



**THE STATION RENTAL AGREEMENT**

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

The Station Address: 201 N. 2<sup>nd</sup> Avenue, Paragould, AR 72450

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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

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**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 (Must be a Credit Card)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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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 the 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**

Ignited Candles, confetti, sparklers, and silly string are not permitted.

Dancing is allowed so long as no scuffs or marks are made on the floors. If this occurs, you will be charged for damages.

Decorations can be hung from the metal beams so long as no damage occurs to any electrical conduits or lights. Nothing can be attached to the walls.

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 652 persons allowed in the facility at any given time.

## **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.
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:** \_\_\_\_\_

THE STATION RENTAL RATES

\$100.00 Deposit Required

__ Monday-Thursday	\$500.00
__ Friday	\$1,500.00
__ Saturday	\$1,500.00
__ Sunday	\$1,500.00
__ Friday and Saturday	\$2,500.00
__ Friday, Saturday, and Sunday	\$3,500.00

Hours

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



**main street**  
DOWNTOWN PARAGOULD