

The Rendezvous

Event Center

106 W. Everett Street (or mail to 301A Country Club Road) ! Pocahontas AR 72455

RENTAL AGREEMENT

DEFINITIONS

Renter The individual responsible for reservation of the Rendezvous, deposits, final payment, supervision of the activity, and cleanup.

The Event Center

or the Facility The Rendezvous Event Center will be referred to as the Event Center or the facility in this rental agreement.

Rental Date(s) Renter will receive a door key code giving access to the Event Center during the times and date(s) specified in this rental agreement.

GENERAL INFORMATION

- If you get some great **photos of your event**, please share them with us so we can share them on our website! Email to carol@eventcenter.us
- There are over **500 public parking spaces** within 3 blocks of the Event Center.
- Renter agrees to abide by this Rental Agreement and acknowledges having received a copy thereof. Renter will be held financially responsible for any damage or loss to the Event Center or equipment, in excess of normal wear and tear, occurring through the Renter's use of the facility.
- Renter will be responsible for the control and supervision of people in attendance during the use of the facility, to ensure no harm is done to persons or property.
- Renter must see that the number of guests in the facility does not exceed the allowed number stated in this agreement.
- **Candles** must be completely enclosed in a glass or other non-flammable holder.
- **Use of** glitter, confetti, rice, birdseed, straw, hay, or similar items in or around the Event Center is prohibited.
- Following completion of the event, all **trash, decorations or other debris** must be discarded. Trash receptacles are provided.
- **Adult supervision** - Youth activities will have one adult chaperone for every 20 youth in attendance. Chaperones are responsible for the proper conduct of the youth. A list of adult chaperones, including names, addresses, and phone numbers, must be submitted to the Event Center at least ten (10) days prior to the event.
- **Smoking** is not allowed in the Event Center at any time. Butt disposal cans are mounted outside the main entrances.
- We are happy to provide professionally created images of the Event Center for promotional materials, invitations, and announcements.
- **Consumption of alcoholic beverages is not allowed in the event center.**
- Nothing may be attached to the facility walls, floors, doors, etc., except by the use of easy-to-remove blue painters tape.
- **Cleanup responsibilities** - Following the event, Renter is responsible for removing all decorations, personal items and equipment, and putting trash in the receptacles provided. Renter will clean catering area, prep tables, and refrigerator/freezer.
- **Live animals**, other than service animals, may not be brought into the facility.
- The Event Center reserves the right to take photographs of rental events for its own records and use.
- **Kitchen policy** - The Event Center kitchen is production space and is to be used for final food presentation, plating, and bussing only. No food may be cooked in the event center. The kitchen production space will be provided in a clean condition and should be returned to a clean condition following the event.

RESERVATION DETAILS

Event Date(s): _____

Event Time: from _____ until _____ (for our website calendar)

Time of Door Access: from _____ until _____ (when your door code activates/deactivates)

Name of Event: _____ (for our website calendar)

Food will be served: Yes _____ No _____

Occupancy will not exceed: _____ people

RENTER NEEDS

Indicate below what facility amenities are needed for the rental.

*(Tables and chairs will be for the number of people for which the space is rented,
unless other arrangements are made.)*

	YES	NO		YES	NO
Dining Tables	_____	_____	Sound System	_____	_____
With black tablecloths			Microphones	_____	_____
@ \$9 each (enter number)	_____	_____	Microphone Stands	_____	_____
Buffet Tables	_____	_____	Catering Kitchen	_____	_____
with black tablecloths			Green Room	_____	_____
@ \$9 each (enter number)	_____	_____	Easel	_____	_____
Bars	_____	_____			
Projector	_____	_____			

(renter furnishes computer for use with projector)

Deposit:

A **\$250** damage/loss/excessive cleanup deposit will be paid at the time this agreement is signed. All or a portion of the deposit will be returned within 10 days, following a walk-through by the Event Center staff. Renter is invited to accompany staff in this inspection. If the Renter does not satisfactorily clean the facility after the event, and/or if damage to the facility occurs, some or all of the deposit will be used to pay for correcting the situation. If Event Center damages or losses occur in excess of \$250, Renter must pay for any expenses incurred to correct the situation.

Event:

Renter is responsible for activities in the Event Center during the rental period, including assurance that posted signage is adhered to. See later in this document for information on special event insurance for liability, damages, and cancellation expenses

Payment Policy:

Fifty percent (50%) of the total rental fee, plus the \$250 deposit, is due at the time this agreement is signed. The

balance of the total fee is due no less than thirty (30) days prior to the event start date. It's the renter's responsibility to assure that the balance is paid by the due date, thirty days prior to the event.

(If the event takes place less than 30 days from signing of this agreement, the total rental fee, plus the deposit, is due at the time this agreement is signed.)

The event center accepts payments by bank check payable to Rendezvous Event Center, or by MasterCard, Visa, Discover, or American Express card.

Cancellation Policy:

Renter must provide a dated, written request for cancellation of a scheduled event. Upon cancellation by Renter, the following cancellation fee schedule will apply. If the reservation is cancelled...

- Up to 72 hours after signing this Rental Agreement, a \$50 administrative fee is deducted, and the remainder of the initial payment, plus the deposit, is refunded.
- 90 days or more prior to the event, three fourths (75%) of the initial payment, plus the deposit, is refunded.
- 60 to 89 days prior to the event, half (50%) of the initial payment, plus the deposit, is refunded.
- 30 to 59 days prior to the event, none (0%) of initial payment is returned, but the deposit is refunded.
- Cancellation less than 30 days prior to the event results in the full cost of the rental being lost, but the deposit is returned.
- No refunds will be made if the event is cancelled by the Event Center due to Renter's non-compliance with the terms and conditions of this agreement.

Special Event Insurance For Liability, Damages, and Cancellation Expenses:

Several companies offer very reasonably priced insurance policies to help repay the Renter for the cost of damages to the facility, or for the cost of cancelling an event, or for liability issues. Renters are urged to consider purchasing such insurance from an online or other source. Examples:

www.theeventhelper.com

www.wedsafe.com

By signing below, Renter acknowledges that he/she has read and agrees to all Rental Agreement terms and conditions.

Responsible Renter (print name): _____

Signature: _____ Date _____

Phone: _____ E-mail: _____

Organization (if applicable): _____

To return your deposit:

Pay To The Order Of: _____

Street Address or PO Box: _____

City, State, Zip: _____

If you wish, mark on this floor plan where you want us to place tables, chairs, bars, etc. and return to us. We'll have them set up for you in advance.

