

Adelaide

H A L L

GENERAL INFORMATION & POLICIES

Deposits

A \$500.00 non-refundable deposit is required to reserve the Adelaide Hall. The deposit will be applied to the event invoice. In addition, a credit card must be on file for guarantee of payment.

Prices & Payment

Full payment is due before the event. Prices are subject to change without notice.

Room Charge

There is a \$200.00 room charge for events on Monday-Thursday and \$300 for events on Friday-Sunday. A minimum food purchase of \$500 is required or a fee of \$500 will be added to the room rental.

Guaranteed Guest Count

A guaranteed guest count is required fourteen days prior to the event. The guaranteed guest count will be the minimum number of meals that will be charged.

Elevator Information

For the convenience of guests, an elevator is available. This elevator is not rated for "service and freight"; therefore all equipment, cakes, flowers, and decorations should be delivered through the exterior service door.

Wedding Ceremonies

Due to additional labor and set-up required to prepare the banquet room for wedding ceremonies, there is a \$150.00 set-up fee required. This also applies to weddings moved to the Adelaide Hall due to weather conditions.

Wedding Cakes & Paper Fee

Wedding cakes are allowed to be brought into the Adelaide Hall. There is a \$50.00 fee applied to cover the cost of plates, forks, napkins and cake table. For your convenience Adelaide Hall will provide staff to cut the cake at no charge.

Banquet Room Liability

Standard cleanup of the facility is provided at no charge. If extra cleaning is required due to excessive litter, a fee will be charged to the credit card on file. Liability for damage to the premises will be charged to the representative making arrangements for the event. Please note the following.

- No glitter, confetti, rice, or bird seed is allowed in the room or on the tables or floor.
- No open flames. All candles should be inside votive cups or hurricane lamps to prevent spillage on the floor.
- No tape on the walls. 3M Hooks with sticky removable adhesive backs may be used.
- We are not responsible for lost, stolen, or damaged items.
- If you leave any items after an event we will inform you. You will then have two weeks to pick up your belongings, after which they will be disposed of.
- For safety of our guests, windows may not be opened.

Food Policy

No food or beverages may be brought into the Adelaide Hall. This includes liquor, soft drinks, punch, or food items that will be served to guests.

Events are limited to 4 hours maximum.

If you have any questions, please contact us at (479) 434-4595
or at adelaide@cox-internet.com - please put "Attn: Ronda" in the subject line.

Adelaide Hall • 318 Garrison Avenue • Ft. Smith, AR 72901

Online: www.AdelaideHall.com

Phone: 479-434-4595

Prices subject to change without notice.