholic beverages. The museum reserves the right to terminate the service of alcoholic beverages.
- G. SMOKING. Smoking is prohibited inside the building and on park grounds by City Ordinance.

- H. ENTERTAINMENT. Small musical ensembles are permitted including electrical keyboard instruments. The Aesthetic Club piano may NOT be used for events. Due to the age of the floors, dancing will not be allowed.
- I. DECORATIONS AND FLOWERS. No alterations of the galleries, walls, or any part of the building or exhibits are permitted in any way. Wire clips, staples, nails, and adhesives are forbidden because of the damage they will do to historic materials. Decorations may be fastened only in a manner that does not in any way cause damage. Only dripless, slow-burning candles may be used. Candles will be snuffed by staff if they begin dripping. Rice is not permitted. User is responsible for removing decorations and flowers from the premises at the end of a function. Decorations or flowers left after the close of a function become the museum's property and will be discarded and a fee charged for removal.
- J. DELIVERY & PICK-UP OF RENTALS. Items rented for use at a function should be delivered and picked up the day of the function; rentals should not be left in the museum overnight. Arrangements must be made with staff for delivery or pick-up of rentals outside the hours reserved for a function.
- K. MOVEMENT OF FURNISHINGS. With the approval and supervision of staff, some furnishings may be rearranged. Anything that is moved must be returned to its original place at the end of the function. The Aesthetic Club piano may not be removed from the room. The User must provide chairs, tables, cloths, and any other supplies necessary for the function.
- L. GROUNDS USE. All requests for use of the grounds should be directed to the Little Rock Parks and Recreation Department. No vehicles may be driven or parked on the grounds.
- M. RESPONSIBILITY. The user is responsible for and will assume the cost for any damages to the building and its contents during his or her function. This responsibility extends to all guests and to all individuals and/or firms employed by the User. Replacement or repair costs will be determined by the MMAMH and paid by the User.
- N. STAFF. The staff's primary purpose at a function is to ensure the safety of the building, its collection, and programs and to be certain that the User adheres to the MMAMH procedures and policies. It is not staff's role to complete tasks related to the set-up and clean-up of a function.
- O. PARKING. Parking is available in the circular drive in front of the museum and in the parking lots directly to the east of the building.
- P. Requests for exceptions to these guidelines after June 1, 2000 must be submitted in writing to the MacArthur Military History Museum Commission. The Commission's Executive Committee will consider the request at its regularly scheduled meeting and make a recommendation to the Director of the Parks and Recreation Department. The Director will make a decision regarding the request. In cases of emergency, the Director may act on requests without the Executive Committee's recommendation.

RESERVATION AGREEMENT

The MacArthur Museum of Arkansas Military History appreciates your decision to hold your function at the historic Tower Building. A deposit of \$150 is required to reserve the building for your use. Unless the deposit and a completed "Reservation Agreement" are received by the museum within 10 days of the date it is mailed from the museum, the date and time of a function will not be reserved. The MMAMH retains the right to terminate the reservation agreement at any time if all conditions are not met. The MMAMH also reserves the right to decline reservation agreements that conflict with its mission and goals or would in any way misrepresent the museum.

The \$150 deposit will be applied against the balance due the day of the function.

Make checks payable to the MacArthur Museum of Arkansas Military History and mail to the address on this letterhead. To receive a discounted rental, be sure to include your membership payment with the deposit.

Reservation made for: _____

Mailing Address: _____

City/State: _____ Zip: _____

Telephone: Hm: _____ Wk: _____

Type of function: _____

Date of function: ____/____/____ From: _____ to _____

Ceremony Time: _____ Caterer: _____ Guests: _____

Anticipated fee: \$_____ (See Fee Schedule) Membership Enclosed: _____

I have received and read the MacArthur Museum of Arkansas Military History Procedures and Policies, and agree to abide by, and be bound by, these conditions. I agree to use a caterer approved by the museum. Because of the historic character of the Tower Building, I understand that the violation of any of these rules by me or my guests is cause for eviction from the premises.

Signed: _____ Date: ____/____/____

Deposit/Reservation Accepted: _____ Date: ____/____/____
Museum Representative

PROCEDURES AND POLICIES FOR CATERERS

NOTE: Caterers must read, sign and return a copy of this form to the MMAMH if the User's caterer is not listed in the section "Approved Catering Services for the MacArthur Museum of Arkansas Military History." The user may be required to rent the building an additional one hour if the caterer selected is not on this list. Museum staff will consider the caterer's experience, the amount of food served and the number of guests attending when determining how much additional set-up and clean-up time should be allotted.

It is understood by and between the MacArthur Museum of Arkansas Military History and the caterer named below that the caterer is in charge of the event which he/she has contracted to handle. In accordance with this agreement, he/she agrees to:

1. Keep dishes, cups, etc. bused from the tables and other articles of furniture during the event to avoid damage to the furnishings of the museum.
2. Retain bartenders or servers (if applicable) and oversee their duty. The bartender will serve all drinks, and guests will not remove bottles from the serving area. All alcoholic beverages will be under the control of the caterer.
3. The caterer will see that all glasses, plates, silverware, serving pieces, etc. are cleared before he/she leaves the premises. All trash must be taken to outside carts.
4. The caterer will see that all crumbs and debris are removed from the floors, rugs and porches. If the kitchen is used, it will be cleaned as well.
5. The caterer will, in general, leave the premises in the condition in which it was found.
6. It is understood that the MMAMH is available for no longer than five hours for any event. Should the caterer not be able to complete his/her responsibilities within the allotted time, the User will be responsible for payment of any overage. Generally, at least one hour at the beginning and the end of the rental function should be reserved for set-up and clean-up time. During the last hour or clean-up, the guests should no longer be in the building so that the staff and caterers can perform tasks related to the break-down of the function.
7. The caterer agrees to carry liability insurance on all workers brought into the building.
8. Any decorations, food or beverage must be removed by the end of the rental function. Items left by the caterer become the property of the MMAMH and will be disposed of.

I have read the above conditions and agree to abide by them at all functions at the MacArthur Museum of Arkansas Military History in which I serve as caterer. I understand that if I do not meet the above criteria, the name of my business will be removed from the MMAMH's list of approved caterers.

Date: _____

Name of User (Person renting the MMAMH)

Signature of Caterer

Business Phone

FEE SCHEDULE

<u>Type of Function</u>	<u>Rental Fee</u>	<u>Time Allowed (Including Set-up & Clean-up)</u>
Reception/Dinner	\$750*	five hours
Portrait	\$50	one hour
Luncheons	\$250	four hours**

1. Rental of the second floor does not include access to the balconies.
2. A wedding portrait fee will not be charged if the wedding and/or reception is held at the museum.

*Fees include rental of the building and staff.

**Events must occur during the Museum's regular business hours.