

Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will entry fee be chared for admission to event? \_\_\_\_\_\_

Renter-Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_

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

Daytime Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Professional Event Coordinator & Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is renter a Maumelle resident? \_\_\_\_\_ Resident or Member of MCOTL? \_\_\_\_\_\_\_$150 off rental rate. *If yes, please provide proof of residency for this agreement. A current utility bill is acceptable. A copy of driver’s license/state id is mandatory for renter.*

Time of Event-Start \_\_\_\_\_\_\_ Finish \_\_\_\_\_\_\_ # of Guests Invited \_\_\_\_\_\_ Setup Start \_\_\_\_\_\_Finish\_\_\_\_\_\_

Area of Event- Check any/all that apply Pyeatte Room \_\_\_\_ Mason Café Seating Rm\_\_\_\_\_

Washington Room \_\_\_\_\_ Hallway set-up\_\_\_\_\_

Miller Room \_\_\_\_ Hogan Room \_\_\_\_ Back Patio & Yard \_\_\_\_\_

**Rules**

**Security deposit of $500 is required to reserve the date**. \_\_\_\_\_\_ (initial). The security deposit will be returned after the rental event as long as security and setup/cleanup fees are paid, event is held within hours stated on contract, and no damages occur to facility. **The security deposit will be refunded within 14 days after the event has ended.** **Parties that charge an entry fee must pay an additional security deposit of $500 per event date.** \_\_\_\_\_\_(initial).

**Cancellation/Refund**: If you wish to cancel or receive 100% refund of your deposit + fees paid, cancellation must be 90 days prior to the event date. Event cancelled 60 days prior will receive 50% of deposit, 30 days prior will receive 25%. Events cancelled less than 30 days will not receive refund. \_\_\_\_\_ (initial).

Legal capacity of total venue is 320 people. Any area requested must be secured and rented at signing agreement. Facility does not include use of the office suite, Carnahan Room or kitchen.

After the agreement of rental is signed, only two consultations with Renter and/or any other agent(s) including but not limited to florist, caterer, event coordinator etc. is permitted and must be by appointment with Director or the Director’s designee.

**City staff will work only with the contact of rental party and the designated professional event coordinator listed on page 1.** \_\_\_\_\_\_\_ (initial)

.

Renter is responsible for any and all damages caused to *Maumelle Center on the Lake,* premises, equipment, and other property during the term of its rental and shall pay *Maumelle Center on the Lake* reasonable expenses of replacement/repair.

**A consultation will be scheduled and held a minimum of (14) days prior to event with Renter and professional event coordinator, if applicable.** **Balance of facility fee and any outstanding fees for rental of additional items are due at this time or event will be cancelled and prior fees paid forfeited** \_\_\_\_\_\_ (initial).

The *Maumelle Center on the Lake* will provide, at its own cost, one employee who along with the security office will have charge over the facility. The staff member is prohibited from performing tasks and duties for the Renter.

In addition to facility fee, **Renters are required to pay for security and set up/ clean up fee. These fees are due day of event, minimum of 30 minutes prior to start time** \_\_\_\_\_\_ (initial). The security office (off-duty Maumelle Police Office) and staff member will be responsible for maintaining security for guests of the rental facility and safety and security of the facility. Security fee is $35 per hour or $40 per hour if event is scheduled on a holiday. **The security officer will be scheduled minimum of 3 hours, one hour before event begins, during event, and an additional hour after scheduled end time**. **Clean up fee is $300 per event. \*Security and clean up fee is mandatory for all rental parties. \_\_\_\_\_\_** (initial).

\*Set up/ clean up includes facility set up of tables + chairs prior to event. Setup of additional items if rented from Center on the Lake.

\*Failure to pay security and clean up fee in cash on day of event minimum 30 minutes prior to event starting WILL result in cancellation of event.

Depending on event and number of invited guests, additional security may be required. The Director or The Director’s Designee will make determination. Renter will be responsible for additional fees.

**Renter, guests, and party participants MUST to vacate the facility by the time specified on the rental agreement.** \_\_\_\_\_\_\_ (initial). The paying client will be charged $50 for every 15 minutes past the scheduled time for facility fee and $15 per 15 minutes for security fee.

Renter agrees to use the leased premises for the purposes as specified and for no other purpose without the written consent of *Maumelle Center on the Lake* Director or Director Designee in advance.

**Smoking inside premises, on patio or within grounds of premises is strictly prohibited.** \_\_\_\_\_\_ (initial).

Furniture supplied for use inside the leased premises is not allowed on outside grounds.

**All items not rented from *Maumelle Center on the Lake* must be picked up by vendor within 1 hour of tear down on day of event or a portion of the deposit will be forfeited as storage fee**. \_\_\_\_\_\_ (initial).

