

# **Blue Spring Heritage Center**

## **Wedding Information**

*Blue Spring Heritage Center offers the perfect garden setting for a Spring, Summer or Fall wedding. We know that you will find one of our eight wedding locations perfect for your special day.*

*Blue Spring wedding sites are priced for a ONE HOUR rental. Specific 60 minute intervals will be agreed upon and honored. Fees are for the use of sites only, and include chairs and/or benches for the appropriate number of guests you have invited, as long as you have made arrangements for the guest seating with the office.*

*We have tables, white arches and canopy tents available to rent through our office. Items for rent are subject to availability and need to be reserved for rental in advance.*

*There is a regular admission charge to view the wedding sites. The charge for two people will be deducted from the final wedding cost if a wedding is booked.*

*Blue Spring Heritage Center is open to the public from 9:00 a.m. until 6:00 p.m. daily. If you desire private use of a specific location, it will be necessary to schedule events after closing hours, so long as there are sufficient daylight hours for that particular time of year. The fee for any event scheduled after 6:00 p.m., or lasting longer than 6:00 p.m. is an extra \$100.00 per hour, with a 2 hour minimum. We have found the public to be very considerate of our wedding parties, so don't let that deter you from scheduling your event during regular Heritage Center hours.*

### **Rehearsals**

*If a rehearsal is required for the wedding party, it must be scheduled with the office. Thirty minutes is allowed for this purpose, and **ONLY** the bridal party, **NO GUESTS** are to be included. The cost of rehearsal time is \$50.00.*

### **Receptions**

*Blue Spring Heritage Center is an ideal site for receptions. We do not have catering on the grounds, but we will provide you with the names of wedding consultants and approved caterers. You must use one of the Center's approved caterers or have yours approved by the office here at Blue Spring Heritage Center before you have a food or beverage function on our grounds. Sites for a reception are available for rental. The fee for use of a site for a reception is **one half** of the fee for that site for a wedding when the wedding is held on site immediately before. For a **reception alone**, the fee is the same as the fee at that site for a wedding. **Fees are for the use of the site only**, but you can arrange with our office to rent tables to set up food and beverages. Tablecloths are **NOT** provided, so be sure you check with the office on table sizes if you wish to bring your own.*

### **Ministers and Other Services**

Blue Spring Heritage Center usually has a minister on site, or we can obtain a local minister, licensed in the state of Arkansas, to perform your ceremony if you wish.

White wedding arches and canopy tents that are available for rental can be decorated as well.

Fees for these services and prices for these items are on the wedding price sheet.

You are welcome to bring your own photographer ~ or ~ you can call the Eureka Springs Chamber of Commerce at (479) 253-8737 to request contact information for local professional wedding photographers.

### **Guests and Bridal Party Arrival**

When your guests arrive, they should proceed through the gift shop and inform the attendant on duty that they are with the (name) Wedding Party. The number of guests must not exceed the capacity indicated for each Blue Spring area. Guests should arrive no earlier than 30 minutes before the wedding. **All guests will park in the main parking area.** Handicapped parking is in front of our gift shop. **NO PARKING in front of the restrooms. No unauthorized vehicles whatsoever are allowed in Blue Spring Garden. Please check with attendants as to what is allowed.**

### **Changing**

There are private facilities for garment changing. If on-site preparations are necessary, Blue Spring Heritage Center has large, spacious public restroom facilities available.

### **Music & Decorations**

**Music** for the ceremony is limited to the use of acoustic portable musical instruments or a small cd player. Amplified musical instruments or address systems is not permitted. **Decorating** for your event has to be approved by the office at the time your wedding is booked. Arrangements and decorations should be assembled/reassembled before being brought to the grounds. Nothing can be hung, tacked, stapled or taped to the plant material, trees, or structures. Potted plants can not be moved. **Use of loose non-biodegradable petals, glitter, confetti or other items** which may cause environmental hazard to plants or wildlife **is prohibited.** Set-up time allowed is 30 minutes prior to the event, and with a limit of 2 people, as long as the site is not in use by another event.

### **FIREWORKS AND FIREARMS ARE PROHIBITED ON THE GROUNDS.**

**Absolutely NO SMOKING is permitted.**

### **Arkansas Marriage License Laws and State Requirements**

A marriage license is mandatory for all weddings at Blue Spring Heritage Center. A marriage license may be purchased at any county seat in Arkansas. The courthouse in Eureka Springs is open Monday-Friday 8:30 a.m. - 4:00 p.m. and Saturdays 9:00 a.m. - 12:30p.m.

Their office may be reached at (479) 253-8646

The fee for a marriage license is \$60.00 (CASH) and there is no waiting period for obtaining your license. To obtain the license, both parties must appear together. Arkansas law requires that you be 18 years of age or older. You must have proof of age (driver's license or birth certificate) and you must have a social security number.

### **Deposit & Contract For Your Event**

Your signed wedding contract AND a deposit of half the total contract amount is required to reserve a site and time slot for your wedding and/or reception. We require a credit card number on file in case of damages or loss.

*In case of cancellation, a 10 day notice is required to receive a deposit refund. In case of rain, your wedding will be moved to the Conference Center.*

**There is a \$35 administrative fee charged for ALL cancellations.**

### Payment of Fees

The payment for the wedding site and all related services must be made in full 10 days prior to the wedding/function date. If this site fee is not paid 10 days prior to the wedding, the space will no longer be considered reserved, and can be rented out to someone else on a first come, first served basis. Your deposit at this time will be non-refundable.

*Payment in full can be made by phone with your credit card.*

**Website:** Please visit our web site at [www.bluespringheritage.com](http://www.bluespringheritage.com) for more information about Historic Blue Spring Heritage Center.

## Wedding Prices

### **MEADOW GARDENS GAZEBO**

#### **WOODLANDS GAZEBO**

capacity up to 6 guests (benches only).....\$100.00

#### **AZALEA TERRACE**

capacity up to 15 guests (benches only).....\$125.00

wedding party only (6 guests).....\$100.00

#### **MEDICINE WHEEL GARDEN**

capacity up to 25 guests (chairs/benches).....\$150.00

wedding party only (6 guests).....\$100.00

#### **BLUFF SHELTER**

capacity up to 100 guests (chairs/benches).....\$200.00

up to 25 guests (benches only).....\$150.00

wedding party only (6 guests).....\$100.00

#### **PAVILION ON THE WATER**

capacity up to 35 guests (chairs/benches).....\$200.00

#### **MEADOW PAVILION**

capacity up to 40 guests (chairs/benches).....\$175.00

wedding party only (6 guests).....\$100.00

#### **TERRACE ON THE SPRING (SPRING RING)**

up to 60 guests (chairs/benches).....\$250.00

up to 125 guests (chairs/benches).....\$350.00

up to 200 guests (chairs/benches).....\$450.00

#### **CONFERENCE CENTER (INDOORS)**

up to 60 guests.....\$250.00  
 up to 120 guests.....\$350.00

**THE ABOVE PRICES INCLUDE SETTING UP CHAIRS/BENCHES AND FERNS.**

**BRIDE & GROOM ONLY**

No wedding party, just you two & the minister

**ANY SITE ON THE GROUNDS.....\$100.00**

**PACKAGE OPTIONS:**

MINISTER .....\$75.00  
 TABLE RENTAL (Per Table - NO LINENS ARE SUPPLIED) ..... \$15.00  
 WHITE WEDDING ARCH (Per Arch - YOU DECORATE).....\$15.00  
 CANOPY TENT (Per Tent).....\$25.00

**REHEARSAL TIME(30 MINUTES).....\$50.00**

**RECEPTIONS(per hr.).....\$100.00**

(~Or~ 1/2 THE COST OF YOUR WEDDING - WHICHEVER IS GREATER)

**Fees**

Circle all that apply, then total your column.

