



## THE BONNEVILLE HOUSE ASSOCIATION

318 North 7<sup>th</sup> Street - P. O. Box 5622 - Fort Smith, Arkansas 72913 (479) 782-7854

### BONNEVILLE HOUSE RENTAL CONTRACT

#### RESPONSIBLE PARTY

Name of Event Planner/Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Other Contact \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

#### FUNCTION ARRANGEMENTS

Type of Function \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Number of Guests \_\_\_\_\_ Caterer \_\_\_\_\_

Minimum Rental Fee \_\_\_\_\_ Additional Hours/ Rental Fee \_\_\_\_\_

Linen Service Fee \_\_\_\_\_ Service and/or Dishwasher \_\_\_\_\_

Estimated Total Fee \_\_\_\_\_ Rental Deposit \_\_\_\_\_

Rehearsal Date and Time \_\_\_\_\_ Rehearsal Fee \_\_\_\_\_

Building Open for Caterers \_\_\_\_\_ Building Open for Guests \_\_\_\_\_

**Signing this agreement signifies acknowledgment and acceptance of the Bonneville House Association rental policies and procedures. I agree to make my caterer aware of these procedures, since failure to comply may result in additional charges or eviction from the premises.**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## **BONNEVILLE HOUSE ASSOCIATION RENTAL POLICIES AND PROCEDURES**

**The Bonneville House Association welcomes you and your guests to the Bonneville House, one of Fort Smith's loveliest and most historic homes. Because of its historic significance and beauty, the house requires special care and attention. We want you to treat it with the proper respect so that we may continue to make it available for the community.**

Please read carefully and make sure you understand the following policies and procedures. Then sign the attached contract and retain this copy for your information.

**CATERING**-----All food service must be professionally catered by an Arkansas Dept. of Health licensed caterer approved to work at the Bonneville House. The caterer is responsible for food preparation, serving, dishwashing and kitchen clean up. The caterer is responsible for staffing all functions with waiters and bartenders.

**COORDINATION**-----Please coordinate all deliveries of flowers, beverages, and any supplies with the house staff. Scheduling is based on the information given on the rental contract form and it is imperative that any changes in your function arrangements be coordinated through the house.

**FURNISHINGS**-----In order to maintain an elegant atmosphere at the Bonneville House, we require that the decorative items, furnishings, etc. never be moved without the approval and assistance of house staff.

**RESERVATIONS /PAYMENT**-----A deposit in the amount of the total rental fee is required along with a signed contract before a reservation can be guaranteed. The deposit is non-refundable. The balance of the rental fee must be paid on or before the date of the event.

**LIABILITY FOR DAMAGES**----- The Bonneville House Association reserves the right to inspect all private functions. Liability for damage to the building or its contents during a function will be charged to the responsible party making the function arrangements. Please note the following:

- § Nails, pushpins, or potentially damaging fasteners may not be used to hang signs or other materials on the doors, walls, ceiling, or floor of the Bonneville House.
- § No use of any type of tobacco product is allowed inside the house.
- § Candles in candelabra on the mantle are not to be burned. The Executive Director must approve any candle use inside the house or on the grounds.
- § The antique coalscuttles and fireplaces are not to be used for trash. Additional waste cans are available upon request.

## Bonneville House Association Rental Policies and Procedures

- § The Bonneville House Association does not assume responsibility or liability for the loss or damage of items brought into the house by the renter.
- § Upon the completion of your function, you must check out with house staff.

WEDDING REHEARSALS-----Rehearsal fees will be charged at a rate of \$50.00 per hour until 5:00 p.m. and \$75.00 per hour after 5:00 p.m.

CHILDREN-----Children are welcome to come to the Bonneville House. They must be attended and supervised by adults at all times. Children are not allowed to run in the house or play on the stairs or in upstairs rooms.

OVERTIME-----After your event, please assist in moving your guests out of the building at the specified time. Unscheduled overtime will be charged for any portion of the hour used, including clean-up time. All evening events must conclude by 10 p.m.

PARKING-----Bonneville House guests should use the parking lot adjacent to the property at 7<sup>th</sup> and C streets, or street parking where available. Parking on the grass median along D Street is prohibited, and parking behind the House (kitchen entrance) is restricted to catering, deliveries and staff.

### **PLEASE NOTE:**

**The date you select is guaranteed when the contract is completed, signed, rental deposit is paid and all returned to the Bonneville House Association. Please return all correspondence to the Post Office Box 5622 address.**

**Effective September 3, 2008, all rental deposits are non-refundable.**

Please feel free to call (479) 782-7854 or email ([bha318n7@sbcglobal.net](mailto:bha318n7@sbcglobal.net)) if you have any questions or need more information.

