



## Wedding and Event Policy

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

*Amended November 2015, 2018, 2022*

The grounds of the Shiloh Museum of Ozark History can be a beautiful setting for outdoor weddings and events, while the Museum's Shiloh Meeting Hall can offer a historic venue for small indoor weddings and events. Both locations work best for simple ceremonies and are not suitable locations for elaborate events.

- The maximum number of participants and guests when using the Museum grounds is 80. 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 maximum number of participants and guests when using the Shiloh Meeting Hall is 80. Due to regular use by the Museum and Museum-related groups, booking parties are advised to schedule their events well in advance in order to be able to reserve the Hall.

The Museum is designed to serve the educational and preservation needs of our service area, 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 event contract.

### **Requirements and Restrictions**

#### **Planning**

Initial planning for 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 of 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 if the Museum grounds were the original planned location.

#### **Access**

Weddings on the 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 Thanksgiving, Christmas Eve, Christmas Day, or New Year's Day, nor before or after regular Museum hours (10am to 5pm, Monday through Saturday) for Museum grounds weddings or events, but may be available with prior approval from the museum director. The Shiloh Meeting Hall may be available

until 10pm, any day of the week, but the week must be scheduled well in advance. The museum director reserves the right to refuse a reservation request based on the availability of staff, particularly on Sundays.

### **Dressing Rooms and Restrooms**

For Museum grounds weddings or events, 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 event guests. Museum restrooms may not be used as dressing rooms since they are small and serve the Museum's visiting public. Members of a wedding party should either arrive ready for the ceremony or else make prior arrangements for use of the general store as a dressing room. For Shiloh Meeting Hall weddings, the building's restrooms are available for use, but should not be used as dressing rooms since they are small and serve the wedding guests as well.

### **Receptions**

Food may be served in accordance with local health department regulations. 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 lots across from the Museum on Johnson Avenue. Please remember that the handicapped accessible parking spaces on Center Street and in the Shiloh Meeting Hall parking lot retain that designation at all times, including evenings and weekends. For Museum grounds weddings or events, unloading/loading and deliveries are preferable from Center Street, although the Johnson Avenue side may also be used. For Shiloh Meeting Hall weddings, unloading/loading and deliveries can only be made from the building's parking lot. Adjacent street parking is also available on Price and Church streets.

### **Set-up and Decorations**

The Museum does not supply chairs or tables for Museum grounds weddings or events; if needed, these must be rented privately and brought on site no earlier than the day of the wedding. Shiloh Meeting Hall weddings may use the Hall's chairs and tables, but no privately rented chairs and tables may be brought in. Flowers may not be delivered prior to the day of the wedding or event. No dance floors may be erected. Candles and open flames are not permitted on the grounds or in Shiloh Meeting Hall. Tents or other temporary outdoor structures and the locations they will be used must be approved for use by the museum staff in advance.

Much of the beauty of the Museum grounds and the Hall is in their simplicity. 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, inside or out. Bows or flowers may be tied to trees or stable building elements. Signs, pergolas/arbors, or other uprights may not be driven into the ground. Requests for changes to the normal arrangement of picnic tables, Hall furniture, 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 and in Shiloh Meeting Hall to photograph weddings or 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 event.

### **Cleanup**

Flowers, decorations, and personal items must be removed from the grounds or the Hall immediately following the event. 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 the 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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