



ARLINGTON HALL

— *at Lee Park* —

Congratulations on your recent engagement and thank you for considering Arlington Hall at Lee Park for your wedding!

The newly renovated Arlington Hall has an air of southern elegance with an easy flow from one space to the next, which allows us to accommodate parties of any size. The two terraces and stately portico provide gracious access to the great outdoors overlooking Lee Park and prestigious Turtle Creek Boulevard.

Our award winning chef's dazzling cuisine is designed specifically for the romantic ambiance here. Artfully prepared and dramatically presented, glorious food awaits you on this special occasion! The menus provided are merely a starting point to whet your appetite; we can certainly custom design anything for you as well.

Please find below several pages of general information, rental rates, menu suggestions and bar prices. The average cost for a four hour evening reception is \$125.00 - \$200.00, while a four hour daytime event is \$75.00 - \$125.00 per person.

This includes food, alcohol, wait staff, bartenders, chef attendants, set-up fees, linens & additional rentals, valet, security and tax.

Thank you again for considering Arlington Hall at Lee Park and we look forward to discussing this once in a lifetime event with you soon!

Arlington Hall at Lee Park

Specialty Cocktails

*Vanilla Pear Mimosas
Summer Infused Vodka
White Cranberry Cosmos*

Hors d'oeuvres

Perfect for passing

*Warm Brie en Croute with Port Poached Figs
\$4.00 per piece*

*Stilton, Granny Smith Apple & Adriatic Fig Spread on Seeded Lavosh
\$4.00 per piece*

*Twice Baked Mini Fingerling Potatoes with Pancetta, Asiago and Sage
\$4.00 per piece*

*Smoked Duck and Goat Cheese Nacho with Mango Pico
\$4.00 per piece*

*Corn Cup filled with Roasted Lobster & Avocado Salad, Topped with Mission Fig
\$5.00 per piece*

*Warm Mini Potato with Chipotle Smoked Chicken Salad & Aged White Cheddar
\$4.00 per piece*

*Asian Tuna Tartare on Crisp Wonton with Avocado & Sesame Seeds
\$5.00 per piece*

*Prime Filet of Beef Tartare on a Potato Galette with Lemon-Turffle Aioli
\$5.00 per piece*

*Crispy Santa Barbara Shrimp, Lobster & Asparagus Risotto Cake with Sweet Pea Coulis
\$6.00 per piece*

*Sweet Potato Biscuits with Virginia Ham & Bourbon-Honey Mustard
\$4.00 per piece*

*Crawfish Ceviche Chooter with Leek Sabayon & Red Beet Caviar
\$5.00 per piece*

*Bruschetta with Roasted Pepper Spread & Kalamata Tomato Relish
\$4.00 per piece*



ARLINGTON HALL
— at Lee Park —

Chef-Performance Stations

Little Plates, prepared tableside
Red Wine Braised Beef Short Ribs
Mascarpone Polenta
Root Vegetable Brunoise
Garlic Spinach
\$15.00 per person

Little Plates, prepared tableside
Pecan Crusted Chicken
Cheesy Cheddar Grits
Black Eyed Peas
Micro Mini Buttermilk Biscuit
\$13.00 per person

Mac & Cheese Martinis
Creamy Macaroni with Three French Cheeses & Béchamel Sauce
Shaved Black Truffles & Truffle Oil

Served in a Martini Glass, Topped with the Following:
Herbed Bread Crumbs
Oven Roasted Chicken
Apple wood Smoked Bacon
Sun Dried Tomatoes
Sautéed Mushrooms
\$12.00 per person



ARLINGTON HALL
— at Lee Park —

Additional Menus

Grazing Buffet Suggestions

*Genoa Salami, Pepperoni & Cappicola
Prosciutto Wrapped Figs with Port Glaze
Chiseled Petite Parmesano Reggiano Bowl Drizzled with Truffle Honey
Smoked Provolone
Gorgonzola Dolce with Candied Walnuts
Windsor Red, Sage Derby, English Guinness Infused Cheddar
Amish Blue
Quince Paste & Fig Cake*

