



## Wedding Policy

*Approved by the Shiloh Museum Board of Trustees 7-13-06*

Although no indoor weddings are permitted, the Shiloh Museum of Ozark History can be a beautiful setting for outdoor weddings. The Museum grounds work best for simple ceremonies and are not a suitable location for elaborate weddings; the maximum number of participants and guests is 50. Fall, spring, and summer are popular because of the beautiful flowerbeds and gardens. Since Museum visitation increases in the summer, booking parties are advised to schedule their events on a Sunday or else later in the day or in the early evening to minimize interruptions by Museum visitors and to maximize available parking.

The Museum is designed to serve the educational and preservation needs of Northwest Arkansas, so **Museum-sponsored and -related events always receive priority in scheduling. You must contact the Museum first and be approved before scheduling any event.** The booking procedures are provided as part of the wedding ceremony contract.

### **Requirements and restrictions**

#### **Planning**

Initial planning as to the date and time of rehearsals and ceremonies must be coordinated with the Museum. The wedding, related events, and the setup and cleanup may not disrupt the Museum's operations or activities.

In case of inclement weather or other last-minute problems, the booking party must alert the Museum as to the wedding's cancellation prior to its scheduled date/time. The booking party may be allowed to rebook at the earliest possible convenience for the Museum; no alternative indoor arrangements are permitted.

#### **Access**

Museum grounds may be booked for any day but all events and activities must conclude no later than 10 p.m. Access to the Museum's buildings is not available on Sundays, Thanksgiving, Christmas Eve, Christmas Day, or New Year's Day, nor before or after regular Museum hours (10am to 5pm, Monday through Saturday).

#### **Dressing Rooms & Restrooms**

On closed days/hours, neither restrooms nor dressing rooms are available. During open hours, restrooms in the Museum building are available for use but are not exclusively for wedding guests. Museum restrooms may not be used as dressing rooms since they are small and serve the Museum's visiting public. Members of the wedding party should either arrive ready for the ceremony or else make prior arrangements for use of the general store as a dressing room.

#### **Receptions**

No formal, catered wedding receptions are permitted. Small receptions (with finger foods or hors d'oeuvres) must be approved through the Museum. By City of Springdale regulations, absolutely no alcohol is allowed on Museum property. Dishwashing is not permitted in Museum facilities.

## **Parking**

Street parking is available on a first-come basis. During evening and weekend hours parking is also available in the bank lot across from the Museum on Johnson Avenue. Please remember that the handicapped parking spaces on Center Street retain that designation at all times, including evenings and weekends. Unloading/loading and deliveries are preferable from Center Street (but not from the handicapped spaces), although the Johnson Avenue side may also be used.

## **Set-up and Decorations**

The Museum does not supply chairs or tables; if needed, these must be rented privately and brought on site no earlier than the day of the wedding. Likewise, flowers may not be delivered prior to the day of the wedding. No tents, awnings, or dance floors may be erected. Candles and open flames are not permitted on the grounds.

Much of the beauty of the Museum grounds is in their simplicity; a minimum of decoration is needed. Absolutely no nails, thumbtacks, staples, or tape of any kind may be used for attaching decorations anywhere on the grounds, on trees, or on buildings. Bows or flowers may be tied to trees or stable building elements. Requests for changes to the normal arrangement of picnic tables or other Museum equipment or property must be submitted to the Museum at least ten working days prior to the wedding.

## **Music**

Music and sound systems may be used during weddings but should comply with City of Springdale noise ordinances. Depending upon the desired wedding location, one or more electrical outlets may be available for sound systems. The Museum has the final say in determining where, when, and how loud music may be played.

## **Photography**

Photographers are permitted on Museum grounds to photograph wedding events as long as Museum regulations are observed. Subjects should not be posed in Museum flowerbeds or gardens, nor should photographers station themselves or their cameras there.

## **Safety**

The booking party is responsible for the safety of the guests during the booking period. It is recommended that a trained first-aid person be on site during the wedding.

## **Cleanup**

Flowers, decorations, and personal items must be removed from the grounds immediately following the ceremony. All debris must be cleared and hauled away; Museum dumpsters are not to be used. An inspection by a representative of the Museum will be made within 24 hours of the event to determine if the deposit will be returned in whole or in part. For weddings and events which damage the Museum grounds or buildings, which do not, or do not adequately, clean up, or which interfere or interrupt Museum events or activities, the deposit will not be returned and the booking party may be charged an additional repair/replacement, cleanup, and/or negligence fee. Failure to pay this fee will necessitate that this matter be turned over to the City attorney. The booking party is responsible for the conduct of all guests and is liable for damages caused. Service personnel are expected to follow these requirements and restrictions and should be provided with a copy of this policy.



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## Museum Wedding Ceremony Contract

*Approved by the Shiloh Museum Board of Trustees July 2006*

### Booking Procedures

1. Request or pick up a Wedding Policy and Wedding Ceremony Contract from the Museum.
2. Make initial inquiries about the availability of your proposed date.
3. Sign and return this contract no later than 30 days prior to the date chosen. Approved use of the grounds in accordance with the Museum's Wedding Policy is free. A \$150 refundable deposit is required for all bookings, due at the time this signed contract is turned in to the Museum. Cash, checks, and money orders are acceptable; the Museum does not accept credit cards.
4. The Museum will review the contract and contact you regarding its approval or denial. Events are not considered reserved until the contract is co-signed by the Museum. The Museum reserves the right to refuse bookings.

### Legalities

By signing this contract the booking party agrees to abide by all requirements and restrictions detailed in the Wedding Policy of the Shiloh Museum of Ozark History (attached to this contract). The booking party further agrees that during its use and occupation of the premises, they will indemnify and hold harmless the Shiloh Museum of Ozark History and the City of Springdale from and against any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason of or as a result of the use and occupation of the said premises directly or indirectly as herein set forth, or by reason of or as a result of the actions of it or its servants, agents, employees, or workers. The booking party agrees to pay for all damages which occur in the course of the wedding.

The Shiloh Museum of Ozark History and its representative have the authority to evict anyone who, in the opinion of that representative, creates a disturbance or fails to adhere to warnings regarding accepted conduct and/or established regulations in accordance with Museum and/or City policy. The Museum representative has the authority and responsibility to enforce all regulations. A breach of the regulations may result in the termination of the contract by the Museum and forfeiture of the deposit.

Ceremony Date: \_\_\_\_\_ Number of Participants & Guests \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_  
(name) (name)

\_\_\_\_\_  
(address) (address)

\_\_\_\_\_  
(city, state, zip) (city, state, zip)

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
(home phone) (cell phone) (home phone) (cell phone)

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please make checks payable to Shiloh Museum and send this contract and your deposit to the above address.**

Approval by Museum director: \_\_\_\_\_ Date \_\_\_\_\_