



**DALLAS HISTORICAL SOCIETY**

*Remembering Dallas' past builds her future*

## **DALLAS HISTORICAL SOCIETY**

### **HALL OF STATE**

### **RULES OF USE, PRESERVATION AND CARE**

#### **MISSION**

The Dallas Historical Society collects preserves and exhibits the unique heritage of Dallas and Texas to educate and inspire present and future generations. The Dallas Historical Society (DHS), a non-profit corporation, manages and is housed in the city-owned historical landmark, the Hall of State (HOS) in Fair Park, constructed as the centerpiece of the 1936 Texas Centennial celebration. The Fair Park campus constitutes the largest remaining complex of Art Deco structures and the only remaining intact exposition park in the nation. The DHS in its duty to protect this national historic landmark recognizes that certain rules and guidelines must be adhered in order to assure and to protect the structural historical and artistic integrity of the HOS.

The "Rules of Use, Preservation and Care" of the Hall of State (HOS) as acknowledged by the Renter are incorporated as part of any and all rental agreements.

Renter acknowledges they will inform its agents, caterers, florists, lighting/sound contractors, entertainment employees and attendees of these rules.

#### **GENERAL**

The Hall of State is an operating museum and as such may have various furniture, exhibits, signage, or banners in any of the rooms/areas inside or outside, hallways, galleries, or public/private spaces at any given time. These may or may not be evident or in place at the time of touring the building for special events. DHS and its catering representative will make every effort to inform prospective renters of these situations based on the known exhibition schedule. In addition, the HOS may have various signage inside or outside the building related to the activities or exhibits as part of the DHS and HOS programs. This signage may or may not be able to be moved or removed for an event. Signage moving or removal is at the sole discretion of the DHS and may be at an additional cost.

All decorations, props, banners, platforms, table decorations, etc. used for events must be approved in advance by the DHS. No items or their supports may be attached to or supported by the original artwork, furniture, walls or architectural

elements of the HOS. No items may be attached to any wall surface without approval and supervision by DHS staff.

Great Hall may possibly have 8 throne chairs as part of its décor. These may be removed for an additional cost.

West Texas Room/G.B. Dealey Library may be full of desks, chairs and bookcases. All but the bookcases may be removed for an additional cost.

All remaining rooms/areas inside/outside may have various exhibits or cases that may be able to be moved at additional cost. Final determination is at the sole discretion of the DHS.

## **ALCOHOL**

The Texas Alcoholic Beverage Commission regulations for liquor license and all other regulations concerning the serving of alcohol must be followed. The DHS exclusive caterer does hold/maintain the liquor license for the facility. Individual champagne bottles must be opened under a cover for protection. Larger numbers of champagne bottles must be opened outside.

If the renter wishes to bring in donated or its own supply of alcohol, it must have permission of the DHS and the caterer. Separate fees may be involved in this circumstance. All alcohol provided by client must be brought in and taken out the day of the event only. This is the sole responsibility of the client.

No alcohol may ever be sold at an event by any entity other than the DHS caterer & must be the caterer's alcohol.

## **ANIMALS**

Animals are not allowed inside or on the exterior porches of the HOS. Exceptions are trained dogs providing disability assistance and trained dogs assisting licensed security personnel.

## **ATTENDANT FEES**

Generally for events, the DHS does not supply bathroom or cleaning attendants. Bathroom attendants and additional cleaning attendants are available for additional fees.

## **AUDIO VISUAL**

The DHS maintains a preferred supplier of AV to the HOS. All AV needs should be coordinated with this company.

## **CANCELLATION POLICY**

Cancellation of an event following the signing of a rental contract will result in the forfeiture of the catering deposit. Cancellation of an event within 90 days will be subject to the entire food and beverage minimum. Cancellation of an event within less than 30 days will also forfeit any and all security deposits. Rental fees and any other fees paid to DHS when the contract is executed are non-refundable.

