



**THE STATION RENTAL AGREEMENT**

Main Street Paragould, Inc.  
Office Address: 200 N. Pruet Street, Paragould, AR 72450  
Mailing Address: Main Street Paragould, P.O. Box 1462, Paragould, AR 72451  
Email: visit@paragould.org  
Phone: 870-236-7684

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

---

**Deposit Fee or Full Rental Rate is required to secure rental date.**  
**Rental Rates (Attached Below)**  
**Facility Hours: 7:00 a.m. to 11:00 p.m.**

Rental Date: \_\_\_\_\_

Event: \_\_\_\_\_

Card On File (Must be a Credit Card)

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

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

Checks Payable: Main Street Paragould

---

Applicant's Name (printed): \_\_\_\_\_

(Must be 21 years of age or older)

Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Same as Billing Address

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Not Applicable Bride's Name (printed): \_\_\_\_\_

Not Applicable Groom's Name (printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## RENTAL PAYMENT

The rental requires half of the total rental fee to reserve the rental date. The remaining balance must be paid within 60 days of your rental date.

## CANCELLATION REFUND

The renter must notify Main Street Paragould no less than 60 days prior to the reservation date in order to receive a 50% refund of the deposit or rental fee. Cancellations less than 60 days will not be refunded.

## RENTAL WALKTHROUGH & SUPERVISION

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

**\$50.00 Call Service Charge:** If the renter calls for facility issues covered during the walkthrough, an automatic \$50.00 fee will be charged to the renter.

Thermostat changes or facility operational issues will not be charged this fee.

Any person responsible for closing the property at the end of the rental must attend the facility walkthrough. The renter must be present during the entire rental period and must be available to meet with staff if necessary.

One (1) adult for every fifteen (15) minors in attendance, who shall remain for the duration of the event.

Improper conduct shall include, but not limited to, apparent intoxication, abusive or threatening language, physical violence, and lewd behavior.

Facility Capacity: 652 persons

## DECORATIONS & ENTERTAINMENT

Ignited candles, confetti, glitter, sparklers, silly string, and fog/smoke machines are not permitted.

Dancing is allowed without damage. 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. **Failure to abide will result in an automatic \$100.00 charge per attachment 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.

## FURNITURE & ROOM SET UP

All furniture (leather couches, leather/fabric chairs, wooden furniture) must be moved back to its original location. **Failure to do so will result in an automatic \$200.00 charge.**

The event hall will have all the requested furnishings along the east wall. Renters must put these furnishings back following the rental along the east wall. Chairs must be in stacks of twelve (12).

The piano in the facility shall remain untouched or moved unless approval is granted to use. Any blemishes, damages, or other issues regarding the piano will result in an automatic **\$500.00 charge to your card on file.**

### **FACILITY CLEAN UP RULES & PROCEDURES**

Tables must be cleaned before stacking (unless cleaning service is paid).

The facility must be swept, mopped, and all rooms cleaned (unless cleaning service is paid). If this is not done to the satisfaction of Main Street Paragould, a **\$200.00 cleaning fee will be charged to the renter.** See Page 5 for details.

All garbage must be placed in trash bags and disposed of in the outside trash container.

Audio equipment must be returned to the Caterers' kitchen area (microphones, stand, cords, remote).

The kitchen must have counters cleaned, sink cleaned, all leftover food removed, and refrigerator cleaned.

### **ALCOHOL**

If renters want to sell alcoholic beverages, contact:

Alcoholic Beverage Control 101 East Capitol Avenue, Suite 401, Little Rock, AR 72201

Phone: 501-682-8174

### **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. If any door is left unlocked, **\$50.00 will be charged per door to the renter.**

### **KEY RETURN, DEPARTURE, & DAMAGES**

Keys should be returned as soon as the event concludes. An inspection of the building can be made on the following business day. If keys are not returned, **renters will be charged \$50.00.**

If renters exceed rental time, an automatic **\$500.00 will be charged to the saved card on file.**

Renters will be charged the equivalent to compensation to the card on file for damage to the facility, furnishings, and/or grounds.

Renters will be charged the equivalent to compensation to the card on file for damage to the facility, furnishings, and/or grounds.

**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 N. Second Avenue, Paragould, AR 72450

**Initials:** \_\_\_\_\_

**Steinway Piano Form**

- I do not plan to use the Steinway Piano at my rental.
- I plan on using the Steinway Piano at my rental.

If you marked the second box, please read and sign the following document:

I understand that this piano is a donated instrument to The Station made possible by a volunteer group of people who fundraised to purchase this item.

I agree only to use the piano for professional and tasteful purposes.

I agree not to place items on the piano other than sheet music.

I agree to close and place the cover back on the piano once the event concludes. The piano keys should be locked as well. The swag ropes should be placed around the piano.

I agree to have the safekeeping of the piano while it is under my watch.

If I fail to agree to these terms, an automatic **\$500.00 charge** will be placed on my card on file.



**main street**  
**DOWNTOWN PARAGOULD**

Applicant's Name (printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

**THE STATION RENTAL RATES**

**Deposit:**

Half of the Rental Fee must be paid to reserve the rental date.

**Rental Fee:**

Full Payment must be made within 60 days of the rental date.

<input type="checkbox"/> Monday-Thursday	\$500.00
<input type="checkbox"/> Friday	\$1,500.00
<input type="checkbox"/> Saturday	\$1,500.00
<input type="checkbox"/> Sunday	\$1,500.00
<input type="checkbox"/> Friday and Saturday	\$2,500.00
<input type="checkbox"/> Saturday and Sunday	\$2,500.00
<input type="checkbox"/> Friday, Saturday, and Sunday	\$3,500.00
<input type="checkbox"/> Cleaning Service (Bathrooms, Sweep, Mop) Weekend Rentals Mandatory Rentals with 50+ Attendees Mandatory	\$200.00
<input type="checkbox"/> Cleaning Service Tables (Per 50 Count) Tables cleaned and stacked	\$130.00
<input type="checkbox"/> Audio System (Per Rental Day)	\$50.00
<input type="checkbox"/> Video System (Per Rental Day)	\$50.00

Total Due: \_\_\_\_\_

If renters exceed the rental time, an automatic \$500.00 will be charged to the card on file.

Facility Hours

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

The Station Furnishings Available to Renters at no charge:

Outdoor amphitheater stage and lawn

500 chairs, 65, 8' rectangular tables, 10 pub tables, 24' x 32' portable stage, Steinway Piano



**main Street**  
**DOWNTOWN PARAGOULD**