*Cilliegini Caprese Salad
Marinated Mushroom Salad & Fire Roasted Vegetables
Assorted Olives, Balsamic Braised Cipollini
Tapenades & Spreads*

*Tuscan Breads, Crostini, Grissini, Crisps, Frico & Lavosh, Grape Clusters & Dried
Apricots*

\$16.00 per person

*Hot Smoked Salmon Filets with Micro Herbs
Sunchoke Chips, Chive-Shallot Crème Fraiche*

\$9.00 per person

*Potato Chip Bar
Yukon Gold
Peruvian Blue
Sweet Potato*



ARLINGTON HALL
— at Lee Park —

Blue Cheese Buttermilk Dipping Sauce
Parmesan Béchamel
Sun dried Tomato Salsa with Balsamic Vinegar
\$7.00 per person

Menu prices subject to change due to market conditions

Food *Glorious* Food

C a t e r i n g D a l l a s

Premium

Host Bar - Beverage By Consumption

Spirits

Dewars
Jack Daniels
Ketel One
Bombay Sapphire
Bacardi Silver

Wine

Annabella Chardonnay
DeLoach Pinot Noir
Concannon Merlot

Sparkling

Roederer Estate Brut

Domestic & Imported Beer

Bud Light - Miller Lite – Shiner Bock
Corona – Stella Artois



ARLINGTON HALL
— at Lee Park —

Cocktails	\$8.00
Wine.....	\$9.00
Domestic Beer.....	\$4.00
Imported Beer.....	\$5.00
Bottled Water	\$2.00
Soft Drinks	\$2.00

Food *Glorious* Food

C a t e r i n g D a l l a s

Premium

Host Bar– Beverage by the hour

Spirits

Dewars
 Jack Daniels
 Ketel One
 Bombay Sapphire
 Bacardi Silver

Wine

Annabella Chardonnay
 DeLoach Pinot Noir
 Concannon Merlot

Sparkling

Roederer Estate Brut

Domestic & Imported Beer



ARLINGTON HALL
 — at Lee Park —

Bud Light - Miller Lite – Shiner Bock
Corona – Stella Artois

1st hour-\$14.00 per person

2nd hour-\$ 12.00 per person

Each additional hour-\$ 8.00 per person

Or fraction thereof

Food *Glorious* Food

C a t e r i n g D a l l a s

Premium

Host Bar– Limited Selection

Wine

Annabella Chardonnay
Deloach Pinot Noir
Concannon Merlot

Sparkling

Roederer Estate Brut

Domestic & Imported Beer

Bud Light – Miller Lite – Shiner Bock
Corona – Stella Artois

Bottled Water
Assorted Soft Drinks



ARLINGTON HALL
— at Lee Park —

First hour-\$12.00 per person
Second hour-\$8.00 per person
Additional hours or parts thereof -\$6.00

Catering Information

Minimums	The Food and Beverage minimum will be established for all events. The fee will vary according to time of day, week and year. A taxable 20% service charge and 8.25% sales tax is applied to all food items. A taxable 20% service charge is applied to all alcoholic beverages.
Rental Rates	The fee for renting Arlington Hall at Lee Park will vary according to time of day, week and year.
Capacity	The maximum capacity for Arlington Hall at Lee Park is 450 guests. The maximum number of guests for an event on the grounds at Lee Park is 5,000.
Payment	The rental fee, security deposit and 30% of all anticipated catering charge are due when signing the contract to secure your date. The final catering payment is due twenty-one (21) business days prior to the event date.
Cancellation Policy	Cancellation of the event following the signing of the contract will result in forfeiture of the catering deposit. Cancellation of the event less than 90 days will be subject to the entire food and beverage minimum.
Attendant Fee	Chef Attendants and Bartenders are \$125.00 each for a four hour event.
Guarantees	Guarantee of the attendance will be required four (4) business days prior to the function. This number is not subject to reduction, it is the number for which you will be charged, or the number attending, whichever is greater.
Valet Parking	Valet Parking is required for all events with at least seventy-five (75) guests. One (1) valet parker is required for every fifteen (15) vehicles anticipated. Valet parkers are \$28.00 per hour for each valet. A four hour minimum required. Valet services will be arranged through Food Glorious Food. Prices may be higher during the holidays.
Security	One (1) security guard is required per 100 guests. Security is \$40.00 per hour. A four hour minimum is required. Prices may be higher during the holidays



