

ARLINGTON HALL

Social & Corporate Event Guide

ARLINGTON HALL
AT TURTLE CREEK

3333 Turtle Creek Blvd, Dallas, TX 75219 | 214.528.3243 | ArlingtonHall@ciemail.com
ArlingtonHallatTurtleCreekPark.com



WE ARE HONORED TO HOST YOUR EVENT

Thank you for considering Arlington Hall at Turtle Creek Park for your event. Our historic building sits on a beautiful twenty-two acre park, allowing us to accommodate events as small as ten and as large as a thousand guests. Beyond our extraordinary building, we offer a Formal Garden, two terraces, a stately Portico, and the Allman Pavilion.

Our in-house caterer, FGF Catering by Culinaire, offers endless menu options with world-class service.

Our experienced events and catering team has hosted events such as seminars, meetings, luncheons, corporate parties, holiday parties, non-profit events & galas, birthday & anniversary parties, rehearsal dinners, bridal luncheons and more.

Please review our information below and let us know how we can help host your event.

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GENERAL INFORMATION

FOOD & BEVERAGE MINIMUMS

A food and beverage minimum will be established for all events. The food and beverage minimum is based on several factors, including the time of year, day of the week, and time of day of the event. A taxable 25% administrative fee and 8.25% sales tax is applied to all food and beverage minimums.

FOOD & BEVERAGE POLICY

Arlington Hall and FGF Catering by Culinaire, as licensees, are responsible for the administration of the sales and service of all food and beverage products. This is in accordance with the Texas State Health Regulations and the Texas Alcoholic Beverage Commission. Therefore, no food and/or beverages of any kind may be brought into or removed from the property

CAPACITY

Arlington Hall's maximum indoor capacity is 450 guests for a standing reception, 240 guests seated without a dance floor, and 200 guests seated with a dance floor. When tenting certain areas of the property, this can expand the maximum capacity that we are able to accommodate

PAYMENT

The rental fees, security deposit, and 50% of total estimated catering charges are due when signing the contract to secure your date. The final payment is due 10 business days prior to the event date.

CANCELLATION POLICY

Cancellation of a signed contract event will result in forfeiture of the catering deposit and rental fees. Cancellation of an event less than 45 days prior will be subject to the 100% of the total estimated charges due.

PARKING

Events with over 50 guests are required to have valet parking unless otherwise approved by Arlington Hall. Valet attendants are $40.00 per hour for each valet with a four-hour minimum. Prices may be higher during the holidays. Events with over 200 guests require the rental of a parking garage at an additional $500.00 fee.

SECURITY

1 security guard is required for every 100 guests, up to 200 guests. An additional guard is required for every additional 50 guests. Security is $65.00 per hour per officer with a 4-hour minimum. Prices may be higher during the holidays.

ITEMS PROVIDED

200 gold Chiavari chairs, assorted tables, white lap-length linens, white napkins, china, glassware, and flatware are available. Specialty table linens and napkins, chairs, or any additional rental items can be rented on your behalf by your catering manager. In-house chairs are only permitted inside the building, in a tent, or on the paved terraces.

AUDIO VISUAL

Arlington Hall is equipped with an in-house sound system and microphones. Your catering sales manager is happy to make additional A/V arrangements for you through our preferred vendor.

TENTED EVENTS

Arlington Hall allows tents to be built in several areas around the building and on the park lawns. Tents are contracted and custom-built specifically for the event by Sandone Productions or Bright Event Rentals. Pricing varies depending on the size and specific needs and will be determined by Sandone Productions or Bright Event Rentals. Additional Park rental fee(s) will be assessed when tenting a portion of Turtle Creek Park. That fee will be determined by the extent of the tenting.







FGF CATERING BY CULINAIRE

FGF Catering by Culinaire is the exclusive in-house caterer at Arlington Hall, offering refined cuisine and gracious service designed to complement every celebration.

From thoughtfully curated courses to fully customized menus, our culinary team works closely with you to create a dining experience that reflects your tastes, style, and vision for the day.

With a focus on exceptional flavor, artful presentation, and meticulous attention to detail, FGF Catering by Culinaire creates memorable dining experiences that feel as distinctive as the celebrations they accompany.

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ARLINGTON HALL POLICIES

FACILITY RENTAL PRIVILEGES

- Only the President of Turtle Creek Park and Turtle Creek Conservancy (TCC) Board or a consensus of such Board may waive or discount facility rentals for Arlington Hall at Turtle Creek Park.
- The use of Arlington Hall at Turtle Creek Park is open to all the public within the guidelines of the House Rules.
- Arlington Hall at Turtle Creek Park is not available for use on Easter and other times as specified by TCC during the year.

EVENT ARRANGEMENTS

- FGF Catering by Culinaire may assist with rental of furniture and other items. All rentals must adhere to all Arlington Hall at Turtle Creek Park rules.
- Furniture or items rented for event use must be approved and scheduled for delivery and installation by FGF. The renter is responsible for all costs and liability for rented items.
- FGF has absolute discretion in determining the time of delivery, placement, set-up, removal and breakdown of tents, chairs, tables, and/or any object to be used on the premises/grounds of Arlington Hall at Turtle Creek Park for all events.
- FGF will sign and receive all previously arranged deliveries contracted by FGF. FGF will not be responsible for any deliveries not previously arranged through FGF.

