



MARBLE HALL

— Est. 1859 —

## MARBLE HALL RENTAL APPLICATION

311 GARRISON AVENUE  
FORT SMITH, ARKANSAS 72901  
(479) 783-3930

The below sections must be completed in full and submitted along with payment to reserve your event on the Marble Hall calendar.

### CONTACT INFORMATION FOR RESPONSIBLE PARTY

Name: \_\_\_\_\_

*(Print first, middle initial, and last name.)*

Organization: \_\_\_\_\_

*(Print legal name of the organization if applicable.)*

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

*(Please indicate any apartment or building numbers.)*

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Alternate Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event: \_\_\_\_\_

*(Briefly describe event such as wedding reception, family reunion, etc.)*

Date(s): \_\_\_\_\_

*(MM / DD / YY)*

Guests: \_\_\_\_\_

*(Indicate maximum anticipated number)*

Set-Up Time: \_\_\_\_\_

A.M. / P.M.

Start Time: \_\_\_\_\_

A.M. / P.M.

End Time: \_\_\_\_\_

A.M. / P.M.

Clean-Up End: \_\_\_\_\_

A.M. / P.M.

Catering: \_\_\_\_\_

*(If applicable, please list catering company / companies.)*

Children Present:  YES  NO

*(Check YES or NO whether those under 18 years old will be present)*

Alcohol Served:  YES  NO

*(Check YES or NO – If YES, then you must comply with Marble Hall policies as set forth in the Marble Hall Rental Agreement.)*

Additional Info: \_\_\_\_\_

**CALCULATED FEES** (Completed by Marble Hall *ONLY*)

**Type of Rental:**  All Inclusive  Hourly - Total Hours = \_\_\_\_\_.

**Rental Fee:** \_\_\_\_\_

**Decorations:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Tables/Chairs:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Estimated Total:** \_\_\_\_\_

**Deposit Required:** \_\_\_\_\_ (If event starts more than 30-days prior to signed date)

**CREDIT CARD REQUIRED FOR RENTAL** (Completed by Marble Hall *ONLY*)

**Name Card:** \_\_\_\_\_  
(Print name of individual or business *exactly* as it appears on card.)

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ (MM/YY)

**Security Code:** \_\_\_\_\_ (3-Digits)

**Billing Zip Code:** \_\_\_\_\_ (5-Digits)

**SIGNED ACKNOWLEDGEMENT BY RENTER**

By signing this Marble Hall Rental Application, the below signed renter signifies renter's receipt, acknowledgment, understanding, and acceptance of the terms, policies, and procedures listed in the **Marble Hall Rental Agreement**. Renter also agrees to make all vendors and guests aware of the Marble Hall Rental Agreement policies. Renter understands that failure to comply with the Marble Hall policies can result in penalties, which include but are not limited to additional charges, cancellation of the event, or removal from the premises.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Responsible Party

**MARBLE HALL USE ONLY:**

**Amt. Deposit Paid:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Payment Format:** Cash / Check / Credit Card / Paypal / Venmo  
(If check, check # \_\_\_\_\_)