ARLINGTON HALL
— at Lee Park —

Rental Items	One hundred and twenty (120) banquet chairs and adequate buffet tables are also available. Linen napkins, table linens, chairs or any additional rental items can be rented on your behalf by our staff.
Cake Policy	Frosted Art is our in-house bakery led by Food Network Star Bronwen Weber. A cake cutting fee of \$4.00 per person will apply if purchased from a vendor other than Frosted Art. If cakes are purchased through Frosted Art, this fee will be waived.
Labor Fees	Additional Labor fees may be needed based on the set-up requirements. Details will be provided by your catering manager.

Arlington Hall Policies

A. FACILITY RENTAL PRIVILEGES

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

B. EVENT ARRANGEMENTS

1. 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 Lee Park rules.
2. 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.
3. 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 Lee Park for all events.
4. FGF will sign and receive all previously arranged deliveries. FGF will not be able to be responsible for any deliveries not previously arranged through FGF.

C. CARE OF CLUB PREMISES AND PROPERTY

1. All floors and carpets must be protected from any moveable equipment.



ARLINGTON HALL
— at Lee Park —

2. Furnishings of Arlington Hall at Lee Park shall not be moved, taken outside, or removed from the Hall.
3. Flowers are to be arranged before delivery to Arlington Hall at Lee Park. It is the responsibility of the renter to see that decorations are removed immediately after the event.
4. No rice, confetti, flower petals, bird seed or any other material shall be thrown at any time, either inside or outside Arlington Hall at Lee Park. Plants with berries and glitter shall not be permitted inside the Hall.
5. 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 Lee Park.
6. Only votive candles are permitted for use. Absolutely NO open flame candles are permitted anywhere in Arlington Hall at Lee Park.
7. Smoking is prohibited at all times in Arlington Hall at Lee Park.
8. Animals are prohibited at all times in Arlington Hall at Lee Park.

D. RENTER'S LIABILITY

1. The renter holds sole responsibility for any person injured on the premises during or pertaining to their event and the LPAHC 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 Lee Park, Dallas, TX.
2. 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.
3. The renter is held liable for any damage to Arlington Hall at Lee 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.
4. The LPAHC is held harmless for any law suits in regards to your event at Arlington Hall at Lee 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.



E. **PARKING AND SECURITY**

1. Renter pays valet parking and additional security fees.
2. Events with 75 guests or more are required to have valet parking. Renter must use authorized Arlington Hall at Lee Park valet parking company and security company of record.
3. 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.

F. **PUBLICITY**

1. The names of Arlington Hall at Lee Park and FGF may be used in wedding and special event invitations.

G. **ADDITIONAL RULES**

1. Dallas fire and zoning codes set the maximum occupancy for Arlington Hall at Lee Park at 450. Exits must remain clear at all times as ordered by the Dallas Fire Marshal.
2. All events must conclude by 1:30AM.
3. Use of music must adhere to the following guidelines:
 - a. Outside Arlington Hall at Lee Park--Any use of music must be approved by FGF and adhere to the City of Dallas Zoning Regulations.
 - b. Inside Arlington Hall at Lee Park--The piano in the reception hall may be used for events. Amplifiers are only permitted in the Great Hall.



