





THE GREAT WAREHOUSE	FRIDAY/SATURDAY/SUNDAY	\$3,200
SEATING FOR APPROX 250	MONDAY-THURSDAY	\$2,500
CLEANING FEE		\$300
COURTYARD/PAVILION	FRIDAY/SUNDAY	\$1,050
SEATING FOR APPROX 150	MONDAY-THURSDAY	\$800
CLEANING FEE		\$250

COURTYARD & PAVILION ARE PACKAGED WITH A RENTAL OF THE GREAT WAREHOUSE. THE COURTYARD & PAVILION ARE NOT AVAILABLE ON SATURDAYS WITHOUT RENTAL OF THE GREAT WAREHOUSE.

#### RENTAL PERIOD

Rental Period is 10:00AM-11:59PM

Early entry & late pick up available for a fee

#### DEPOSIT | SECURITY | INSURANCE

Deposit is due with contract at time of booking. The balance is due in full 120 days before the event. Security is required at \$250 per event for 6 hours of event and hired by HWB. Event rentals over 6 hours must retain security at \$25 per additional hr. Rental insurance is also required.

#### **EVENT COORDINATOR**

HWB requires an approved professional event coordinator on premises for the day of your event. It is your responsibility to select and contract with an experienced coordinator who will ensure your event runs smoothly and in a timely manner.

Contact information for the coordinator is to be provided for our records 30 days prior to the event date.

The coordinator must be on premises and available for your entire block of time in the building. Your coordinator is required to provide a final timeline of activities fourteen days (2 weeks) prior to the event.

#### WEDDING CEREMONY REHEARSAL

We offer complimentary rehearsal for your event if your ceremony is held onsite of HWB! The rehearsal is one hour in total, to be held during business hours of HWB and finished before 5:00pm. In the event that you would like rehearsal after 5:00pm, a staff member will be provided at the rate of \$100. Rehearsal is subject to be moved if venue space is rented on desired date. Rehearsal date and time must be set with coordinator no later than 30 days before your event. No food, alcohol, or drinks allowed for rehearsal.

\*50% DEPOSITS ARE REQUIRED ON ALL OF THE ABOVE RENTAL SPACES. WHEN RENTING ANY AREA, ONLY THE SPACE IS BEING RENTED. CHAIRS, TABLES, DECORATIONS, FOOD, SET UP, ETC. ARE NOT INCLUDED IN THE RENTAL COST. PRICES SUBJECT TO CHANGE WITHOUT NOTICE\*

# THE 504 ROOM

#### HWB | EVENT SPACE & RENTALS

by SIGNATURE EVENTS

Situated on the ground floor of the Hamp Williams Building, Room 504 is conveniently located a stone's throw away from the iconic intersection of Ouachita Avenue and Hawthorne Street. The venue's, antique glass windows offer picturesque views of the historic 1905 Garland County Courthouse, infusing the space with a sense of heritage and charm.

Room 504, with its unique ambiance, is the ideal setting for hosting smaller, intimate gatherings. This elegant space provides a warm and welcoming atmosphere for you and your guests to create lasting memories together.

### PRICING

**504 ROOM**SEATING FOR APPROX 80 GUESTS

FRIDAY/SATURDAY/SUNDAY MONDAY-THURSDAY \$2,200 \$1,800

**CLEANING FEE** 

\$150

INCLUDES the following for approximately 80 guests:

**TABLES** 

**CHAIRS** 

**LINENS** 

\*additional rentals and coordinating are available through Signature Events\*

#### DEPOSIT | SECURITY | INSURANCE

Deposit is due with contract at time of booking. The balance is due in full 120 days before the event. Security is required for each event and is hired by HWB. Rental insurance is also required.

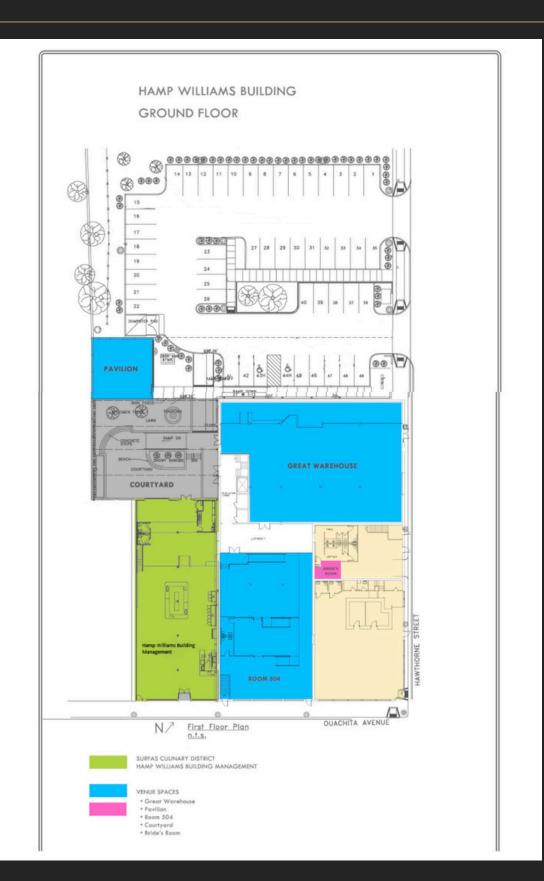
\*50% DEPOSITS ARE REQUIRED. PRICES SUBJECT TO CHANGE WITHOUT NOTICE\*

\*\*CLEANING FEES ARE IN ADDITION TO THE RENTAL SPACE COSTS\*\*

CONTACT: info@thehampwilliamsbuilding.com 501.276.6239

### FLOOR PLAN

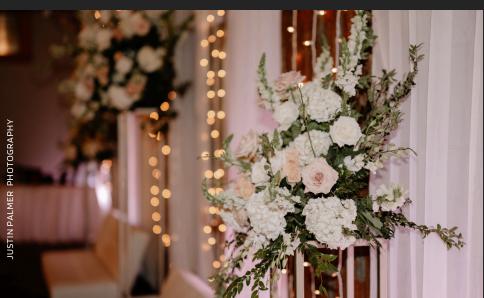
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# WEDDING RECEPTIONS

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## WEDDING CEREMONY

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### CONTACT

CONTACT TO SCHEDULE YOUR BOOKING!

#### **ADRIANNE BROOKS**

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