

City of De Queen Cultural Awareness Center Event Center Rental Agreement

Part One: Rental Information

Group/Organization/Individual Renting Facility: _____

Contact Person: _____

(The contact person is responsible for key pick-up, key return, payment and clean-up)

Contact Information:

Current Phone # (including area code): _____

Fax Number (if available): _____

E-Mail: _____

Current Address: _____

Date of Rental: _____

Time Needed: _____

Type of Event (please circle one):

Party Reunion Club Meeting Wedding/Reception Anniversary Benefit Other

If other, please specify: _____

Will audio and visual equipment be needed? If yes, please specify what will be needed.

An additional deposit of \$50.00 is required for use of audio and visual equipment.

Part Two: Terms

| Event | Fee | Deposit |
|---|-------|---------|
| Meeting 4 hours, no food or light refreshments (showers, business meeting, club meeting, training session, weapons class) | \$50 | None |
| Party with food (food and drinks served, private parties, birthdays, weddings or receptions, reunions) | \$200 | \$200 |
| Party with food (non-profit, banquet, civic club, church, 4-H, Extension club, benefit) | \$150 | \$150 |
| Commercial Expo (Industry or commercial group, items offered for sale) | \$250 | \$250 |
| Use of audio-video system | 0 | \$50 |
| Clean-up fee if user wants city to clean-up. | \$75 | |

Payment Prices & Terms – Reservations for the center are not promised until the City of De Queen receives full payment. If payment is not made 2 weeks before the date of use, the city assumes that you no longer are interested in renting the center and will take your event off the schedule. In addition to the rental fee, there will be a \$250.00 cleaning/key deposit that is refundable after a clean up inspection and key return. Payment for the use of the event center and for the cleaning/key deposit must be made in **TWO SEPARATE CHECKS**. The cleaning/key deposit and rental fee is due two weeks in advance of usage. Pricing effective for 2009 calendar year only.

Payment Instructions – Please make checks payable to **The City of De Queen Cultural Awareness Center (CAC)** and mail to:

City of De Queen
Cultural Awareness Center Payment
Attn: Crystal Dickerson
P. O. Box 730
De Queen, AR 71832

Key Pick Up – Key pick up should be arranged with personnel at De Queen City Hall. Keys will not be dispersed until the city receives rental fees and key/cleaning deposits.

RULES FOR USE OF BUILDING:

1. **NO alcoholic beverages of any kind are allowed on the premises.**
2. **NO narcotics of any kind are allowed on the premises.**
3. **NO smoking in the building.**
4. **NO removal of any item already in the building at time of rental.**
5. **NO tape, staples, glue or other items may be affixed to the walls or ceiling of the facility.**
6. **NO excessively loud music or other noise.**
7. **EVERYONE should be out of the building and parking lot by midnight.**

Terms of Agreement:

1. Full Payment & deposit must be received 2 weeks in advance of date of use.
2. Deposit will not be returned until the city has inspected the facility for proper clean up, inventory of chairs/tables, and a key return to the city.
3. The group/individual renting the facility is responsible for any damages done to the facility and/or its contents.
4. All tables and chairs must be taken down and stored properly, unless instructed otherwise by the City. Deposit will not be returned to groups/individuals who do not store tables/chairs properly.
5. All events must be supervised by an adult(s) 18 years of age or older.
6. Clean up includes, but is not limited to the following.
 - A. Storing tables & chairs properly.
 - B. Wiping down all tables & chairs.

- C. Vacuuming where necessary.
 - D. Removing all items brought into the facility.
 - E. Emptying and carrying out all trash to a dumpster.
 - F. Trash should be picked up inside and outside facility.
7. One week advance notice for cancellation. Deposits will be forfeited upon failure to do so.. Cancellations may be made by phone or in person at De Queen City Hall. (870) 584-3445.
 8. The person or group renting the facility is responsible for any and all actions taken by their parties. If these actions break any of the above stated rules and regulations, the rental groups will no longer be able to have use of the facility in the future.
 9. Clean up must be completed within 8 hours of use of facility and possible sooner if another event is scheduled in the facility.
 10. **The person or group renting the facility is responsible for any damages that exceed the \$250.00 cleaning/key deposit.**

I have read the above terms and agree to abide by them for the rental of the Cultural Awareness Center's Event Center. I understand that the deposit will only be returned upon approval of building by City Official.

Responsible Person's Signature

Date

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

Fees Due:

\$ _____ Room Charge _____ Date Rec'd _____ Check #/Cash

\$ _____ Cleaning/Key Deposit _____ Date Rec'd _____ Check #/Cash

\$ _____ Audio/Visual Deposit _____ Date Rec'd _____ Check #/Cash

TOTAL DUE: _____

Special Instruction:
