

Rental Policies and Procedures  
Hemingway-Pfeiffer Museum and Educational Center  
1021 W. Cherry Street  
Piggott, AR 72454  
870-598-3487

Arkansas State University  
Heritage Site

Thank you for your interest in scheduling your special event at the Hemingway-Pfeiffer Museum and Educational Center. The following policies are designed to facilitate the very best events, while protecting the Pfeiffer-Janes House and Hemingway Barn Studio, our most valuable artifacts. Rental Sites include: Pfeiffer-Janes House and Hemingway Barn Studio Outdoor Areas and Hemingway-Pfeiffer Educational Center.

All events must be scheduled and placed on the master calendar through Johnna Redman, Administrative Assistant.

Anything brought onto the grounds must be approved in advance of the event.

A museum staff member will be present at all times during an event. Group tours are available upon special arrangement. We suggest a \$5 per person donation for guided tours of the House and Barn Studio.

Only outdoor areas of the Pfeiffer-Janes House and Hemingway Barn Studio may be rented. In the case of a wedding, the bride may dress in the House, however curling irons are prohibited. The Educational Center may be rented for other members of the wedding party.

Photography with a flash is prohibited inside the Pfeiffer-Janes House and Hemingway Barn Studio.

Live music is allowed if the musical group is small. No loud or rock music may be played.

Alcohol is PROHIBITED on the premises.

Parking for the Hemingway-Pfeiffer Museum and Educational Center is in the General Parking lot on the North side of Cherry Street and in the Overflow Parking lot across from the House, on the South side of Cherry Street. Please do not park on the street or block the street in any way. Heritage Park Road (in front of the house) will be blocked off to through traffic during an event.

A signed Rental Agreement and a refundable \$100 reservation/clean-up fee must be submitted to the Hemingway-Pfeiffer Museum to reserve a date. The \$100 will be refunded if the event is canceled one week in advance of the proposed event or with staff-approved clean-up after the event.

The Balance Due must be paid 1 week before the event.

There are no amenities included in the rental of outdoor areas. The list of Amenities is attached to each Rental Agreement. The completed list must be submitted to the Museum one week before the scheduled event. Prices are effective January 1, 2013, and are subject to change without notice. If you do not find an item listed, please contact our office as new items are added frequently. Charges will apply to replace missing, broken or damaged items per staff assessment.

The event can be coordinated and set up by the Lessee or by museum staff.

Coordinated by the Lessee: Amenities are rented without set-up charges. It is the responsibility of the Lessee to set up, break down and put away all amenities except the tent and remove all decorations and garbage from the premises immediately following the event. The event and clean up must be completed no later than one hour after the event. The \$100 reservation/clean-up fee will be refunded the day after the event per staff approval of the clean-up.

Coordinated by museum staff: Setup and takedown services are available for an additional charge. Current rates for basic labor services are \$20/manhour. Decorating services are available at \$30/manhour.

Exceptions to the public use policies must be requested in writing by the Lessee and approved in writing by the Director, Ruth Hawkins, or Adam Long, Assistant Director/Facilities Manager.

**Pfeiffer-Janes House and Hemingway Barn Studio Outdoor Areas:**

Available Monday - Friday, 3:30 - 8:00 p.m.; Saturday 8 - 11:30 a.m. and 3:30 - 8:00 p.m., includes all lawn and paved areas of the House and Barn Studio. Suitable for small groups or a maximum of 200 guests for a reception, breakfast, brunch, lunch or dinner.

Outdoor areas have indirect lighting, and electrical outlets. The House has a microwave, refrigerator, sink and work space available in the basement, accessible through the cellar door for serving. The former pump house is remodeled as the handicapped accessible restroom.

The House and Barn Studio outdoor areas rent for \$60 per hour plus amenities with a minimum of 3 hours rental.

**Hemingway-Pfeiffer Educational Center:**

Available Monday – Saturday, 8 a.m. - 8:00 p.m. suitable for meetings, seminars, study groups or luncheon meetings. The Educational Center has two restrooms, a modern kitchen with a stove, refrigerator, microwave and a 10 cup coffee pot. Conference Room is set with three 8' tables, one 60" half-round table and 24 padded chairs

Covered patio-carport area with ceiling fans can be set for a luncheon area. The Educational Center can be rented for \$50 per hour with a minimum of 2 hours. Standard set up is included in the rental fee.

Rental Agreements and the Amenities list are available in the Hemingway-Pfeiffer Museum Store.