

Title 13. Libraries, Archives, and Cultural Resources

Chapter VII. Historic Arkansas Museum Commission, Division of Arkansas Heritage, Department of Parks, Heritage, and Tourism

Subchapter A. Generally

Part 70. Historic Arkansas Museum Public Use and Educational Programming Fees and Charges

Subpart 1. Museum Facility Use Guidelines and Fees

Codification Notes. This subpart as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"ADOPTED BY THE HISTORIC ARKANSAS MUSEUM COMMISSION AT THEIR MEETING ON APRIL 20, 2001."

13 CAR § 70-101. Conditions of use.

(a) Because the Historic Arkansas Museum is a public educational institution, rentals cannot interfere with the museum's:

- (1) Exhibits;
- (2) Education programs; and
- (3) Public visitation.

(b)(1) 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.

(2) Failure to submit advance copy will be cause for the museum to cancel the event.

(c)(1) Renters agree that neither the museum buildings nor grounds will be used to sell a product, announce a fundraising activity, or hold a fundraising event unless the museum is the direct beneficiary of the sale or fundraiser.

(2) An event to raise funds for the Historic Arkansas Museum requires advance approval by the museum.

(d)(1) Renters are responsible for the cost of repair or replacement of any museum property (e.g., buildings, grounds, contents, collections, or equipment) that is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract.

(2) The cost of such repair or replacement will be determined by the museum and paid in full by the renter.

(e) No alterations to the galleries, walls, or any part of the historic buildings or exhibits are permitted.

(f) Early delivery of decorations, floral arrangements, food and/or beverages, etc., must be approved by the museum staff at least twenty-four (24) hours prior to delivery.

(g) Dancing is allowed in designated areas only.

(h) No sound equipment may be used without prior approval of the director of the museum.

(i)(1) Nothing whatsoever may be thrown inside the Museum Center or historic houses (e.g., bridal bouquet, garter, or objects of any kind).

(2) No rice may be thrown at any location.

(3) Birdseed and flower petals may be thrown in designated outdoor areas.

(j) No fastening or securing devices of any kind may be used inside or outside the Museum Center or historic houses to hold up decorations, photos, signs, etc.

(k) All staff work areas will be closed, and no one will be permitted in these areas.

(l) The Historic Arkansas Museum Commission reserves the right to waive conditions of public use and guidelines to serve the best interests of the museum.

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-102. Fees.

(a)(1) A twenty-five percent (25%) nonrefundable deposit is due when the rental contract is signed.

(2) Payment in full is due at the beginning of the event.

(b) The maximum rental period is five (5) hours, which includes time spent for set up and clean up.

(c) Unscheduled overtime will be charged at one hundred fifty dollars (\$150) per hour.

(d)(1) Attendance of two (2) museum staff members (including one (1) security guard) is required for any event, and the cost for this is included in the base rental fee.

(2) The renter agrees to pay fifty dollars (\$50.00) for each additional regular museum staff member required.

(e)(1) A second security guard is required if more than two hundred (200) people will be attending.

(2) If more than four hundred (400) will be attending, a third security guard is required.

(3) The security fee is one hundred dollars (\$100) per guard.

(4) 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.

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-103. Weddings.

(a)(1) Wedding rehearsals may be held on the day before the event.

(2) If the rehearsal is scheduled during regular museum hours, there is no charge.

(3) If the rehearsal is scheduled after the museum has closed, the fee is one hundred dollars (\$100).

(4) Please note that the activity cannot interfere with public visitation or programs.

(b)(1) If the museum is booked for a wedding, one (1) hour of time is included for photographic work during normal museum operating hours.

(2) For every hour outside normal museum operating hours there is a charge of fifty dollars (\$50.00).

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-104. Photography.

(a)(1) If the museum is to be used for photographic work only, this must be scheduled at least two (2) weeks in advance.

(2) There is a minimum charge of fifty dollars (\$50.00) for a half-hour session to take photographs for noncommercial use, with an additional charge of fifty dollars (\$50.00) for each additional half-hour.

(3) Commercial photography fees are based upon the regular rental schedule.

(b) No flash photography is allowed in the galleries or historic houses at any time.

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-105. Historic Arkansas Museum facilities and rental fees.

(a) **Stella Boyle Smith Atrium.**

(1) The beautiful glass atrium with soaring thirty-foot ceilings and timber-frame architecture offers a view into the nineteenth century.

(2) The historic houses and grounds, which can be seen through the floor-to-ceiling glass walls, are a perfect backdrop for events.

(3) The Mary Fletcher Worthen Plaza is located outside the north entrance.

(4) The atrium space is twenty feet by eighty feet (20' x 80') with brick floors and museum lighting.

(5) One hundred seventy-five (175) to two hundred (200) people standing.

(b) **Mary Fletcher Worthen Plaza.**

(1) This area, just outside the Stella Boyle Smith Atrium, is perfect for small outdoor events, especially when used in combination with the atrium.

(2) Steps lead to the landscaped historic grounds and houses of the museum.

(3) Fifty (50) to sixty (60) people.

(c) **Ottenheimer Theater.**

(1) The one hundred twenty-seat, timber-framed theater can be used for lectures, films, video, PowerPoint presentations, and live performance.

(2) Included are:

- (A) State-of-the-art audiovisual equipment;
- (B) Two (2) dressing rooms with showers; and
- (C) Green (backstage waiting) room.

(d) Hands-on History Room.

(1) Comes with easy access from Third Street.

(2) This thirty feet by thirty feet (30' x 30') multi-use room seats thirty (30) people and can be divided into two (2) smaller rooms.

(e) **Peg Newton Smith Conference Room.** The upstairs conference room will seat twelve (12) to fifteen (15) people.

(f) Restaurant.

