

# Corporate Events & More

Arlington Hall at Turtle Creek



ARLINGTON HALL  
AT TURTLE CREEK





Perez Photography

## We'd Love 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 1,000. Beyond our extraordinary building, we offer a Formal Garden, two Terraces, a stately Portico, and The Allman Pavilion. Our in-house caterer, Food Glorious Food, 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!



# 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% service charge and 8.25% sales tax is applied to all food and beverage minimums.

## FOOD & BEVERAGE POLICY

Arlington Hall/FGF Catering, as a licensee, is 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 fifty percent (50%) of total estimated charges are due when signing the contract to secure your date. The final payment is due ten (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 fifty (50) guests or more are required to have valet parking unless otherwise approved by Arlington Hall. Valet attendants are \$35.00 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

One (1) security guard is required per 100 guests. Security is \$65.00 per hour per officer with a four-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.

## 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. Pricing varies depending on the size and specific needs and will be determined by Sandone Productions. 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.







Caroline Jurgensen Photography



Jessica Quadra Photography



Carter Rose Photography

## Food Glorious Food

Food Glorious Food (FGF Catering) is our exclusive in-house caterer. To get a quick taste of what we offer, explore the sample menus on the following page. Please remember these are simply suggestions; we can create almost anything! We work with you to create a menu fitting for your event. Our award winning chef and his team are sure to wow you and your guests with amazing flavor and breathtaking presentation.

### AVERAGE WEEKDAY PRICING\*

BREAKFAST MEETING	\$35 - \$45 / PERSON
LUNCH MEETING	\$40 - \$55 / PERSON
COCKTAIL RECEPTION	\$85 - \$125 / PERSON
SEATED DINNER	\$125 - \$150 / PERSON

### AVERAGE WEEKEND EVENING PRICING\* | 200 GUESTS

4 HOUR RECEPTION	\$195 - \$275 / PERSON
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\*Price ranges include food, alcohol, servers, chef attendants, bartender, set-up fees, linens, chairs, valet, security, tax & service charge.



# FGF Catering Sample Menus

## SOUTHERN-INSPIRED MENU

### HORS D'OEUVRES

Southern Grits Cake, Barbecued Brisket and Micro Herbs

Pepper Jack Stuffed Chicken wrapped in Applewood

Smoked Bacon

Classic Deviled Eggs Mini Crab Cakes, Cajun Remoulade

### DISPLAY

Southern Antipasto Station

### CULINARY STATIONS

Pecan Crusted Chicken with Buttermilk Mashed Potatoes, Sautéed Snap Peas, Carrots and Mini Buttermilk Biscuits

Red Wine Braised Short Ribs with Mascarpone Polenta, Root Vegetable Brunoise and Garlic Spinach

Bourbon-Mustard Glazed Pork Tenderloin with Saffron-Butternut Squash Risotto Balls and Olive Oil Roasted Brussels Sprouts

Mac & Cheese Martinis with Three French Cheese and Béchamel Sauce Served with: Herb Infused Panko, Tomato Confit, Applewood Smoked Bacon, Lemon Garlic Rotisserie Chicken, Wild Mushroom and Braised Shallot Ragout

### FIRST COURSE

Wild Mushroom Strudel, Red Pepper Coulis and Basil Oil

Butternut Squash Puree with Toasted Pine Nuts

Port Poached Pears with Pecan Crusted Texas Goat Cheese and Mission Fig Vinaigrette

### SECOND COURSE

Pecan-Crusted Chicken with Stone-Ground Mustard Cream Sauce, Haricots Verts and Southern Grits Cake

Mustard Glazed Pork Tenderloin, Savory Rosemary Goat Cheese Bread Pudding, Butternut Squash and Mustard Pork Demi

Grilled Cowboy Steak, Truffle Creamed Spinach, Scalloped Potatoes and Béarnaise Butter

### DESSERT

Warm Panettone Bread Pudding with Amaretto Crème Anglaise

Passion Fruit Cream in Phyllo Flower filled with Raspberries and White Chocolate Sauce

## BLACK-TIE INSPIRED MENU

### HORS D'OEUVRES

Stilton, Granny Smith Apple and Adriatic Fig, Spread On Seeded Lahvosh

Warm Mini Potatoes with Chipotle Smoked Chicken Salad and Aged White Cheddar

Mini Smoked Duck Nacho, Goat Cheese and Mango Pico

Garlic Crostini with Filet of Beef Horseradish Cream and Toasted Shallots

### DISPLAY

Traditional Antipasto Station

### CULINARY STATIONS

Chicken Marbella, Olives, Artichokes, Capers, Sun-Dried Tomatoes, Fresh Herbs with Texas Goat Cheese Polenta

