

Title 13. Libraries, Archives, and Cultural Resources
Chapter VIII. Old State House Commission, Division of Arkansas Heritage,
Department of Parks, Heritage, and Tourism
Subchapter A. Generally
Part 81. Trapnall Hall Fee Structure
Subpart 1. Generally

13 CAR § 81-101. Suggested new fee structure for Trapnall Hall.

(a) To encourage use of Trapnall Hall during the day, a new fee structure is being proposed.

(b)(1) For all day events, a seven-hour time frame with a caterer providing lunch, we are proposing a charge of four hundred dollars (\$400).

(2) For a half-day event, with one (1) meal, a four-hour time frame with the rentee’s caterer providing breakfast or lunch, two hundred fifty dollars (\$250).

(3) Additional time can be purchased for fifty dollars (\$50.00) per hour.

(4) No weddings will fall under this category.

(5) For two-hour events on weekdays (no weekends or evenings), such as luncheons, showers, and teas, we are proposing two hundred fifty dollars (\$250).

(c) All daytime functions falling under these new rates have a fifty-person limit.

(d) Rates for evening and weekend functions will remain at the current level.

Authority. Arkansas Code § 13-7-205.

13 CAR § 81-102. Proposed Trapnall Hall fee schedule for business events.

<u>EVENT</u>	<u>FEE</u>	<u>HOURS</u>
Meetings on week days with no food	\$50/hr	
Meetings on week days,	\$400	7 hours

full day with one meal provided by caterer		
Meetings on week days,	\$250	4 hours
half day with one meal provided by caterer		
Seated business luncheons	\$250	4 hours
(maximum 50 people), held during the week		
Corporate receptions after 4 p.m.	\$450	4 hours
Seated business dinners (maximum 64 people) and weekend luncheons	\$450	4 hours
Podium rental	\$15	Per day
Television/VCR rental	\$30	Per day

LINENS

Banquet /bar tablecloth (each)	\$5.00
Small tablecloth (each)	\$4.00
Napkins (each)	\$0.30
Tea/bar towels (each)	\$0.25

*Meetings can be scheduled any time throughout the day. Table and chairs are available, however the renter is responsible for set up, take down, and clean up. Unscheduled overtime will be charged at \$150/hour, which is charged for any portion of the time scheduled. Additional time can be booked for \$100/hour.

There is a two hour maximum time limit on the serving of alcoholic beverages. The bar will close 15 minutes before guests' scheduled departure time.

At least three weeks written notice of cancellation is required, or the full rental rate will be charged. Rates are subject to change.

Authority. Arkansas Code § 13-7-205.

13 CAR § 81-103. Proposed Trapnall Hall fee schedule for social events.

EVENT	FEE	HOURS
Wedding receptions, cocktail parties, buffet affairs, etc. after 4 p.m.	\$450	4 hours
Wedding and reception	\$550	5 hours
Wedding rehearsals not scheduled during normal working hours	\$100	1 hour
Showers, teas, etc. held on a week day	\$250	4 hours
Showers held on weekends and in evenings	\$450	4 hours
Seated luncheons (maximum 50 people), held during the week	\$250	4 hours
Seated dinners (maximum 64 people) scheduled after 4 p.m. and on weekends	\$450	4 hours
Photographic portrait work done Monday-Friday 9 a.m.-3:30 p.m.	\$50	2 hours
Podium rental	\$15	Per day
Television/VCR	\$30	Per day

LINENS

Banquet /bar tablecloth (each)	\$5.00
Small tablecloth (each)	\$4.00
Napkins (each)	\$0.30
Tea/bar towels (each)	\$0.25

Unscheduled overtime will be charged at \$150/hour, which is charged for any portion of the time scheduled. Additional time can be booked for \$100/hour.

There is a two hour maximum time limit on the serving of alcoholic beverages. The bar will close 15 minutes before guests' scheduled departure time.

At least three weeks written notice of cancellation is required, or the full rental rate will be charged. Rates are subject to change.

Authority. Arkansas Code § 13-7-205.