

The City of Cabot / The Community Place @ 2102
Rental Agreement

FACILITY RULES, PROCEDURES, AND POLICIES

1. For safety, the maximum total capacity of the venue is 98 people (indoor). Events that exceed this number are subject to immediate cancellation with no refund.
2. Cost of venue is \$50.00 per hour for a minimum of 2 hours and \$500 per day (8:00 am through midnight). This includes time to setup. This fee must be submitted with this paperwork. A reservation is **not finalized until** final submission of this paperwork and associated payments have made and confirmed by the City. Cabot residents and City Employees are eligible for a 50% discount to this price (rental fee ONLY).
3. Renter will make an additional refundable deposit of \$250.00 with the City of Cabot as a cleaning and security deposit. The Cleaning and Security deposit is due no later than 30 days prior to the scheduled event date. If the event is canceled within 30 days prior to the scheduled event date, the renter will receive a full refund, less a \$25 processing fee. No refund, other than the cleaning and security deposit, will be made if event is canceled less than 30 days out from the scheduled date.
4. Each event will be for the specific hours noted in the Rental Agreement and approved by the City. Standard available rental hours are: 8:00 a.m. – Midnight, Monday – Sunday. The City of Cabot (the City) will provide Renter with a code to open a lockbox on the property that will allow Renter to access a key to the front door. The key must be returned upon exiting the The Community Place @ 2102 and premises (collectively referred to hereafter as the Facility) by no later than the end time of the scheduled rental time. Failure to return the key in a timely fashion may result in the forfeiture of Renter's cleaning and security deposit.
5. To accommodate weddings and other seasonal events, a renter may not rent the Facility for consecutive weekends during the month of May through the end of October.
6. All parking at the Facility must be done in front of the gate. Temporary parking behind the gate is only allowed for loading and unloading.
7. The Renter may not remain at the Facility past the end of the scheduled rental time. Should the Renter fail to vacate the Facility at the end of the scheduled rental time, the City of Cabot may, at its option, charge Renter an **ADDITIONAL \$100** per hour or fraction of an hour for the time that Renter or any of Renter's representatives, guests, or workers occupy the facility. Renter's cleaning and security deposit may also be forfeited for this reason.

8. Renter is responsible for any and all damage caused to the Facility and/or associated equipment during the event and shall, on demand, pay the City its actual expenses of replacement or repair, including materials and labor. Additionally, the Renter's \$250 cleaning and security deposit may be forfeited for any damage done during the rental period. Renter is likewise responsible for the conduct and actions of their guests, representatives, and workers.
9. The City shall not be liable for any loss of, or damage to, any property brought into the Facility by Renter and/or Renter's guests, representatives, and workers.
10. Renter will be responsible for removal and disposal of all trash inside and outside of the Facility. Renter is responsible for tidying up each room inside the Facility after their event. This includes, but is not limited to, sweeping all floors of the Facility. The renter must remove anything they brought in the day of the event including linens, decorations, food, furniture, rented items, etc. Renter agrees that the City is not responsible for any items left behind after the event. A failure to comply with this section may result in the forfeiture of Renter's cleaning and security deposit. The City, in its discretion, may choose for the Renter to only forfeit half of the Renter's cleaning and security deposit if the Renter, despite a good faith effort, only partially cleaned the Facility after their event.
11. Renter agrees to use the leased premises for the specified type of event and for no other purpose without the prior written consent of the City.
12. No smoking inside The Facility of any kind, including vaping. Smoke machines inside are prohibited.
13. While alcohol may be consumed at the Facility, it is Renter's responsibility to ensure that all laws regarding that consumption are complied with. Persons under 21 may not consume alcohol at the Facility and no one may consume alcohol to the point of intoxication. Alcohol may not be sold without the written authorization of the Arkansas Alcoholic Beverage Control, and this written authorization must be provided to the City prior to the event. Renter, by their signature on this document, acknowledges that violations of this section could subject them to both civil and criminal liability.
14. Furniture supplied for use inside the Facility is not allowed on outside grounds.
15. No staples, tacks, nails, screws, or tape may be used to hang decorations from the Facility's walls. Renter may use command hooks, strips, or ticky-tack. No decorations, lights, or candles may be hung from the ceiling. A failure to comply with this section may result in a forfeiture of Renter's cleaning and security deposit.
16. Any maintenance issue should be reported to the rental coordinator with the City immediately.
17. The City reserves the right to deny the use or the continued use of the Facility to any person or organization not complying with any of the rules, procedures, or policies stated herein.
18. Renter and the event must comply with all state, local, and federal laws.

