



Hawkins Family Terrace Resource Guide

Fixtures: Hawkins Terrace is equipped with nine 30" round tables with three chairs each (total of 27), 10 barstools, and three space heaters. Keys are required for use of the space heaters upon request. A propane charge will apply to organizers outside of Bumpers College based on use.

Catering: All catering services must approved by the Hawkins Terrace Coordinator.

Bartenders: "Alcoholic beverages must be served by an insured caterer with an Arkansas Alcohol Beverage Control (ABC) license, which has been previously approved as a university vendor. All bartenders are required to sign and have on file with the vendor the ABC- issued Alcoholic Beverage Server Awareness Form prior to serving alcoholic beverages," per [Fayetteville Policies and Procedures: 700.5 Alcohol Policy for University Special Events](#).

Equipment Rentals: Organizers may use any approved university vendor for equipment rental. Subject to availability, there are a limited number of that may be used. Please contact the Hawkins Terrace coordinator for information. Equipment rental and services including set-up, trashcans, tables, chairs, etc. is available through the campus Facilities Management (FAMA) group. See [Special Setup Equipment Rentals](#) for more information.

Security: For game day events, organizers must use one of the pre-approved security services below:

Safe Way Security Consulting & Event Staffing
Manuel Whitmore, Owner/Operator
(479)236-8386

[Landmark Event Staffing Services](#)
(479) 251-1400

Both security firms require a four-hour minimum of event coverage. If security is required for an event held at any other time, organizers should [contact UAPD](#) for assistance. See [Fayetteville Policies and Procedures 708.0: Use of Facilities and Outdoor Space Section II](#) for more information.

Audio/Visual: Hawkins Terrace can provide audio/visual support for an event at an hourly rate of \$20 per hour. Optional game viewing is available during football season. IT services need to be requested at least two weeks prior to the event. Any services requested after that time will be subject to availability.

HVAC: For events outside normal business hours a written request for a change to heat or air must be sent to Facilities management [HVAC Scheduling](#) at least three working days prior to the event. More information can be found on [the FAMA website](#).

Parking: Parking will not be provided by Hawkins Terrace. For more information regarding parking please contact [Parking and Transit](#) and see [Fayetteville Policies and Procedures 320, Parking, Charter Bus, and Bus Stop Use for On-Campus Events](#) for more information.