<b>LOCATION</b>	<b>CAPACITY</b>	<b>PRICE</b>
CONFERENCE CENTER (INDOORS) \$250.00	UP TO 60 GUESTS	
	UP TO 120 GUESTS	\$350.00
MEADOW GARDENS GAZEBO WOODLANDS GAZEBO \$100.00	UP TO 6 GUESTS (BENCHES ONLY)	
AZALEA TERRACE \$125.00	UP TO 15 GUESTS(BENCHES ONLY)	
	UP TO 6 GUESTS (WEDDING PARTY ONLY)	\$100.00
BLUFF SHELTER \$200.00	UP TO 100 GUESTS (CHAIRS/BENCHES)	
BLUFF SHELTER OR \$150.00	UP TO 25 GUESTS (BENCHES ONLY)	
MEDICINE WHEEL GARDEN \$100.00	UP TO 6 GUESTS (WEDDING PARTY ONLY)	
PAVILION ON THE WATER \$200.00	UP TO 35 GUESTS (CHAIRS/BENCHES)	
MEADOW WILDFLOWER PAVILION \$175.00	UP TO 40 GUESTS (CHAIRS/BENCHES)	
	UP TO 6 GUESTS (WEDDING PARTY ONLY)	\$100.00
TERRACE ON THE SPRING (SPRING RING) \$250.00	UP TO 60 GUESTS (CHAIRS/BENCHES)	

\$350.00 UP TO 125 GUESTS (CHAIRS/BENCHES)  
 \$450.00 UP TO 200 GUESTS(CHAIRS/BENCHES)  
 (for more than 200 guests please inquire in office)

**THE ABOVE PRICES INCLUDE SETTING UP CHAIRS/BENCHES**

**BRIDE AND GROOM ONLY**

No wedding party, just you two and the minister  
 ANY SITE ON THE GROUNDS  
 \$100.00

**PACKAGE OPTIONS**

MINISTER (We will book a minister for you)  
 \$75.00

QTY.

TABLE RENTAL \_\_\_\_\_ X \$15.00 EA  
 \_\_\_\_\_  
 WHITE WEDDING ARCH \_\_\_\_\_ X \$15.00 EA  
 \_\_\_\_\_  
 CANOPY TENT \_\_\_\_\_ X \$25.00 EA  
 \_\_\_\_\_

**REHEARSAL TIME: 30 MINUTES.....\$50.00** \_\_\_\_\_

**RECEPTIONS.....\$100.00 (PER HOUR) OR**

*1/2 COST OF WEDDING,  
 (WHICHEVER IS GREATER)*

**BLUE SPRING HERITAGE CENTER  
 WEDDING CONTRACT**

**Wedding, Rehearsal, Reception S M T W T F S**

Wedding Location \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Time \_\_\_\_\_ to \_\_\_\_\_

Reception? Y N Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_

Rehearsal? Y N Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_ to \_\_\_\_\_

Number of guests \_\_\_\_\_ Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Tents \_\_\_\_\_ Arch \_\_\_\_\_

MINISTER \_\_\_\_\_

**Bride**

**Groom**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone numbers: (home, work, cell)  
work, cell)

Phone numbers: (home,

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Payment is to be made in full ten days prior to the date of the wedding. Blue Spring Heritage Center shall not be liable to Client or to any other person for damages to property or injury to or death of any person arising from Client's use, occupancy, management or control of the premises or from any other cause other than the willful or reckless misconduct of the Blue Spring Heritage Center. Clients are responsible for the conduct of their bridal party members, guests, caterers, photographers, and all other hired personnel.

**I have read all the conditions of this contract and agree to abide by it and the policies and conditions on the Blue Spring Heritage Center Wedding Information Sheet.**

\_\_\_\_\_  
client signature

**Method of Payment**

Cash \_\_\_\_\_ Check \_\_\_\_\_

Type of CC \_\_\_\_\_

CC# \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Dep. Date \_\_\_\_\_ Bal. Due \_\_\_\_\_

Date \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

(from worksheet)

LESS DEPOSIT - \$ \_\_\_\_\_

[Receiving Clerk Initials \_\_\_\_\_]

AMOUNT DUE \$ \_\_\_\_\_

LESS TOUR WALK - \$ \_\_\_\_\_

(deduct from final pmt)

FINAL PMT \$ \_\_\_\_\_

[Date Final PMT made & Receiving Clerk Initials \_\_\_\_\_]