



**South Arkansas Historical Preservation Society, Inc.**

P.O. Box 144, El Dorado, Arkansas 71731-0144

870-862-9890 ~ [info@soarkhistory.com](mailto:info@soarkhistory.com)

Fax - 870-862-9893

**To: Individuals/Groups renting the Newton House Museum/SAHF Properties**

**From: South Arkansas Historical Preservation Society, Inc.**

**RE: Rental agreement**

Attached is the rental agreement form with rental policies & rules related to the rental of the Newton House Museum, grounds, and outdoor pavilion.

Please note that the renter or lessee, signing the contract form as well as the bottom of this sheet is responsible for making sure that ALL funders and paid or volunteer caterers, photographers, sub-contractors, decorators, bakers, florists, coordinators/planners, etc. are FULLY informed as to the specifics of the attached agreement including all restrictions related to the rental of the SAHPS property and Newton House Museum.

**Note:** Glitter and glitter-coated items are not allowed in the Newton House or its environs.

I have read the information above as well as the attached agreement and restrictions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

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

SAHPS Representative: \_\_\_\_\_

*Directors 2015: Diane Alderson, Charlotte Baine, Teresa Botner, Dorothy Boulden, Bill Campbell, Chase Carmichael, Nate Evers, Gae Hayes, Jay Helm, Rosalind Jeffery, Jeremy King, J. T. Shepherd, Mark Smith, Bob Watson*

**South Arkansas Historical Preservation Society, Inc.**  
**Newton House Museum**  
**Rental Policies & Rules**

The South Arkansas Historical Preservation Society, Inc. would like to welcome you and your guest/guests to the Newton House Museum c.1849. Because of its historic significance and beauty, the John and Penelope Newton House requires special care and attention. Only with proper respect and care can we continue to make it available for community use. We hope that you appreciate our concerns and the reasons for the policies that follow.

**HOUSE RENTAL CHARGE**

- 1 The house rental charge covers the use of the first floor in the main house, the use of the kitchen, the two downstairs restrooms and the grounds.
- 2 Rental charge(s) are based on the Rental Rate Schedule.
- 3 The main stairway may be used for brides and picture taking only.
- 4 The second floor and upstairs restroom may be used as a bride changing area and for the bridal party only.

***Please read carefully and make sure that you and your guests understand the following guidelines.***

**HOUSE RULES**

- 1 Total occupancy for the inside of the house is 150 people per the El Dorado Fire Department.
- 2 NO SMOKING is allowed inside the house, or kitchen area.
- 3 Burning Candles and open flames are not allowed inside the house due to fire codes.
- 4 No birdseed, rice, confetti, petals, bubbles, etc. may be used inside the house. These may be used in the yard. ***YOU ARE RESPONSIBLE FOR THE CLEAN UP.***
- 5 Furniture and furnishings may not be moved without prior staff approval.
- 6 All furniture and furnishings that were moved must be returned to their original position.
- 7 Any antique tables or flat top furniture being used must be covered with a protective covering, and a tablecloth.
- 8 Nothing may be nailed, taped or attached to walls or doors in any manner that may cause damage.
- 9 Some antique furniture may be roped to indicate that they may not be used for seating.
- 10 The telephone is available for local calls only.
- 11 The **Foundation** is not responsible for any articles left overnight, inside or outside the house.
- 12 **Renter is responsible for any damages to the building or its contents that occurs during their rental at full replacement cost.**
- 13 No Glitter or glitter coated items allowed.

## WADE PAVILION – OUTSIDE OF HOUSE RULES -2-

- 1 Cigarette butts should be disposed of in proper containers, not on the lawn.
- 2 Our entire grounds are available for your use but should be left free of all equipment and trash when the event is over.
- 3 The Foundation is not responsible for any articles left overnight, inside or outside of the house.
- 4 **All trash and garbage must be removed from site.**
- 5 Parties involving children or teenagers must be accompanied by adults.
- 6 For evening events, any additional outside lighting requested for the event will not be furnished by the SAHPS and must be approved by the SAHPS staff prior to the event.
- 1 No staples or strong adhesives allowed.
- 2 No sparklers, torches or open flames allowed.

## KITCHEN – FOOD SERVICE – CATERER

- 1 The Society must be notified of the name of the Caterers or food service providers for any event.
- 2 You and your caterer are responsible for all beverages, food preparation equipment, serving, table coverings, decorations, and complete kitchen cleanup. Upon departure, all kitchen areas and appliances should left clean.
- 3 **All food, beverage and trash; including bottles should be taken with you** upon departure.
- 4 Any furnishings or equipment that is broken or missing will be the responsibility of the renter at full replacement cost.
- 5 The renter is responsible for furnishing any of the following items: beverages (coffee soft drinks, tea or water), condiments, cups, garbage bags, glasses, napkins, paper towels, pitchers plates, serving utensils or dishes

## FINANCIAL

- 1 The **initial rental deposit** is required to hold space for the available date, and is **not refundable**. It will be applied to the total rental charges.
- 2 A **refundable Cleaning Deposit** of \$100 is required and may be refunded after final inspection by SAHF staff.
- 3 The Balance due, as stated on the contract is required to be **paid in full prior to the scheduled event.**
- 4 **Total Payment** must be received 48 hours prior to the scheduled event(s).
- 5 **Penalty Fees** will be billed to the renter for unscheduled hours on-site @ \$100 per hour.

