**Arkansas 4-H Center**

**Wedding Events Package**

**Wedding and Reception Premium Package $2,500**

Includes rental of Gazebo, Cabe Hall, 2 lodging rooms (Bride’s Room and Groom’s Room) from Friday afternoon at 2:00 p.m. to Sunday at 12:00 p.m.

Gazebo set up with 100 folding chairs and public address system (client may rent and set up more chairs).

Cabe Hall- Set up to clients specifications approved by center not to exceed center’s inventory.

**Wedding Only Gazebo with Seating Package $500**

Includes rental of Gazebo, 2 lodging rooms (Bride’s Room and Groom’s Room) for 4 consecutive hours

Gazebo set up with 100 folding chairs and public address system (client may rent and set up more chairs).

**Wedding Only Gazebo without Seating Package $200**

Includes rental of Gazebo, 2 lodging rooms (Bride’s Room and Groom’s Room) for 4 consecutive hours

**Wedding Reception Only Cabe Hall Package $1,000**

Cabe Hall- Set up to clients specifications approved by center not to exceed center’s inventory for 8 consecutive hours.

**Options**

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| **Description** | **Costs** |
| Lodging Rooms | $69 per room per night |
| Use of LCD Projector in Cabe Hall | $100 per event |
| Beverage service dispensers turned on | $50 per hour  |
| Catered Rehearsal Dinner | See Food Service Manger |
| Catered Reception Dinner | See Food Service Manger |
| Liability Insurance  | $250 per event |

**Arkansas 4-H Center**

**Wedding Policies and Procedures**

 **RENTAL TIME:**

* All rentals time includes set-up, event hours and cleanup.
* Client may add time at a rate of $50.00 per hour. All hours must be consecutive and must be decided on in advance.
* **Time cannot be added on the day of the event**. If the event does not end on the time, a fee of **$ 100** per **hour** will be billed to client.
* Rentals that fall on designated holidays and holiday weekends will be charged a surcharge of 25% to the total cost of the event.

* A rehearsal time is not guaranteed and is scheduled based on availability. The set for your event may not be in place during your rehearsal.

**DEPOSITS, CANCELLATIONS & RESCHEDULING:**

* A non refundable deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full before the scheduled event date.
* A security deposit may be required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment or extra cleaning or extra hours have been incurred.

**BUILDING SET UPS, FURNITURE & DECORATING:**

* Clients are required to pay a $50 set change fee, if major changes are made to the floor plan less than 48 hours before the event.
* The riser in Cabe Hall may be removed at an additional fee of $100.00.
* Due to limited space, the 4-H Center **cannot** provide storage.
* The 4-H Center **does not** provide linens- this includes tablecloths and napkins.
* Decorations are permitted with the advanced approval of the center staff. Clients are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made with the staff.
* No decorations may be affixed to walls, floors, ceilings or chandeliers.
* Straw, hay, confetti, including glitter is not permitted for decorating.
* Candles are permitted as table decorations and must be globed. Open flames are restricted to candles used in ceremonies.
* Delivery and pickup schedules for rental equipment must be approved by the center staff.
* The 4-H Center does not assemble, disassemble or move items from rental companies.

**ALCOHOL POLICIES:**

* All events which intend to serve or allow BYOB alcohol at the 4-H Center must be preapproved by the center staff. Please note that “cash bars” ***are not allowed.*** All Alcohol must be contained in the rented space only.

**USE OF KITCHEN:**

* The Cabe Hall kitchen is available with the rental of Cabe Hall. The counters and equipment must be cleaned and the kitchen floor must be swept and mopped. All trash must be placed in the dumpster behind the main center.
* Everyone using the kitchen area is required to follow all public health regulations as prescribed by local and state government. The 4-H Center is not responsible for the quality of food service provided for private or public events unless provided by the Center staff.

**GENERAL POLICIES:**

* Your rental includes free paved parking. Any driving off the paved parking lot and road must be approved by center staff.
* The Center Staff has the authority to end an event if there is a danger to participants or Center staff or a threatening situation arises during the event.
* Clients are responsible for missing or damaged equipment. Clients will be billed for actual costs incurred to repair any damages or replace damaged equipment after the event. The Arkansas 4-H Center is not responsible for lost or misplaced items belonging to users or caterers.
* The client agrees to allow the 4-H Center to use photographs and video from the event for use in promotional materials.