



COMMUNITY PAVILION RENTAL AGREEMENT

Main Street Paragould, Inc.
Office Address: 108 E. Emerson Street (Caboose)
Email: info@downtownparagould.com
Phone: 870-240-0544

Community Pavilion Address: 201 E. Court Street, Paragould, AR 72450

For Office Use:

Key Number: ____ Date of Pickup: _____

(Must be returned at the drop box. Located beside the red door at the MSP block building.)

108 E. Emerson Street, Paragould, AR 72450

Deposit Fee or Full Rental Rate is required to secure rental date.

Rental Rates (Attached Below)

Rental Hours: 7:00 a.m. to 11:00 p.m.

Rental Date: _____

Event: _____

Time of Rental: _____

Card On File

Card Number: _____

Expiration Date: _____

Security Code: _____

Name on Card: _____

Billing Address: _____ State: _____ Zip Code: _____

Applicant Name (printed): _____

(Must be 21 years of age or older)

Home Address: _____ State: _____ Zip Code: _____

Same as Billing Address

Phone Number: _____

Applicant's Signature: _____

RENTAL PAYMENT

A half-day or full-day rental requires a \$100.00 deposit fee plus rental rate. The deposit is required to secure your rental date. The remaining balance rental fee is due before the date of booking. Failure to pay the rental fee will result in no refund of deposit. All other bookings of the facility require a deposit to secure your time and date. The remaining balance must be paid in full to secure the rental date.

DEPOSITS & KEY RETURN

Weekend rental (Fri, Sat & Sun) keys should be returned no earlier than the following Monday so proper inspection of building can be made.

Weekday renters must return key(s) on the same day once your rental concludes. If keys are not returned, renters will face a charge to the card on file of \$50.00.

Renters will be charged \$25.00 for each item below if it is not completed once the rental concludes:

1. Doors not locked upon departure.
2. Premises are not vacated at the designated time or premises are entered before rental time.
3. The facility and furnishings are not left in a clean condition at the end of the rental. This includes removal of trash and all debris. All trash is placed into garbage bins.
4. There is damage to the facility, furnishings, and/or grounds.
5. Any rental guest displays improper conduct as determined by MSP staff or volunteers. Improper conduct shall include, but not limited to, presence of alcohol, apparent intoxication, abusive or threatening language, physical violence, and lewd behavior.
6. Police presence required.

DECORATIONS/ENTERTAINMENT/EVENT

Confetti, sparklers, and silly string are not permitted.

Interior Rooms: Decorations can be hung so long as no damage occurs to any walls or the ceiling. We recommend using painter's tape.

Exterior Area: Decorations can be hung in the open-air facility from the metal beams so long as no damage occurs to any electrical conduits or lights.

Entertainment is subject to approval.

Jump Houses: No jump houses are allowed unless appropriate training permits can be presented.

If hosting an event, a Special Event Insurance policy is required.

ALCOHOL

If renters want to sell alcoholic beverages, contact:

Alcoholic Beverage Control

101 East Capitol Avenue, Suite 401 Little Rock, AR 72201

P: 501-682-8174

Initials: _____

CANCELLATION REFUND

The renter must notify the Community Pavilion no less than 7 days prior to reservation date in order to receive a 90% refund. Any cancellations less than 7 days will not be refunded.

SUPERVISION

Main Street Paragould staff will have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities.

The renter must be present during the entire rental period and must be available to meet with staff if necessary.

There shall be at least one adult for every 15 minors in attendance, who shall remain for the duration of event.

There is a capacity of 30 people in the indoor room.

ROOM SET-UP

Leave tables set-up and stack chairs against the metal window displays.

FACILITY CLEAN UP RULES & PROCEDURES

1. The room clean-up is the responsibility of the renter and must be finished during rental hours. This includes sweeping, mopping and cleaning tables.
2. The renter is responsible for leaving the facility in the same condition as when the rental began.
3. ALL GARBAGE must be placed in trash bags and disposed of in the outside trash container. Outside containers are on the east side of building behind the rock wall.
4. All tables must be wiped clean, and chairs stacked on top of tables.
5. Kitchen must have counters cleaned, sink clean and free of food and trash, all leftover food removed, stove, microwave and refrigerator cleaned and spills on floor cleaned.
6. Set the thermostats to 75 degrees (summer months) or 65 degrees (winter months) when leaving.

LOCKING UP PROCEDURES

All doors must be locked before leaving. Please make sure you check all doors before leaving. Renters will be held responsible for any damage done to the building if they fail to secure all doors.

By initialing this form, you agree to hold Main Street Paragould, Inc., its employees, officers, and volunteers harmless and free from liability resulting from injury or damages of any kind which may occur.

BUILDING ADDRESS:
201 E. Court Street, Paragould, AR 72450

Initials: _____

COMMUNITY PAVILION RENTAL RATES

Deposit Required

<input type="checkbox"/> ½ Day Entire Facility	\$200.00
<input type="checkbox"/> Full Day Entire Facility	\$400.00

No Deposit Required

<input type="checkbox"/> Meeting Room, Bathroom	\$50.00
<input type="checkbox"/> Kitchen, Bathroom	\$50.00
<input type="checkbox"/> Meeting Room, Kitchen, Family Restroom	\$100.00

Hours

7:00 a.m. to 11:00 p.m.

Weddings or Large Event Cleanup – 10:00 a.m. the following day



main street
DOWNTOWN PARAGOULD