



## Historic Curran Hall

Home of the

### Little Rock Visitor Information Center

Managed by the Quapaw Quarter Association  
615 East Capitol Avenue Little Rock, Arkansas 72201  
(501) 371-0075 ext. 3

#### Rental Information

The Quapaw Quarter Association welcomes you and your guests to Curran Hall. This historic home, which also serves as the Mayor's Reception Hall, is a unique setting for a wide variety of business and social functions. Because of its historic significance, the building requires special care and attention. Policies and procedures for Curran Hall operation and usage are clearly established in this document. Please contact the Curran Hall Facilities Manager with any questions.

Visitor Center hours of operation: Monday through Saturday 9:00 a.m.-5:00 p.m. and Sunday 1:00 -5:00 p.m. You are welcome to visit any time during these hours to see the facility.

**SPECIAL NOTE:** Curran Hall is a historic facility whose primary purpose is to serve as the Visitor Information Center (VIC) for the city of Little Rock. With that consideration in mind, all events must be scheduled in a manner that allows for the VIC to continue operation without interruption during its regularly scheduled hours. The VIC, located in the East Parlor, is not available for rental during operation hours. Furthermore, entrance and exit into the VIC must always be accessible to visitors. After 5:00 p.m. the East Parlor is available for rental. Some set up may begin in the West Parlor before 5:00 p.m. but all arrangements should be made in advance with the Facilities Manager. **It is the Renter's responsibility to arrange for set up and clean up; Curran Hall staff is not available to do this.**

**FEES:** The rental fee for Curran Hall is \$150 per hour, with a two hour minimum. All fees must be secured by a valid credit card (Visa or MasterCard only). At the time of execution of the rental agreement, a fee will be calculated based on the stated hours of usage, including set-up and clean-up time. The full amount of this fee will be charged to your credit card two weeks before the date of the function. If the actual time of the function including set-up and clean-up exceeds the hours for which the house was reserved, an additional amount based on the above rate will be charged to your credit card.

**DEPOSIT: A deposit of \$200 (cash, check, or credit card) is required to reserve Curran Hall.** The deposit is in addition to the event rental fee. Until this deposit and a completed Curran Hall Reservation Agreement are received by the Curran Hall Facilities Manager, the date and time of a function will not be reserved. If the date is available we will hold it open for up to a week until a decision is made. If there is additional interest for that date and time, you will be given right of first refusal. If the premises are left in their original condition after your event, the deposit will be refunded thirty (30) days after the event. If there is a need for additional cleanup, damage to the house or its contents, etc., all or a portion of the deposit will be held to cover these charges.

**CANCELLATION POLICY:** All requests for cancellation must be in writing to the Curran Hall Facilities Manager. A deposit refund of \$150 will be made if the cancellation request is received ninety (90) or more days before the scheduled function. A deposit refund of \$75 will be made if the cancellation request is received sixty (60) or more days before the date of the scheduled function. If the cancellation is made in less than sixty (60) days prior to the scheduled function, no deposit will be refunded.

**SMOKING: Curran Hall is a smoke-free facility.** Smoking is confined to exterior areas outside of the gates and at the street. There are special disposal containers which Facilities Manager will provide at the request of the renter. **Cigarettes should not be discarded in the lawn or gardens.**

**HIGH-HEELED SHOES:** In order to protect our original cypress flooring, high-heeled shoes are not permitted inside Curran Hall. Wedges and chunky heels are permissible. Please include these instructions in your event invitation. Guests wearing high-heeled shoes may be asked by the Curran Hall staff to remove them.

**CATERING:** Health Department regulations do not permit the Curran Hall kitchen to be used for preparation of food for public consumption. All functions must be catered by a professional caterer unless Renters are given permission by Curran Hall Management to do otherwise.

**ALCOHOLIC BEVERAGES:** Wine, champagne, liquor and beer in cans or bottles may be served to guests at Curran Hall. Keg beer is not permitted. Bartenders must be at least twenty-one years old and under the direction of the caterer or Renter. Self-service is not allowed. All liquor service must be in full compliance with all laws and regulations governing the use of alcoholic beverages. The QQA reserves the right to require on site security at the expense of the Renter. The QQA reserves the right to terminate the service of alcoholic beverages.