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

(2) Seventy (70) people.

(g) **Gallery space.** This features about ten thousand square feet (10,000 sq. ft.) of space for visitation only.

(h) Museum grounds.

(1) Historic buildings (open).

(2) Historic buildings (not open).

(3) Plum Bayou Log House grounds.

(4) Total grounds (close off street between log house and grounds).

(i) Rental fee schedule.

Rental Fee Schedule			
Facility	Required Membership Level	Member Rental Fee	Non-Member Rental Fee
Atrium	\$250	\$1,000	\$1,500

Atrium & Plaza	\$250	\$1,200	\$1,750
Atrium & Gallery Space	\$250	\$1,500	\$2,000
Atrium & Restaurant	\$250	\$1,500	\$2,000
Theater	\$250	\$250/hour	\$400/hour
Hands-on History Room, not available after hours except in a package with other space	\$250	\$100/hour	\$200/hour
Conference Room, not available after hours except in a package with other space	\$100	\$20/hour	\$40/hour
All of the above Spaces	\$250	\$2,000	\$2,500
Museum Grounds			
Visitation in Historic Buildings, bathroom access to Museum Center only.	\$250	\$1,000	\$1,500
Historic Buildings Closed, bathroom access to Museum Center only.	\$250	\$800	\$1,250
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	\$3,000	\$3,500
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Historic Buildings Closed, bathroom access in Museum Center only.	\$250	\$2,500	\$3,000
Museum Center open with Historic Buildings closed	\$250	\$3,500	\$4,000
Museum Center open with visitation in Historic buildings	\$250	\$4,000	\$4,500

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-106. Information and guidelines for caterers.

(a)(1) Rules for use of the Historic Arkansas Museum's facilities differ from those of commercial establishments because of the irreplaceable and valuable artifacts that are present.

(2) These guidelines below must be followed and adhered to by the renter and the caterer to ensure the protection of these artifacts and function attendees alike.

(b) 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:

(1)(A) Smoking is not allowed inside.

(B) Smoking is only allowed in designated areas outside;

(2) Food and drink may be served and consumed in designated areas only;

(3) No food or drink is allowed inside the historic houses or the galleries;

(4)(A) Only dripless candles may be used in the atrium and restaurant area.

(B) No candles of any kind may be used in the galleries or historic houses;

(5)(A) Placement of floral arrangements must be approved by museum personnel prior to the event.

(B) No floral arrangements are allowed in the galleries or historic houses;

(6) Ice sculptures are allowed outside, in the atrium, and in the restaurant area only;

(7)(A) There is a two-hour maximum for alcoholic beverage service, which must be strictly observed.

(B) The caterer must provide bartenders.

(C) No person may serve himself or herself;

(8)(A) The museum restaurant is recommended for catering.

(B) If the restaurant is not used, the renter must use a caterer who has been approved by the museum.

(C) 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 two million dollars (\$2,000,000), and the caterer must have included the Historic Arkansas Museum as an additional insured;

(9) No fried foods of any kind may be cooked or otherwise prepared in any of the museum facilities, which includes the historic houses;

(10)(A) No Sterno fuel may be used for chafing dishes.

(B) Only safe heat or pure grain alcohol may be used for chafing dishes;

(11) No beer kegs or champagne fountains are allowed;

(12) Early delivery of decorations, floral arrangements, food and/or beverages, etc., must be approved by the museum staff at least twenty-four (24) hours prior to delivery;

(13) Damage to any property of the museum must be reported to museum personnel immediately;

(14)(A) The facilities and grounds must be cleared by midnight.

(B) Special exceptions must be approved by the museum in advance; and

(15) The clean-up checklist must be completed to the satisfaction of the museum personnel on duty.

Authority. Arkansas Code § 13-7-104.

Subpart 2. Proposal for Fees at Historic Arkansas Museum — Beginning Mid-2001 — Regularly Scheduled Educational Programs

Codification Notes. This subpart as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"The schedule of fees for regularly scheduled educational programs was adopted by the Historic Arkansas Museum Commission on March 16, 2001."

13 CAR § 70-201. Student programs.

- (a) All programs require reservations in advance.
- (b) Schools can bring up to one hundred twenty (120) people by:
 - (1) Staying two (2) hours; and
 - (2) Alternating the programs that accept up to sixty (60) students.

PROGRAM DESCRIPTION	LOCATION	#HOURS	#STUDENTS & ADULTS	FEE
Self Guided Tour, with maps, printed scavenger hunts, etc.	Exhibits in Museum Center	1	up to 60	Free
Guided tour (Only way student groups can see grounds, except during Fairs)	Historic Grounds & Houses	1	up to 60	\$1.00
School Fairs (2 annually) (October, April)	Log House, Historic Grounds & Houses Exhibits	2	up to 180 at one time	\$4.00

Log House Program (Cooking, Textiles, Lighting)	Log House	2	up to 30	\$4.00
Log House Program (Choice of one subject)	Log House	1	up to 30	\$3.00
Hands-on-History (Variety of topics, related to exhibits or grounds)	Hands-on-History room, Exhibits, Theatre	1	up to 60	\$3.00
Theatrical production	Theatre	1	up to 120	\$4.00

Authority. Arkansas Code § 13-7-104.

13 CAR § 70-202. Adult programs.

PROGRAM DESCRIPTION	Adult	Senior Citizen	Student 18 - under
*Self-guided grounds visit	\$2.50	\$1.50	\$1.00
**Guided tour of houses	\$3.50	\$2.00	\$1.25
(FEE NOW) Guided tour of houses	\$2.00	\$1.00	\$.50

The Commission of the Historic Arkansas Museum reserves the right to waive fees to serve the best interest of the museum.

Authority. Arkansas Code § 13-7-104.