## **CANDLES & OTHER FIRE RELATED ITEMS**

Smokeless and dripless tapers, votive candles and Sterno are allowed. Candles must be arranged so that the flame will not sit under any part of floral arrangements or any other table decorations. Candles may not be set directly on the floor. Items such as programs and any other paper products should not be placed where they may fall into the candle.

Materials that produce smoke or other potentially hazardous conditions are prohibited, including but not limited to: tobacco products, cooking equipment, smoke/haze producing machines, pyrotechnics, and explosives. Sparklers & wish lanterns are no longer allowed on the property. In addition no cooking may be done inside the building.

## **CAPACITY**

Capacity levels conform to current Dallas Fire code and will vary by event and event set up.

## **CATERING**

Food Glorious Food (FGF) is a premiere caterer for DHS. Food and beverage can be coordinated through FGF. A licensed and insured catering company is required. No outside food will be allowed to be brought in.

Contact: Kellie Carter, Director of Catering | [kcarter@ciemail.com](mailto:kcarter@ciemail.com)

## **CLEANUP**

Renter agrees to have all areas cleaned after an event. DHS cleaning staff is not on duty during events unless requested. Any extraordinary clean up will be billed to the Renter. DHS does a general cleaning before any event. Renter is responsible for returning the HOS cleaned after an event. All client arranged vendors are responsible for their own clean up. The venue nor the caterer will be expected to pick up any trash, spills or items left in the venue. Failure to do so will result in an additional clean up fee.

All personal or vendor items must be removed at the end of the event.

## **CONTACT INFORMATION**

**Dallas Historical Society/Hall of State**

214.421.4500

Fax 214.421.7500

[www.dallashistory.org](http://www.dallashistory.org)

## **DAMAGES**

Renters will assume full responsibility and liability for any damages done to the HOS or its contents by their guests or vendors employed by them. Should there be any violation of these guidelines or damage done to any HOS furnishing or artifacts, the party responsible will be liable for two (2) times the direct cost of repairs in addition to the loss of the \$500 security deposit. DHS will make any and all

arrangements for repairs to be performed by a recognized conservation specialist selected by the DHS.

## **DECORATIONS**

All decorations shall be placed on tables or free standing supports. No decorative items or their supports may be attached to or supported by the original furniture, art, or architectural elements of the HOS. These elements include but are not limited to: throne chairs, upholstered benches, tables, exhibit cases, bronze pedestals, lamps, flags, flag staffs, bronze and wood sculptures and their bases, walls, columns, floors, ceilings, beams, porches, loggias, exterior, colonnades, stairs, floor lamps, wood and metal doors including the glass and hardware, decorative vents/grills, exit signs, wall and ceiling lights, murals, plaques, photographs, reliefs, valences, leather wall coverings, lettering, handrails, or any part of the HOS that was constructed for the Texas Centennial in 1936.

Materials constituting a fire hazard or that block exits are prohibited. Support of free standing elements must be bagged for security and stability.

The following items may not be used on any part of the original HOS components as listed above: nails, tacks, screws, staples, clay, wire, glitter, paint, markers, certain adhesive tapes, and glue. The DHS staff can provide events with approved tapes. Helium filled balloons, loose marbles, glitter; roller skates, bicycles, confetti, rice, decals, stickers, and crepe paper are not allowed in the HOS.

## **DELIVERIES**

Deliveries must be scheduled by Renter and notice given to HOS no later than one week prior to the event. Deliveries must be made at the rear or side of the building. Generally no deliveries are allowed through the Ceremonial Front Entrance or front colonnades without prior approval. All vendor items, personal belongings including alcohol may only be delivered the day of the event. All items must also be removed that day only. Delivery trucks must be moved to the general parking areas after unloading. Vehicles parked in red fire lanes may be towed by the City at the owner's expense. DHS will not accept legal responsibility for any items including, food, beverage, and equipment left in to the HOS for events either before, during, or after contract hours.

