

# ARKANSAS REGISTER

## Transmittal Sheet



Sharon Priest  
Secretary of State  
State Capitol Rm. 01  
Little Rock, Arkansas 72201-1094

Office Only: Effective Date 5/7/98 Code Number 012.01.98--001  
Name of Agency DAH- Arkansas Commemorative Commission  
Department \_\_\_\_\_  
Contact Person Duncan Jones Phone 501-324-9685  
Statutory Authority for Promulgating Rules ACA § 13-7-205

|  | Date     |
|--|----------|
| <input type="checkbox"/> Indefinite Effective Date | 2-16-93  |
| <input type="checkbox"/> Emergency                 | 3-19-98  |
| <input type="checkbox"/> 10 Days After Filing      | 2-12-98  |
| <input type="checkbox"/> Other                     | 4-01-98  |
| Legal Notice Published                             | 11-20-97 |
| Final Date for Public Comment                      |          |
| Filed With Legislative Council                     |          |
| Reviewed by Legislative Council                    |          |
| Adopted by State Agency                            |          |

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

Sharon Priest  
Signature  
501-324-9685  
Phone Number  
Director  
Title  
4-22-98  
Date

FILED  
ARK. REGISTER DIV.  
96 APR 27 PM 2:07

DEPARTMENT Arkansas Heritage  
DIVISION Arkansas Commemorative Commission  
PERSON COMPLETING THIS STATEMENT Duncan Jones  
TELEPHONE NO. (501) 324-9685 FAX NO. (501) 324-9688

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SECRETARY OF STATE  
STATE OF ARKANSAS

### FINANCIAL IMPACT STATEMENT

To comply with Act 884 of 1995, please complete the following Financial Impact Statement and file with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE Trapnall Hall Rental Fee Update

1. Does this proposed, amended, or repealed rule or regulation have a financial impact? Yes X No
2. If you believe that the development of a financial impact statement is so speculative as to be cost prohibited, please explain. It is hoped that the revised rates will increase income at Trapnall Hall.
3. If the purpose of this rule or regulation is to implement a federal rule or regulation, please give the incremental cost for implementing the regulation.

1995-96 Fiscal Year  
General Revenue                       
Federal Funds                       
Cash Funds                       
Special Revenue                       
Other                       
Total                     

1996-97 Fiscal Year  
General Revenue                       
Federal Funds                       
Cash Funds                       
Special Revenue                       
Other                       
Total                     

4. What is the total estimated cost by fiscal year to any party subject to the proposed, amended, or repealed rule or regulation?

1995-96 Fiscal Year 1996-97 Fiscal Year  
The cost will be borne by any individual who voluntarily rents Trapnall Hall.

5. What is the total estimated cost by fiscal year to the agency to implement this regulation?

1995-96 Fiscal Year 1996-97 Fiscal Year

-0-

-0-

July 28, 1995

APA/2

## Suggested New Fee Structure for Trapnall Hall

To encourage use of Trapnall Hall during the day, a new fee structure is being proposed. For all day events, a seven hour time frame with a caterer providing lunch, we are proposing a \$400 charge. For a half day event, with one meal, a four hour time frame with the rentee's caterer providing breakfast or lunch, \$250. Additional time can be purchased for \$50/hour. No weddings will fall under this category. For two hour events on weekdays (no weekends or evenings), such as luncheons, showers, and teas, we are proposing \$250.

All day time functions falling under these new rates have a 50 person limit. Rates for evening and weekend functions will remain at the current level.

# PROPOSED TRAPNALL HALL FEE SCHEDULE FOR BUSINESS EVENTS

FILED  
REG. REGISTER DIV.  
98 APR 27 PM 2:07

JAMES L. HART  
SECRETARY OF STATE  
STATE OF ARKANSAS

BY \_\_\_\_\_

| <u>EVENT</u>  | <u>FEE</u> | <u>Hours</u> |
|---|------------|--------------|
| Meetings on week days with no food                                  | \$50/hr    |              |
| Meetings on week days, full day with one meal provided by caterer   | \$400      | 7 hours      |
| Meetings on week days, half day with one meal provided by caterer   | \$250      | 4 hours      |
| Seated business luncheons (maximum 50 people), held during the week | \$250      | 4 hours      |
| Corporate receptions after 4 p.m                                    | \$450      | 4 hours      |
| Seated business dinners (maximum 64 people) and weekend luncheons   | \$450      | 4 hours      |
| Podium rental   | \$15       | Per day      |
| Television/VCR rental   | \$30       | Per day      |

## LINENS

|                                |        |
|--------------------------------|--------|
| Banquet /bar tablecloth (each) | \$5.00 |
| Small tablecloth (each)        | \$4.00 |
| Napkins (each)                 | \$0.30 |
| Tea/bar towels (each)          | \$0.25 |

\*Meetings can be scheduled any time throughout the day. Table and chairs are available, however the renter is responsible for set up, take down, and clean up.

Unscheduled overtime will be charged at \$150/hour, which is charged for any portion of the time scheduled. Additional time can be booked for \$100/hour.

There is a two hour maximum time limit on the serving of alcoholic beverages. The bar will close 15 minutes before guests' scheduled departure time.

At least three weeks written notice of cancellation is required, or the full rental rate will be charged.

Rates are subject to change.

**PROPOSED**  
**TRAPNALL HALL FEE SCHEDULE FOR SOCIAL EVENTS**

| <u>EVENT</u>  | <u>FEE</u> | <u>HOURS</u> |
|---|------------|--------------|
| Wedding receptions, cocktail parties, buffet affairs, etc. after 4 p.m.   | \$450      | 4 hours      |
| Wedding and reception   | \$550      | 5 hours      |
| Wedding rehearsals not scheduled during normal working hours              | \$100      | 1 hour       |
| Showers, teas, etc. held on a week day                                    | \$250      | 4 hours      |
| Showers held on weekends and in evenings                                  | \$450      | 4 hours      |
| Seated luncheons (maximum 50 people), held during the week                | \$250      | 4 hours      |
| Seated dinners (maximum 64 people) scheduled after 4 p.m. and on weekends | \$450      | 4 hours      |
| Photographic portrait work done Monday-Friday 9 a.m.-3:30 p.m.            | \$50       | 2 hours      |
| Podium rental   | \$15       | Per day      |
| Television/VCR  | \$30       | Per day      |

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