

Blue Spring Heritage Center

Wedding Information 2010

Blue Spring Heritage Center offers the perfect garden setting for a Spring, Summer or Fall wedding. We know that you will find one of eight wedding locations just right 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 a **minimum ONE HOUR** 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.

Bridal flowers, designed with beautiful flowers from our gardens in bloom at the time of your wedding are available to purchase also. 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. Prices to decorate the canopy tent are to be determined by the office when you reserve that service.

You are welcome to bring your own photographer or contact the Eureka Springs Chamber of Commerce at (479) 253-8737 to have them locate a local photographer for you to contact.

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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 arriving earlier than 30 minutes prior to the reserved time will be asked to remain in the gift shop area. **All guests will park in the main parking area.** Handicapped parking is in front of our gift shop. **Absolutely NO PARKING in front of the restrooms.** To avoid using the steps, your guests may arrive and leave through the Woodland Gardens. **No unauthorized vehicles whatsoever are allowed in Blue Spring Garden. Please check with attendants as to what is allowed.**

Music

The music for the ceremony is limited to the use of no more than four quiet and portable musical instruments or a small cd player. The use of a public address system or amplified musical instruments is not permitted.

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.

Decorations

Any decorating you need to do 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. 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 \$58.00 (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 also 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.

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: Check out our web site at www.bluespringheritage.com for more information about Historic Blue Spring Heritage Center.