## **EQUIPMENT**

All equipment used for events shall be out of sight before the opening of the building the day after an event. This includes all tables, chairs, tableware, audio/visual equipment, flowers, decorations and printed materials. Only by special permission can such items be left overnight and such storage must meet DHS guidelines. Pipe and drape must be used to conceal such approved storage from the public view. Rental items such as dish racks and glass racks must be wrapped completely in plastic. Chafing dish pan inserts, platters, serving trays, waiter trays, etc. must also be wrapped in plastic. Clear plastic trash bags may be used for this purpose. Items are not to be stored against any walls in the HOS.

Equipment used in the HOS must be free of sharp corners, snags, loose pieces, metal bases, metal feet and any other material that will mar, harm or deface the floors, doors, columns, furnishings, or any part of the HOS. All oversized items shall

be moved on hand trucks with rubber casters. AV equipment must have rubber padding beneath each item.

## **FAIR PARK**

The DHS has no control over scheduling/signage or traffic control in Fair Park. DHS and its catering representative will make every effort to inform prospective renters of the known Fair Park schedule at the time of booking.

## **FILMING**

Visitors may take photographs of the Great Hall and the Hall of Heroes. Visitors may not take photographs or video of any exhibit or exhibit items without prior permission. The use of flash in exhibit areas is prohibited. Requests to photograph or video exhibits may be obtained from the DHS Collections Department at 214.421.4500.

Professional photography for commercial purposes or for wedding photographs prior to an event must be coordinated with the DHS and do require various fees.

## **FLOWERS AND FLORAL COMPONENTS**

Flowers are to be arranged prior to delivery to the HOS unless a special floor covering is used to prevent staining and slippage. Flowers and other types of vegetation must be free of all pests. Hay bales are not permitted. Artificial hay bales are permitted. No plant material with staining qualities or loose berries shall be a part of any floral decoration. Confetti is not to be used indoors.

## **FOOD**

Cooking within the HOS is prohibited. Food must be cooked in advance and brought into the HOS, unless grilled outside on the rear service deck behind the Great Hall. Food and beverage are generally not allowed in exhibit areas. Please check with DHS staff for restrictions. No food or drink is allowed in the Lecture Hall. The DHS' caterer for the HOS is responsible for the administration of the sales of all beverage and food products. This is in accordance with all Texas Alcohol and Beverage Commission and Texas and Dallas Health regulations. No food or drink of any kind may be brought into or removed from the HOS by the client or any of the client's guests.

## **FURNISHINGS AND ARCHITECTUARL COMPONENTS**

The original HOS furnishings and architectural components may not be used or moved for anything other than decorative purposes. Any reconfiguration of these elements requires the expressed permission and supervision of DHS staff. In many rooms in the Hall of State there are furnishings that are an integral part of those rooms. At any given time those furnishings may occupy space in the rooms.

## **GENERAL**

All decorations, props, banners, or platforms used for events including table decoration must be approved by the DHS in advance. Any items used as "send off" must be down so outside. All items must be non-littering or biodegradable. Client is responsible for clean up on anything left on HOS grounds.

## **GUARANTEES**

Guarantee of the attendance will be required Ten (10) business days prior to the event. This number is not subject to reduction. It is the number for which the event will be charged or the number attending, whichever is greater. Guaranteed attendance and actual attendance may also affect any final costs, such as security.

## **HUMIDITY**

Use of humidity producing materials, misting, and fogging machines is prohibited. Chafing dishes are allowed for keeping food warm.

## **LAWS AND ORDINANCES**

All individuals/organizations using the HOS for any event agree to comply with all ordinances and laws from the City of Dallas, County of Dallas, Internal Revenue Service, and State of Texas, Federal authorities and Texas Alcoholic and Beverage commission.

## **LECTURE HALL FOYER AND RECEPTION DESK G.B. DEALEY LIBRARY/WEST TEXAS ROOM RECEPTION DESK**

This space shall receive proper protection for any food or beverage service. The reception desk surface is to be covered/buffered for protection from heat, moisture, and alcohol damages.

All individuals and organizations must adhere and comply with all City of Dallas, State and Federal, IRS, and TABC (*Texas Alcoholic and Beverage Commission*) laws regulations and ordinances.

## **LIGHTING**

All forms of natural and artificial lighting are in some way detrimental to the historical materials and artifacts which constitute the HOS structure.