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CARE OF PREMISES AND PROPERTY

- No fog machines or dry ice are permitted inside Arlington Hall.
- Covered flame and votive candles are permitted for use. Absolutely NO open flame candles are permitted anywhere in Arlington Hall at Turtle Creek Park. NO flame candles of any kind are allowed inside a tent; only LED candles may be used.
- All floors and carpets must be protected from any movable equipment.
- Furnishings of Arlington Hall at Turtle Creek Park shall not be moved, taken outside, or removed from the Hall.
- Flowers are to be arranged before delivery to Arlington Hall at Turtle Creek Park. It is the responsibility of the renter to see that decorations are removed immediately after the event.
- No sparklers, rice, confetti, flower petals, bird seed or any other material shall be thrown at any time, either inside or outside Arlington Hall at Turtle Creek Park. Plants with berries and glitter shall not be permitted inside the Hall.
- No tacks, staples, or tape of any kind may be used on walls, floors, furniture, or carpets in the interior or exterior of Arlington Hall at Turtle Creek Park.
- Smoking is prohibited at all times inside Arlington Hall at Turtle Creek Park.
- Animals are prohibited at all times inside Arlington Hall at Turtle Creek Park.

RENTER'S LIABILITY

- The renter holds sole responsibility for any person injured on the premises during or pertaining to their event and the TCC is held harmless. The word "Persons" is being defined as the renters, their guests, or employees. The word "premises" is defined as the house, buildings, structures, and contents thereof, all grounds, landscape, statuaries, and facades of Arlington Hall at Turtle Creek Park, Dallas, TX.
- The renter holds sole responsibility for damage, theft, or loss of personal property during the use of the premises or the use of any property on said premises.
- The renter is held liable for any damage to Arlington Hall at Turtle Creek Park, its furnishings and/or grounds caused by themselves, their guests, non-FGF caterers, employees or independent contractors and their employees during or pertaining to the use of the event on the premises. The renter will be notified as soon as the damage is noted. Repair cost estimates will be furnished to the renter and the renter will assume all cost responsibility for the required repairs. The renter will be charged for any costs in excess of the security deposit.
- The TCC is held harmless for any law suits in regards to your event at Arlington Hall at Turtle Creek Park. This includes, but is not limited to, alcoholic beverages served to guests, liability due to injuries, and any other accidents. Alcohol may only be served to guests 21 years of age and older. All federal and state laws regarding the distribution of alcoholic beverages must be followed at all times.
- Any vendors hired for this event are required to have $1,000,000 (one million dollars) of liability insurance.



PARKING & SECURITY

- Parking garage rental is required for events with over 125 persons, including vendors.
- Renter pays valet parking and additional security fees.
- Events with 50 guests or more are required to have valet parking unless otherwise approved by Arlington Hall. Renter must use authorized Arlington Hall at Turtle Creek Park valet parking company and security company of record.
- For events not using valet parking guests must use the designated parking areas ONLY.
  Parking is strictly enforced and vehicles may be ticketed or towed at the vehicle owner's expense.

ADDITIONAL RULES

- Outside Arlington Hall at Turtle Creek Park-Any use of music must be approved by Arlington Hall and adhere to the City of Dallas Zoning Regulations. Per the City of Dallas regulations, amplified sound outside must conclude by 10:00 PM.
- Dallas fire and zoning codes set the maximum occupancy for Arlington Hall at Turtle Creek Park at 450. Exits must remain clear at all times as ordered by the Dallas Fire Marshal.
- All events must conclude by 1:30AM.
- Inside Arlington Hall at Turtle Creek Park-The piano in the reception hall may be used for events. Amplifiers are only permitted in the Great Hall.

PUBLICITY

- The names of Arlington Hall at Turtle Creek Park and FGF Catering by Culinaire may be used in wedding and special event invitations.

BUILDING RENTAL RATES

Arlington Hall's Weekend (Friday - Sunday) evenings are only available as a complete building rental. The Allman Pavilion & Goff Formal Garden are available for ceremonies, receptions and dinners for an additional $500.00 rental fee each.

Additional Park Rental Fee will be assessed when tenting a portion of Turtle Creek Park. That fee will be determined by the extent and location of the tenting.

EVENING BUILDING RENTAL | PEAK SEASON

MARCH - JUNE | SEPTEMBER - DECEMBER

	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY
ARLINGTON HALL & TERRACES	2,500	4,000	6,500	3,000
GREAT HALL & PORTICO	1,500			
DALLAS ROOM & TERRACE	1,250			
LIVING ROOM & MAGNOLIA TERRACE	1,250			

EVENING BUILDING RENTAL | OFF- PEAK SEASON

JANUARY - FEBRUARY | JULY - AUGUST

	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY
ARLINGTON HALL & TERRACES	1,750	2,500	3,500	2,000
GREAT HALL & PORTICO	1,250			
DALLAS ROOM & TERRACE	1,000			
LIVING ROOM & MAGNOLIA TERRACE	1,000			

DAY TIME BUILDING RENTAL

YEAR-ROUND RATE

EVENTS FROM 7:00 AM - 4:00 PM	750	100/HOUR AFTER 4:00 PM
NON-PROFIT RATE	400	100/HOUR AFTER 4:00 PM

Rental rate includes up to 12 total hours, inclusive of a 5-hour setup, 5-6 hour event & 1-hour clean up. Additional hours may be added at an hourly rate.

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