

COMMUNITY PAVILION RENTAL AGREEMENT

Main Street Paragould, Inc.  
108 E. Emerson Street (Caboose)  
870-240-0544

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

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For Office Use Only:

Key #s: \_\_\_\_\_

Picked Up: \_\_\_\_ Date: \_\_\_\_\_

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

(Must be dropped off at the drop box. Located near red door at the MSP block building)

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

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

Deposit Fee: \$100.00

\* Must be paid to secure rental date.

Rental Fee: \$400.00 per day

Rental Hours: 8:00 a.m. to 11:00 p.m.

\* Rental hours are inclusive of necessary time for preparation, event time and post event clean up.  
Renter is only allowed in the building on rental date and during rental hours.

Nothing may be attached to the walls, floors, or ceilings. There can be no cosmetic changes to the walls, floors, or ceilings.

This includes pushpins, tape, sticky tack, etc. This will forfeit your deposit and you will be responsible for all costs to repair damages.

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

(Must be 21 years of age or older)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## **RENTAL PAYMENT**

One hundred percent (100%) of the rental fee is required at the signing of the rental contract. All checks should be made payable to Main Street Paragould, Inc.

## **DEPOSITS & KEY RETURN**

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

Weekday rentals can return key(s) on the day after rental.

\* If keys are not returned, this will void deposit.

Deposits will be refunded *except* in the following circumstances:

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 needs to be deposited into the designated garbage bins.
4. There is damage to the facility, furnishings, and/or grounds.
5. Any rental guest displays improper conduct as determined by parks staff. 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**

No decorations can be attached to any part of the facility (includes walls, doors, floors, ceilings, etc.). This will void your refund. Entertainment is subject to approval. No jump houses allowed.

## **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

## **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 after 7 days will not be refunded.

## **CONFETTI/SPARKLERS**

Confetti and sparklers are not permitted. Use of these items will void your deposit refund.

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

## **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 on top.

## **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. Please put thermostat at 72 degrees when leaving.

## **LOCKING UP PROCEDURES**

All three sets of doors must be locked before leaving. Please make sure you check all doors before leaving.

Renter will be held responsible for any damage done to the building if they fail to secure all doors.

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

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