Herb-Crusted Filet, Celery Root and Leek Ragout and Sautéed Seasonal Vegetables

Seared Sea Scallop, Over Potato-Crab "Risotto," Blood Orange Butter Sauce and Basil Essence

Butternut Squash Ravioli, Micro Herb Salad with Slow-Roasted Ricotta, Brown Butter Cream and Toasted Pine Nuts

### FIRST COURSE

Maple Smoked Duck Breast with Shaved Brussels Sprouts and Golden Quinoa Salad

Chilled Avocado Vichyssoise, Sweet Crab and Herb Oil

Baby Spinach with Assorted Citrus Segments, Quail Egg, Crispy Pancetta, Red Wine Vinaigrette

### SECOND COURSE

Coq au Vin with Wild Mushrooms and Pearl Onions and Horseradish Mashed Potatoes

Mignon of Bistro Style Steak au Poivre with Cognac Peppercorn Cream, Gruyere Gratin Potatoes and Citrus-Steamed Asparagus

Herb Crusted Salmon, Chardonnay and Lemon-Thyme Braised Fennel Steamed Dill Potatoes

### DESSERT

Rose Water Crème Brulee with Fresh Apple Compote

Squash Blossom Beignets filled with Orange Blossom, Cinnamon Spiced Ricotta, topped with Lavender Honey and Powdered Sugar







John Cain Photography

# 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

- ✿ Food Glorious Food (FGF), a division of Culinaire International, 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.





## CARE OF PREMISES AND PROPERTY

- ❁ No fog machines or dry ice are permitted inside Arlington Hall.
- ❁ Covered flame 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.
- ❁ Only votive candles are permitted for use. Absolutely NO open flame candles are permitted anywhere in 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, statuary, 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 200 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.

## PUBLICITY

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

## 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 unless you have Dallas Park & Rec's approval for a sound variance to extend until 11:00 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.
- ⌘ Use of music must adhere to the following guidelines:
  - ◆ Outside Arlington Hall at Turtle Creek Park--Any use of music must be approved by FGF and adhere to the City of Dallas Zoning Regulations.
  - ◆ 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.





# Building Rental Rates

Arlington Hall's Friday and Saturday 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 \$350.00 rental fee each.

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

## EVENING BUILDING RENTAL | PEAK SEASON

March - June, September - December

	MONDAY - THURSDAY	FRIDAY	SATURDAY	SUNDAY
ARLINGTON HALL & TERRACES	\$1,500	\$2,500	\$5,000	\$2,000
GREAT HALL & PORTICO	\$500	\$1,500*	---	\$500
DALLAS ROOM & TERRACE	\$300	---	---	\$300
LIVING ROOM & MAGNOLIA TERRACE	\$300	---	---	\$300

\* Rate for groups with less than 100 guests

## EVENING BUILDING RENTAL | OFF-PEAK SEASON

January - February, July - August

	MONDAY - THURSDAY	FRIDAY	SATURDAY	SUNDAY
ARLINGTON HALL & TERRACES	\$750	\$1,500	\$2,000	\$1,250
GREAT HALL & PORTICO	\$500	---	---	\$500
DALLAS ROOM & TERRACE	\$300	---	---	\$300
LIVING ROOM & MAGNOLIA TERRACE	\$300	---	---	\$300

## DAY TIME BUILDING RENTAL

Year-Round Rate

EVENTS FROM 7AM - 4PM	\$5/PERSON	\$100/HOUR AFTER 4PM
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Carter Rose Photography







Carter Rose Photography

## Rave Reviews

John Cain Photography



"I would like to thank you for helping J.W. Ray Learning Center pull off a spectacular event. Our annual staff development was a huge success! Thanks, again, for everything."

J.W. Ray Learning Center

John Caine Photography



"Thank you so much for all of your help in making our event a success! I really appreciated how easy it was to plan because of your expertise and generosity. I hope we'll be able to work together again soon!"

Children at Risk

Carter Rose Photography



"We received great feedback from all of our attorneys. It was a wonderful party and we hope to be back soon!"

Haynes & Boone, LLP

Courtney Hanson Photography



"Thank you so much for all your help with our holiday party. We received so many compliments on the venue. We look forward to hosting events at Arlington Hall in the future."

Highland Capital Management, LP

