

Event Date:

Veterans Park Event Center

508 North Lincoln
Cabot, AR 72023



Event Center Rental Agreement

Name:	Event Title:	e-mail:
Mailing Address:	Phone:	Alt. Phone:
City, State, Zip:	e-mail:	# of Guests:

This Contract confirms the Veterans Park Event Center is holding the following dates/times:

Venue

Décor/Set-Up Time:	Event Start Time:	Contact Person Day of Event:
Event End Time:	Final Tear Down Completed Time:	Contact Phone:

*****Any additional time needed outside of the event time for decorations, set-up or tear down must be scheduled and event team present.**

General Limitations

- a. Hours: Each event will be approved for specific hours noted in the contract. If the event runs over the hours specified in this contract an additional charge of \$100/hour will be charged to the client.
- b. Non-compliance with Event Center policy and procedures: the Event Center reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with the Event Center policy and procedures.
- c. The Tenant is required to observe regulations concerning smoking, eating, drinking and clean-up of meeting spaces and is responsible for all party members.
- d. No event will be scheduled on the event calendar until the "Use Agreement" is signed by the person or organization requesting rental space and by the Event Center Manager.
- e. Any event scheduled that will charge admission, except for non-profit (501c3) organizations conducting fund raising events must be pre-approved by the Cabot Parks & Rec General Director prior to the event.

Date: _____ General Director: _____

- f. If the Event Center, in its sole discretion, determines that additional supervision, security or equipment (i.e portable restrooms) is needed for any event, the Tenant shall provide extra personnel or equipment, at which the expense shall be borne solely by the Tenant.
- g. **Security is required for events for young adults under the age of 18.** In which case, an off-duty police officer will supervise the event. This must be pre-approved by the Event Center Manager and can take up to two weeks to confirm officer. The tenant is responsible for payment to cover the off-duty police officer's shift made payable to the Cabot Police Department.

Date: _____ Initials: _____

Refunds, Payments and Procedures

- A. Refunds are made if event is canceled one month prior to event. There will be a \$25 processing fee kept, but the remainder will be refunded in full. **NO REFUNDS WILL BE MADE if event is canceled less than on month out from the event date.** One half of the full rental amount and the security/cleaning deposit (\$250) is required for reservation. Balance of rental fee is due one month prior to the event. Assuming no damage is made to the Event Center the \$250 security deposit will be refunded after the event.
- B. Form of payments accepted: Check, Money Order, Credit Cards, Cashier's Checks.

- C. Caterers are responsible for all service dishes. **The Event Center will not collect or store these items. Tablecloths and other rented items are the responsibility of the Tenant.**
- D. No smoking in the Event Center building of any kind – including vaping.
- E. No decorations, lights, or candles may be hung from ceiling.
- F. No nails or staples may be used to hang decorations on the Event Center walls.
- G. **The Tenant will be expected to remove all materials by the end of the scheduled event time. Any exceptions to this guideline must be approved by the Event Center Manager.**
- H. The Event Center shall review and approve floor plans and media plans prior to the event.
- I. Alcohol is not permitted on-site at the Veterans Park Event Center.
- J. The Event Center is not responsible for items belonging to the Tenant that is not picked up at the end of their event. The Tenant is responsible for removing their entire event's items (including decorations, linens, programs and trash) by the end time on the contract. Any maintenance issue should be reported to the Event Staff, at which time they will work to solve issues in a timely manner.

Date: _____ Initials: _____

Client Responsibilities

Client will be responsible for removal and disposal of all trash to proper locations and tidying up the kitchen (if used) after their event. We provide trash bags and a dumpster for all trash created from the event. The client will be responsible for making sure all rental guidelines are followed during their event. The Event Staff set up the tables and chairs the morning of the event and will break down the tables and put away chairs after the event.

Facility Options

The Veterans Park Community Center can be sectioned into several different size options to satisfy any event needs. Please note, every booking will require a \$250 security and cleaning deposit that is refundable assuming no damage has been made to the Event Center. The security deposit and half of the total cost of the facility rental will be due at the time of booking. The remainder of the balance will be due one month prior to the event.

All facility rates and times are listed on the following page. In the event you need additional time, a rate of \$100/hour will be applied for each our needed outside of the standard rental time.

Facility Rates/Rental Times:

Facility Description	Mon. – Wed. Rate (8AM – 12AM)	Thurs. - Sun. Rate (8AM – 12AM)	501c3 Rate (8AM – 9PM)
Veterans Room (Entire Facility)	\$450	\$900	\$450
Liberty/Patriot Room (1/2 Facility)	\$250	\$450	\$250
Independence/Victory Room (1/4 Facility)	\$150	\$300	\$250
Kitchen	\$100	\$100	\$100
Security/Cleaning Deposit (required)	\$250	\$250	\$250
Additional Time	\$100/per hour	\$100/per hour	\$100/per hour
Stage Set-Up & Tear Down	\$100	\$100	\$100
White Chair Covers (50 chair minimum)	\$1/per chair	\$1/per chair	\$1/per chair

Half of the total cost of the rental (including security deposit) is due at the time of booking. The remainder of the balance will be due one month prior to the event.

Additional Hour(s) _____ **please list number of hours needed.*

Additional Hours Total Cost: _____

Total Cost with Security Deposit: _____

Total Deposit Due for Booking: _____

Remainder of Balance Due: _____ Balance Due Date: _____

Tenant: _____

Date: _____

Event Center Manager: _____ Date: _____

The Client Understands:

- A. No red dye (ex. Punch, cake frosting) is allowed in the Veterans Park Event Center. _____
- B. If the client responsibilities are not completed including removing the trash from the event and all décor before the end time of the event, they are subject to not receiving their \$250 security deposit refund. _____
- C. Any changes made to the original layout (more chairs, tables, etc.) falls to the client to add/put away. Our event team will set up the original layout agreed upon and is not responsible for changes. _____
- D. If their balance is not paid in full by the agreed upon date listed previously, they are subject to losing their rental time. _____
- E. If any sound or audio/visual equipment is to be used for an event **it must be tested the week prior to the event** and scheduled with the Event Center Manager. Otherwise, we cannot guarantee use of the equipment. _____
- F. Event layout must be approved 2 weeks prior to the event. _____

List of available items that come with your rental or are available as an add-on item:

- Pipe and black drape
- 40 rectangular 6ft. tables (seats 8-10)
- 60 round 6ft. tables (seats 8-10)
- Projector screen

- Complimentary WiFi (password will be given day of event)
- 3 handheld, wireless microphones
- Wooden podium
- Sound equipment
- (2) Bar-height welcome tables
- Framed chalkboard sign with easel to show guests where event is located
- Pipe and drape photo booth station
- Wooden photo booth frame (\$20 additional charge).
- Kitchen with prep tables, commercial freezer, commercial refrigerator, hot plates, warming stations, commercial ovens, ice machine, large prep sink. We do not provide condiments. Please be mindful and bring what you will need. All spills and messes must be cleaned before leaving when using the kitchen. **No food or beverages may be left.** Leaving a messy kitchen or food behind may result in losing security deposit refund. _____

Please sign below indicating you have read this contract and are aware of the boundaries and options available to you. Thank you for partnering with us!

Name

Date



Prohibited Celebratory and Decorative Items:

- Decorative Confetti
- Artificial Snow
- Glass Confetti
- Glitter
- Sand
- Rice
- Birdseed
- Sawdust
- Fireworks
- Open Flame Candles (LED required)
- Red dye (punch, icing, etc.)

Items Allowed with \$100 Clean-Up Charge:

- Rose Petals
- Hay Bails
- Artificial Leaves/Christmas Trees