**DELIVERY AND PICK-UP OF RENTALS: All equipment (tables, chairs, etc.) must be removed from the premises by 10:00 a.m. following the event.** No heavy equipment is allowed in the facility. Arrangements must be made with the Curran Hall Facilities Manager for delivery or pick-up of rentals outside of the hours reserved for a function. Delivery should be made as near to the event as and must not disturb VIC functions. The QQA is NOT responsible for damage or loss to rental equipment left on the premises after the event.

Tables and chairs are available for rental through Curran Hall. Arrangements to use these items must be made a minimum of two weeks in advance of the function. **Please note: Tablecloths are not provided by Curran Hall.**

Six (6)	60" round tables	@\$6.00
Six (6)	6' rectangular tables	@\$6.00
One (1)	5' rectangular table	@\$6.00
Three (3)	30" round tables	@\$3.00
Fifty (50)	blue padded metal chairs	@\$2.00

**MOVEMENT OF FURNISHINGS:** With the approval and supervision of the Curran Hall staff, some furnishings may be rearranged. Others are not to be moved. Anything that is moved must be returned. Others must be handled with extreme care, not only to protect them, but also to preserve the cypress floors. **\*Renters are encouraged to take photos of the rental space before moving furniture to ensure proper replacement of furnishings.**

**DECORATIONS AND FLOWERS:** Wire clips, staples, pins, nails and tape and other adhesives may not be used while decorating because of potential harm to historic pieces. Decoration may be fastened only in a way that does not cause any damage. Only dripless, slow-burning candles may be used. Dripping candles will be extinguished by staff. Scented faux pillar candles with LED lights are acceptable. Rice is not permitted in or outside. Birdseed or rose petals may be strewn outside only. All decorations and flowers must be removed from the premises at the end of the function.

**ENTERTAINMENT:** Soloists, small groups and some recorded music are welcome at Curran Hall but must be kept to a reasonable volume. Dancing is not encouraged, but may be permitted in certain areas where the floors are covered and in certain areas on the grounds, thus not the west parlor or dining room. High-heeled shoes are not permitted.

**PHOTOGRAPHY:** Photography during a rental function is permitted within limits and guidelines. The property may also be separately rented for photo shoots for commercial advertising, bridal and graduation portraits, etc. with approval of the Facilities Manager. QQA reserves the right request access to photos to use in advertising and marketing material including but not limited to print material and social media. Care must be taken when inside the building during VIC hours so visitors are not disturbed. The Curran Hall management and the QQA also reserve the right to decline such uses when they conflict with the mission and goals of Curran Hall and the QQA.

**PARKING:** Guest parking is available in either of Curran Hall's official parking lots (behind Curran Hall and on the corner of 6<sup>th</sup> and Ferry Streets across from Curran Hall). Additional parking is located along Capitol Avenue at the building entrance.

**RESPONSIBILITY:** The Renter of Curran Hall is the person or group who signs the reservation agreement and remits the deposit to the Curran Hall Facilities Manager. The Renter is responsible for all losses and damages to Curran Hall and/or its contents that occur during the function. This responsibility extends to all guests, individuals and/or firms hired by the Renter. Replacement or repair costs will be determined by the Curran Hall management and will be paid by the Renter. Several of the furnishings are valuable antiques and are identified by small "Do Not Touch" Signs. Caterers or a designated person should be responsible for removal of plates and cups or glasses throughout the event.

**GROUNDS AND GARDENS:** The grounds at Curran Hall are maintained by the Pulaski County Master

Gardeners. In order to continue to display our award-winning historic gardens to those who visit Curran Hall, it is the Renter's responsibility throughout the function to guard against the following:

- Pouring any liquids, ice or food onto any part of the grounds
- Walking through or stepping into any flower beds
- Breaking off any part of the plants on display including but not limited to seeds, blooms, leaves, etc.
- Throwing cigarettes or trash of any type onto the grounds. Trash containers are located on the back porch

Tents may be set up on the grounds, but due to our extensive sprinkler system, stakes cannot be driven into the ground. Sandbags or water barrels can be used as weights instead.