19. This rental agreement is non-transferrable. The Renter may not assign or sub- lease this rental agreement or the Renter's scheduled time at the Facility for any reason.

Facility Address : The Community Place 2102 S. 2nd Street, Cabot AR 72023

By signing this document, the undersigned agrees that they have fully read the entirety of this document. The undersigned further states that they agree with the entirety of this document and will comply with all of the rules, procedures, policies in this document. The undersigned acknowledges that they are responsible for all guests and invitees also complying with said rules, procedures, policies as well.

Renter Signature

Date

For more information contact: Lisa Milam at 501-628-5919 or 501-743-6929 cell, or via email at lmilam@cabotar.gov.

**The City of Cabot / The Community Place @ 2102
Rental Agreement**

Date and Time of Event

(2 hour minimum. 8:00 am – Midnight. Include any set-up time that will be needed)

Date _____ Start _____ End _____

Type of Event _____ Number of Guests Expected _____

Renter's Name _____

Address _____

City/State/Zip Code _____

Email address _____

Contact phone :

Cabot Resident Yes _____ No _____

A copy of your Driver's license must be provided by ALL renters.

Rental amount **\$50.00** per **hour** or **\$500** per **day**. 2 hour minimum rental.

Cabot Residents and City employees are eligible for a 50% discount on rental fee ONLY
Refundable Cleaning and Security Deposit: \$250

Hrs _____ x Rate _____ plus Deposit of \$250.00 = Total \$ _____

The total above amount, *excluding* the Refundable Cleaning and Security Deposit, is due upon submission of this form. The Refundable Cleaning and Security Deposit is due no later than 30 days prior to the scheduled event date.

These are the things I will be checking for when I am doing a deposit refund inspection:

FIRST snap a few pictures when you enter The Community Place to make it easier to return things to their original position after an event.

We may require to see pictures when you leave the facility. If the renter after you claims that it was not cleaned, we will need you to supply some photos of the facility when exited to insure the rules were followed.
All doors closed and locked.

Air Turned up to 78*, heat down to 67*.

Lights off Inside and Outside.

Furniture back in its original position, including round tables and chairs. No missing or damaged furniture, appliances, or items.

No decorations or trash on floors and walls. No tape or adhesive on any glass.

Furniture, floors, and walls should be free of any spills or debris.

Bathroom floors should be clean (no trash or decorations), toilets flushed, and trash removed.

There should be no trash or food left in the kitchen. The counters, microwave, sink, and floors should be clean.

Trash bags should be replaced when bags are removed.

Glass clean of handprints and smudges on windows, doors, and mirrors.

Any damage to property.

Key returned to the key box.

Cleaning items and supplies can be found in the kitchen bottom cabinets and in the wooden buffets in the main area. A broom, dustpan, and push mop are behind the kitchen door or in the outdoor storage room at the side of the Community Place. There are two keys on the key ring one for the main Event Center. The other is for the storage room.

If the property is damaged or left dirty: part or all of your cleaning deposit will be forfeited.

It should be left as you found it. So, if you are following another renter and you feel it has not been cleaned, I need some pictures so that the correct renter can be held responsible.

You can send pictures to 501-743-6929 or email to lmilam@cabotar.gov.