## SOCIETY REPRESENTATIVE

The manager or a Society representative will unlock and lock the house for events at reasonable times before and after the event.

Please indicate your agreement to abide by the foregoing policies and rules by signing where indicated below.

***I agree to abide by and make the caterer, wedding planner, florist and guests aware of the above polices and rules.***

**Party Responsible:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAHPS Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Newton House Pavilion

## S.A.H.P.S.

P. O. Box 144, El Dorado, AR 71731 (870) 862-9890 Fax (870) 862-9893  
*info@soarkhistory.com*

# Rental Contract

Newton House Museum  
510 N Jackson El Dorado, Arkansas

Event Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Renter: \_\_\_\_\_

Person in charge of supervising/conducting event: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Type of Event: \_\_\_\_\_ # of People: \_\_\_\_\_

### SCHEDULE

(Check One)

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>PAVILION</u>	<u>NEWTON/PAVILION</u>
_____	_____	_____ to _____	_____	_____
<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>PAVILION</u>	<u>NEWTON/PAVILION</u>
_____	_____	_____ to _____	_____	_____

Caterer or provider of food services for event: \_\_\_\_\_

### SUMMARY OF CHARGES AND PAYMENTS

Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initialed by: \_\_\_\_\_

Hourly Charge: *(for additional time over pre-set hours)* Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Paid in Full Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

*I agree to be responsible for abiding by the Foundation's Policies and Rules as Outlined on the attached pages.  
I will inform my caterer, decorators, florists, volunteers, family members and all guests of these Policies and Rules.*

\_\_\_\_\_  
SAHPS Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person Legally Responsible - Renter

\_\_\_\_\_  
Date

Rev 12/22/2015

SOUTH ARKANSAS HISTORICAL PRESERVATION SOCIETY, Inc.

## RENTAL INFORMATION FOR RENTERS

**SAHPS**  
**PO Box 144**  
**El Dorado, AR 71731**  
**Phone: 870-862-9890**  
**Fax: 870-862-9893**  
**E-mail: info@soarkhistory.com**



## MEASUREMENTS FOR TABLES IN NEWTON HOUSE MUSEUM

Dining Room Table without leaf 45 x 77"

Dining Room Table with leaf 45 1/2 x 91"

Library Side Board Table 77 1.2" x 38"

Piano Table 79" x 40"

Round Foyer Table 54

Rectangular Foyer Table 41 1/4" (W) x 41" (L) full extension

41 1/4" (W) x 21 (L) no extension

41 1/4 (W) x 31" (L) one extension

Side Board Table in Dining Room 55" x 21"

(Closest to foyer back door)

Side Board Table in Dining Room 60" X 19"

---

## SEATING CAPACITY

Newton House Seating Capacity 35 - 40 Outdoor seating - 80

Up to 75 Chairs and 8 (8 ft.) tables are available - To be set up and returned to the Rice House immediately following the event. (Chairs/tables are stored at the Rice House next door to Newton House) Renters are responsible for moving chairs and tables. Suggestion: Contact Hays Rental to rent additional chairs, tables, etc. The SAHF is not responsible for rental agreements between Hays Rental and the renter.

# RENTAL FEE SCHEDULE



THE NEWTON HOUSE MUSEUM, c.1849 GROUNDS

## RENTAL FEE SCHEDULE

4 hour event	\$350	<i>Includes setup/cleanup times</i>
8 hour event	\$650	<i>Includes setup/cleanup times</i>
All Day event <i>(14 HOURS 8AM-10PM)</i>	\$750	<i>Includes setup/cleanup times</i>
Additional hours	\$100	<i>Per hour</i>
Overtime fee	\$200	<i>Any unscheduled hours</i>
Photography Fee	\$ 50	<i>In-house photography session</i>

\$100 NON-REFUNDABLE DEPOSIT + \$100 REFUNDABLE CLEANING DEPOSIT REQUIRED  
TO RESERVE YOUR DATE

## WADE PAVILION ONLY

Up to 4 hours \$200 *(Includes setup/cleanup times)*

- Includes the use of kitchen & bathroom facilities
- 75 Chairs *(To be set-up by renter)*

Additional hours \$100.00/hr.

Any agreement with Hays Rental is between Hays Rental and the contracting party. The SAHPS and its board and staff will not act and does not act as an intermediary between the renters of the Newton House Museum/Pavilion and Hays Rental.

\$50 NON-REFUNDABLE DEPOSIT + \$100 REFUNDABLE CLEANING DEPOSIT REQUIRED  
TO RESERVE YOUR DATE

**SAHPS**  
PO Box 144  
El Dorado, AR 71731  
Phone: 870-862-9890; Fax: 870-862-9893  
E-mail: [info@soarkhistory.com](mailto:info@soarkhistory.com)