The Renter is responsible for any loss or damage to Curran Hall grounds during the function. This responsibility extends to all guests as well as all individuals and/or firms hired by the Renter. Replacement or repair costs will be determined by Curran Hall management and will be paid by the Renter.

**CHILDREN:** When children are present at an event, they must be supervised at all times and kept from going into unauthorized areas.

**STAFF:** At least one Curran Hall staff member will be onsite during all events. Their primary purpose is to unlock and lock the facility and ensure the safety of Curran Hall and its contents. They are also responsible for making sure that the Renter follows the Curran Hall Usage procedures and policies. It is not the staff's role to complete tasks related to the set-up and clean-up of a function.

# Curran Hall Reservation Agreement

The Quapaw Quarter Association appreciates your decision to hold your function at Curran Hall. A deposit of \$200 (cash, check or credit card) is required to reserve the date and time. Until the deposit and completed reservation agreement are received, the date and time of your function will not be reserved (see above). You will receive written confirmation which will include the amount of the rental fee to be charged to your credit card. The Quapaw Quarter Association retains the right to terminate the reservation agreement at any time if all conditions are not met. The Quapaw Quarter Association also reserves the right to decline reservation agreements that conflict with its mission and goals or that would in any way misrepresent Curran Hall

The deposit will be refunded within thirty (30) days following the function. Please make checks payable to The Quapaw Quarter Association and mail to:

QQA  
P.O. Box 165023  
Little Rock, Arkansas 72216

Name on Reservation \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home phone \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Hours: From \_\_\_\_:\_\_\_\_ a.m./p.m. to: \_\_\_\_:\_\_\_\_ a.m./p.m.

Caterer \_\_\_\_\_ Est. # of Guests \_\_\_\_\_

Table/chair arrangement \_\_\_\_\_

Credit Card: Visa \_\_\_\_ MC \_\_\_\_ Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

I have received and read the "Curran Hall Usage Information" and agree to abide by, and be bound by, these conditions. I authorize the QQA to charge my credit card for the amount of the rental fee in accordance with the policy stated in the "Curran Hall Usage Information."

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Deposit/Reservation Accepted \_\_\_\_\_ Date: \_\_\_\_\_

# Curran Hall Rental Fee Worksheet

Facility Rental Fee:

Event Set-up time to cleanup time \_\_\_\_\_

Total Hours: (rounded up to nearest whole hour)

\_\_\_\_\_ X \$150 = \_\_\_\_\_

Incidental Charges: \_\_\_\_\_

Tables: round \_\_\_\_\_ @\$6.00= \_\_\_\_\_

Tables: rectangular \_\_\_\_\_ @\$6.00= \_\_\_\_\_

Chairs: blue padded \_\_\_\_\_ @\$2.00 \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_

Less Deposit Amount: \_\_\_\_\_

Less Discount: \_\_\_\_\_

Final Amount Due: \_\_\_\_\_

Date Deposit Due \_\_\_\_\_

Date Rental Fee Due \_\_\_\_\_

# Curran Hall Reservation Confirmation

Name on event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Times of event: \_\_\_\_\_

Type of event: \_\_\_\_\_ Est. number of guests \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone number Work: \_\_\_/\_\_\_/\_\_\_ Cell: \_\_\_/\_\_\_/\_\_\_ Home: \_\_\_/\_\_\_/\_\_\_

Name of Caterer: \_\_\_\_\_

Phone: \_\_\_/\_\_\_/\_\_\_ Cell: \_\_\_/\_\_\_/\_\_\_

Deposit amount \_\_\_\_\_ check \_\_\_\_\_ credit card \_\_\_\_\_

This is to confirm that the deposit of \$200 has been received and preliminary requirements have been met for the above function. After the event the Renter will receive an invoice for all fees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_