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— at Lee Park —

Standard Facility Rental Rates-Evening		
April, May, June, September, October November, December		
	Sun - Thurs	Fri - Sat
Arlington Hall & Terraces Capacity 500	\$1,500	\$3,000
Great Hall and Portico Capacity 200	\$500	
Dallas Room & Terrace Capacity 50	\$300	
Lee Room & Terrace Capacity 50	\$300	

January, February. March, July, August		
Arlington Hall & Terraces Capacity 500	\$750	\$1,500
Great Hall and Portico Capacity 200	\$500	
Dallas Room & Terrace Capacity 50	\$300	
Lee Room & Terrace Capacity 50	\$300	

Standard Rental Rates-Daytime		
<u>Daytime Rental Prices</u> (events between 7 AM and 4 PM)	\$5 per person no cap	Each Additional Hour after 4 PM: \$100.00

The Allman Pavilion is available for ceremonies, receptions and dinners for an additional \$350.00 rental fee.

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



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Preferred Vendors

Florists

Bella Flora of Dallas	972.445.1200	www.bellafloraofdallas.com
Fete Des Fleurs	214.651.1113	www.fetedesfleurs.com
Garden Gate	214.220.1272	
Joy Cook Designs	214.443.0075	www.joycookdesigns.com
The Wildflower	214.357.5364	www.thewildflower.com

Wedding Coordinators

Holly Tripp Event Design	214.403.0031	hollytrippeventdesign.com
DFW Events	214.505.9142	www.dfwevents.com
Shari Johns As You Wish Events	972.385.1706	www.asyouwishevents.com

Event Designers

Todd Event Design	214.749.0400	www.toddevents.com
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Wedding Cakes

Frosted Art	214.760.8707	www.frostedart.com
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Entertainment

Absolute Entertainment	214.871.9900	www.absolutedfw.com
Andy Austin DJ	972.458.7569	www.andyaustin.com
Dallas Gigs	214.954.7520	www.mydallasgigs.com
Encore Entertainment	972.317.2336	www.encoreproductions.ws

Photographers

Gary Donihoo	972.669.2274	www.f8studio.com
Thisbe Grace	214.749.4036	www.thisbegrace.com
Scott Hagar	214.520.8182	www.scotthagaphotography.net
Karlisch Photography	214.224.9995	www.karlischphotography.com
Andrea Polito	214.718.8949	www.politoweddings.com

Videographers

Pro-Edit Video, Khoi Pham	214.731.0383	www.proeditproductions.com
Soulbox Productions	972.922.3134	www.soulboxproductions.com



ARLINGTON HALL
— at Lee Park —

Afternoon Tea at Arlington Hall

Our House Blended Teas

Rose in Bloom

A delightful blend of the finest rose pouchong tea strewn with hand picked rose petals

Lady Jane

This refined tea finishes tenaciously with a strawberry bouquet and resolute top notes of mint

Gale's Lark

An exotic black tea with fruity nuances and a sophisticated taste

Arlington Estate

A full-bodied tea intensely infused with the citrus oil Bergamot, one of the oldest flavored teas in the world

General Lee's Reveille

This robust English breakfast tea is blended from Chinese Keemun leaves

In the Garden

A sweet and spicy tea resulting from the whimsical marriage of peaches, cinnamon, and hibiscus flowers

Frank's Lament

Ceylon black tea deliciously spiced with confederate plums and lavender

Herbaltherapy

An organic blend of frolicsome fruit and spirit-raising, aromatic herbs

It's the Berries

A fruity tea with raspberries and cranberries blended to produce a lyrical, ruby red bouquet

