



Curran Hall Rental Information



About 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. In addition, Curran Hall serves as the Little Rock Visitor Information Center (VIC), which requires special policies for Renters. Policies and procedures for Curran Hall operation and usage are clearly established in this document. Please contact the QQA Membership & Activities Coordinator or the QQA Executive Director with any questions.

Important Rental Information

Capacity:

- If you are planning an event that requires tables and seats for each guest, we can accommodate about 40 people. We can accommodate more for "sit down" events if you rent tents that are placed on the back lawn, but the maximum is about 80 people.
- If you plan a buffet-style event that does not require tables and chairs for each person, we can accommodate up to 150.

Curran Hall Hours: 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 on Rental Availability:

- 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 QQA Executive Director or the QQA Membership & Activities Coordinator. The Visitor Information Center Staff do not make decisions about, or manage, rental events.

Fees:

- For private or corporate clients, a \$200.00 deposit is required to hold the date of your event.
- For verified non-profit clients, the deposit is \$100.00. Deposits are required to hold the date of your event, and will be applied to the final amount due for the event so long as there is no damage to the facility.
- The rental fee for Curran Hall is \$150 per hour, with a two hour minimum.
- For verified non-profits, the fee is \$75.00 per hour with a two hour minimum.
- All fees must be secured by a valid credit card (Visa, Mastercard, Discover, and Amex) or check. All payments are due prior to the start of the event. Deposits and final fees can be paid via our donation portal at: <https://www.quapaw.com/pages/donate/>
- 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. 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 or you will be sent an invoice.

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.
- We do not require that Curran Hall Renters use a specific caterer.

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 Pickup of Rentals not owned by Curran Hall

- All equipment (tables, chairs, etc.) must be removed from the premises by 10:00 a.m. on the day following the event, unless it is a Sunday. Then, they must be picked up by 2:00 pm.
- No heavy equipment is allowed in the facility. Arrangements must be made with the QQA Executive Director or the Membership & Activities Coordinator 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.

Tents

- 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.

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.
- Wax candles are not permitted. 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.

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 QQA Executive Director or the QQA Membership & Activities Coordinator. Photography on the grounds that is not part of previously scheduled event requires a \$50.00 photography fee. It can be paid at: <https://www.quapaw.com/pages/donate/>. You must schedule your photography shoot in advance. E-mail gqa@quapaw.com for information.
- 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 6th and Ferry Streets across from Curran Hall).
- Additional parking is located along Capitol Avenue at the building entrance.

Children:

- When children are present at an event, they must be supervised at all times and kept from going into unauthorized areas. Any damage caused at an event will be charged to the Renter.

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, or is it the staff's role to act as "staff" for the event – i.e. they will not serve food, restock food or drinks, bartend, or perform other functions that are part of the event itself. If a Renter needs staff for their event, they should hire them via a catering service or other similar service.

Curran Hall Rules

- No smoking inside any of the buildings or on the grounds. Smokers must leave the property to smoke.
- High-heeled shoes are discouraged in Curran Hall, and high-heels that are “spike” heels are not permitted inside the building. Our 180 year-old floors and our hand-painted floor cloth are easily damaged by high heels.
- Dancing is not permitted inside Curran Hall or on the porches, although music is allowed and encouraged so long as the volume is kept to a reasonable level and does not disturb the residential neighbors near Curran Hall. If you would like a dance floor for your event, we strongly recommend renting a tent and dance floor from a local rental company. Curran Hall does not have a sound-system, and so Renters must provide their own. Musicians are acceptable at Curran Hall, so long as their equipment is not overly heavy or large.
- No wax candles are allowed in Curran Hall, but LED candles are fine.
- Rice is not permitted inside or outside Curran Hall, but bird-seed may be thrown outside the building (and not on the porches).
- No existing furniture may be moved by anyone but Curran Hall staff. If you would like to move a piece of furniture, you must get permission from the QQA Executive Director or the QQA Membership & Activities Coordinator. All furniture that is moved must be put back to its original place by the end of the event.
- Damage to any Curran Hall property, furniture, or other items will be charged to the Renter.

Curran Hall Garden Rules

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

Curran Hall Available Rentals (Chairs, Tables, etc.)

Chairs

- Curran Hall no longer rents chairs. Renters are encouraged to rent chairs from a party-rental company.

Tables

- We have six, six-foot rectangular tables for rent and one five-foot rectangular table.
- We have three five-foot round tables for rent.
- Our tables will not accommodate more than six people per table for a sit-down style event.
- Tables rent for \$6.00 per table.

Linens

- Curran Hall does not rent table cloths or linens of any kind. If you require table cloths for your event, you will need to rent them from a party rental company.

Contact

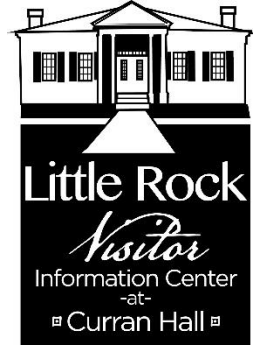
- For more information, or to reserve your event date, please call the QQA Membership & Activities Coordinator at 501-371-0075 ext. 3 between 8:00 am and 12:00 pm Monday-Friday, or call 501-371-0075 ext.4.
- E-mail the QQA Membership & Activities Coordinator at: gqa@quapaw.com

Rental Fees Worksheet

Rental	Amount	Quantity	Amount Due
Deposit for corporate and private Renters	\$200.00	N/A	
Deposit for verified non-profit Renters	\$100.00	N/A	
Cost per hour for corporate and private Renters (include set-up and break down time, and decoration time)	\$150.00 per hour		
Cost per hour non-profit Renters (include set-up and break down time, and decoration time)	\$75.00 per hour		
6-foot rectangular table (6 available)	\$6.00 per table		
5-foot rectangular table (1 available)	\$6.00 per table		
5-foot round table (3 available)	\$6.00 per table		
Total Due:			

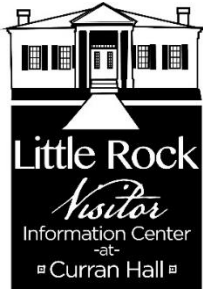


Curran Hall Reservation Agreement



Renter's Name	
E-mail	
Mailing Address	
Phone	
Event Date	
Event Hours (including setup and cleanup)	
Caterer	
Rental Agreement	
<p>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," as needed.</p>	
Signature:	Date:
Deposit Paid? Yes No	Total Paid/Due

Please sign and return this form by dropping it off at Curran Hall (615 E. Capitol) or e-mailing it to: gqa@quapaw.com. If you choose to drop it off, please ask for Shelle or Patricia. This form is due prior to the event. All checks should be made out to the Quapaw Quarter Association.



Curran Hall Set-up Worksheet



We strongly recommend that renters come to Curran Hall a minimum of 30 days prior to the scheduled event to look at the space and determine set up. It is important to work directly with the QQA staff to determine the feasibility of set up for events. To make an appointment to stop by and determine set up, please e-mail qqa@quapaw.com.

Room	Number of tables/Chairs	Setup notes
Dining Room		
West Parlor		
Hall way		
East rooms (VIC) – reminder, these rooms are available for rental only after 5:00 pm.		
General Set up Information		
Will you have decorations?	Yes No	Locations of Decorations:

Do you need any special accomodation?	Yes No	For what reason:
Will you be using a party rental company for chairs or linens?	Yes No	What company and when they will arrive for set up? When will they arrive for pick up?
Notes on Setup		

Questions? E-mail gqa@quapaw.com or call 501-371-0075 ext. 3 between 8:00 am and 12:00 pm Monday-Friday, or call 501-371-0075 ext. 4.