All ultraviolet-producing light sources must have UV filters. When utilizing incandescent light sources that will be producing extreme heat levels, supplemental cooling systems must be provided.

Supplemental light sources must be free-standing. Lighting standards, grids, and beams should at no time be attached to the building's surfaces (columns, walls, ceilings, etc.) Lighting standards must be stabilized with weights and have rubber

gaskets to protect the floor surface. Pin spot illumination on light sensitive materials (*paintings, textiles, photographs, leather, etc.*) is generally not allowed. Artificial illumination directed at the murals, leather surfaces, wooden furniture and wall mounted photographs should not exceed general recommended levels for this type artwork. DHS can provide those levels and has final approval of any lighting systems.

The blinds on windows in any of the HOS rooms are not to be adjusted without prior approval and supervision.

## **LIQUIDS**

Liquids when spilled must be cleaned thoroughly at the time of the spill. All liquids must be contained and monitored at all times. Ice sculptures must be set in trays and provided with a drain bucket.

## **NOISE**

Noise may not be in excess. The DHS AV contractor is familiar with the limitations.

## **PARKING AND VALET PARKING SERVICE**

Parking for events must be coordinated with the HOS caterer. Valet parking is available through various companies and is also coordinated with the HOS caterer.

## **PAYMENT**

The non-refundable rental fee is due when the contract is executed to secure the date. The final catering payment and \$500 Security Deposit are due no later than 21-days prior to the event date.

## **RENTAL ITEMS**

Tables, chairs, china, silverware, glassware, napkins, table linens or any additional rental items must be rented on your behalf and coordinated by DHS staff or caterer only.

## **SECURITY**

DHS security is on duty to protect the HOS, its guests and the collection. Their primary duty in times of emergency will be to insure the safety of all guests. Security coverage is determined solely by the DHS staff based on the size, nature and scope of each event. Security is \$25 per hour with a minimum of four hours required. Prices may vary during holiday time periods. Additional parking lot security is also available through the Dallas Police Department and will be coordinated by DHS staff. Regular footed police costs \$45 per hour and mounted police are \$60 per hour. Both have a four-five hour minimum.

## **SOUND EQUIPMENT**

Renters agree that any entertainment or sound equipment will not generate sound levels capable of damaging murals, sculpture or other exhibits.

Any use of the sound or light equipment in the HOS must be accompanied by professional sound and light technicians as approved by the DHS. Please refer to the AV section of this document.

## **SMOKE**

Materials that produce smoke or other potentially hazardous conditions are prohibited, including but not limited to: tobacco products, cooking equipment, smoke producing machines, pyrotechnics, and explosives

## **SMOKING**

The HOS is a totally smoke free building. Smoking is permitted outside of the building only.

## **TAX AND SERVICE FEES**

Groups that qualify for tax exemption status must submit a valid Texas Sales Tax and Use Tax Exemption Certificate prior to an event. Organizations must be exempt in the State of Texas. All certificates must be verified through the State of Texas Comptroller's office.

A taxable 20% service charge and 8.25% sales tax is applied to all food items.

## **TEMPERATURE**

The HOS is a monumental historic structure. As with many historic structures, the HOS was built according to different comfort and environmental standards than regularly encountered today. While serviced by recent and modern environmental controls, the building is often affected by changing external weather conditions. The soaring dimension and physical layout of the HOS restrict the ability to affect rapid weather changes and temperature adjustments. A solid 24-hour period is generally needed to achieve noticeable environmental changes.

In addition, sudden temperature and humidity changes can adversely affect the artwork and architectural elements with the HOS. Please restrict unnecessary opening and closing of doors during load-in and load-out. DHS will do its best to accommodate the physical comfort of all its guests.

## **WEAPONS**

It is the policy of the DHS that carrying of a weapon or firearm on the HOS premises is prohibited. This includes those licensed to carry a weapon or handgun. Law enforcement officers of the City of Dallas, DART, DISD, State of Texas, County of Dallas, federal agents, and licensed security hired for any events are exempted from this policy.