Jade

A restorative green tea from the Xianju Rain Forest in the heartland of China

"When the girl returned, some hours later, she carried a tray, with a cup of fragrant tea steaming on it; and a plate piled up with very hot buttered toast, cut thick, very brown on both sides, with the butter running through the holes in it in great golden drops, like honey from the honeycomb. The smell of that buttered toast simply talked to Toad, and with no uncertain voice; talked of warm kitchens, of breakfasts on bright frosty mornings, of cosy parlour firesides on winter evenings, when one's ramble was over and slippers feet were propped on the fender, of the purring of contented cats, and the twitter of sleepy canaries

. "Kenneth Grahame, *The Wind in the Willows*



ARLINGTON HALL
— at Lee Park —

Tea Menus

Traditional Afternoon Tea

English Tea Sandwiches
Watercress, Cucumber, Tomato, Egg Salad
Freshly Baked Scones
Clotted Cream and Strawberry Jam
Miniature Pastries
Your choice of two Teas served with Milk, Lemon Slices and Cubed Sugar
\$30 per person

Royal Tea

Champagne Royale
Aristocratic Tea Sandwiches
Caviar Blini, Prosciutto and Mozzarella on Ficelle, Hickory Smoked Turkey on Carrot Bread,
Smoked Salmon with Honey Mustard on Pumpernickel Rounds
Freshly Baked Scones
Clotted Cream, Strawberry Jam and Lemon Curd
Miniature Pastries
Your choice of two Teas served with Milk, Lemon Slices and Cubed Sugar
\$40 per person

Magnolia Tea

Southern Finger Sandwiches
Ham Salad, Chicken Salad, and Pimiento Cheese Salad
She-Deviled Eggs
Micro Mini Buttermilk and Sweet Potato Biscuits
Apple Butter, Strawberry Jam and Fig Preserves
Bing Cherry Bars, Snickerdoodles, Thumbprint Jams, Chocolate Pecan Tartlets
Your choice of two Teas served with Milk, Lemon Slices and Cubed Sugar
\$34 per person

"Ecstasy is a glass of tea and a piece of sugar in the mouth."
Alexander Pushkin (1799-1837)



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— at Lee Park —

Additional Tea Menus

Unbridled Tea

Cosmopolitans
Turkey and Watercress Tea Sandwich
Tiny Quiche Lorraine Tartlets
Shrimp Bruschetta
Seared Tuna Stacks
Toasted Scones with Crème Fraîche, Danish Jam and Lemon Curd
Petits Fours, Baby Éclairs, Tuxedo Strawberries, Chocolate Truffles
Your choice of two Teas served with Milk, Lemon Slices and Cubed Sugar
\$46 per person

Children's Tea

Nutella & Banana, Peanut Butter & Jelly, and Ham & Cheese Sandwich Fingers
Freshly Baked Scone with Vanilla Yogurt
Swan Éclairs, Strawberry Tarts, Oatmeal Cookies
Hot Chocolate, Milk, or Apple Juice
\$20 per child

Squire's Supper

Tall Shot of Celery Soup
Sliced Roast Beef with Horseradish and Smoked Cheddar on Ciabatta
Sage Derby, Stilton, and Apples with Herbed Crisps
Lemon Tarts, Bourbon Balls, and Pecan Caramel Diamonds
Your choice of two Teas served with Milk, Lemon Slices and Cubed Sugar
\$40 per person



ARLINGTON HALL
— at Lee Park —

Light Luncheons

Salad Trio

Royal Consommé Demitasse
Chicken Salad, Pasta Salad & Seasonal Fresh Fruit
Artisan Breads and Crusty Dinner Rolls
Assorted Miniature Pastries
Black Currant Iced Tea
\$35 per person

Cathy and Heathcliff

Tossed Field Greens with Broken Hearts of Palm, Champagne Vinaigrette
Seared Chicken Breast Provençale
Jasmine Rice, Baby Vegetable Sauté
Lavender Crème Brulée
Black Currant Iced Tea
\$40 per person

Tea menus include room rental
20% service charge and 8.25% sales tax are additional

Prices subject to change due to market conditions





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