Additional items are available to rent directly from *Maumelle Center on the Lake.* An additional rate sheet will be included and all fees due a minimum of 14 days prior to event.

**Outside Catering Food Waiver:**

*If you will be providing your own food or beverage, please sign and provide the following information:*

* All food and beverage supplies will need to be provided by party guest.
* All outside catering must be prepared offsite.
* Party guests and caterers are not allowed in the kitchen area.
* If alcohol is served rental party must provide licensed bartenders.
* Outside must be provided by licensed and insured caterer. Rental Party must provide copy of license and insurance with minimum $1 million coverage at 2-week meeting.
* *Maumelle Center on the Lake* will not warm any food or utilize a warmer to keep outside catering items warm.
* *Maumelle Center on the Lake* will not wash any dishes provided by the caterer or client.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Paying Renter’s Name) releases *Maumelle Center on the Lake* from any and all responsibility regarding food and beverage service on \_\_\_\_\_\_\_\_\_ (date of event) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of party)**

**Name of outside caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decorations:**

**A diagram set up with written instructions must be turned in a minimum of 14 days prior to event**. **A Rental Checklist will need to be turned in a minimum of 14 days prior to event as well. Failure to turn the Rental Checklist in a minimum of 14 days prior to event will result in immediate cancellation of permissible materials being used for event and full payment for non-refundable.** \_\_\_\_\_\_(initial). We will go over the diagram and written instructions to make sure everything is doable and up to the renter’s satisfactory. If there are any changes to set up it must be made and agreed up in writing between Renter and Director or Director Designee. Changes must be turned in a minimum of 24 hours prior to event.

Penalty Charges for violation of set rules and property damage are as follows:

* \_\_\_\_\_ $ 50.00 Spilled candle wax (candles must be contained within fireproof glass).
* \_\_\_\_\_ $100.00 Stain or floor damage that is not cleanable with soap/water
* \_\_\_\_\_ $50.00 Glitter, small unwrapped candies, confetti, rice, or birdseed inside or outside of building
* \_\_\_\_\_ $20.00 Per chair for damage or stain to padded/cushioned chairs
* \_\_\_\_\_ $50.00 Per chair for damage or stain to cushioned lounging chairs.
* \_\_\_\_\_ $100.00 Per table for damage to banquet tables
* \_\_\_\_\_ $15.00 Per table cloth with permanent stains
* \_\_\_\_\_ $5.00 Each for broken piece of dinnerware (salad plate, dinner plate, dessert plate)
* \_\_\_\_\_ $3.00 Each for broken stemware (ice tea or wine goblets)
* \_\_\_\_\_ $200.00 Any lost interior or exterior rented items used by Renter or Event Coordinator
* \_\_\_\_\_ **Parking Violations** – A fee of $100 up to the amount of the full rental deposit will be withheld if a violation occurs.
* \_\_\_\_\_ **Damage to walls and/or windows** will be charged according to assessment and repair of damage property. Due to damages full rental deposit can be used for repairing purposes.

**No decorations used by Renter shall be installed on the walls, floors, glass, mirrors or ceilings at *Maumelle Center on the Lake* by means of wires, tacks, nails, screws, tape and/or any other adhesives.** \_\_\_\_\_\_ (initial). Any damage occurred will result in forfeiture of part or all of deposit.

**A beginning damage fee of $50 from the initial deposit will apply if any damage occurs inside or outside the property before, during, and after the rental. \_\_\_\_\_**(initial). Open flame candles or candle sticks are not allowed. Small items such as glitter, confetti, feathers, birdseed, small unwrapped candies and rice are not allowed inside or outside Maumelle Center on the Lake, please refer back to **penalty charges listed above**. Permissible items include handheld objects such as balloons, flowers, flower petals, streamers, or pom-poms. Bubbles are allowed outside. Table decorations and center pieces and items to hang from the four ceiling light fixtures located in the Pyeatte Room may be discussed with management.

**When the center is not open there is a fee of $20 an hour for decorating and set up purposes only.** Rental hours to decorate free of charge are as followed: Fridays 4pm-5pm, Saturday 8am-1pm, and Sunday 8am-1pm. **This additional fee of $20 is non-negotiable and is set per Directors request**. \_\_\_\_\_\_ (initial). Outside food at any time before the set event is prohibited.

Rented equipment other than what is provided by Maumelle Center on the Lake must be removed from the building at the end of the event. This includes any props or décor provided by renter/other rental parties. Maumelle Center on the Lake will not be responsible for coordinating delivery or pickup of any equipment provided by a third party vendor.

**Damage and Disorderly Conduct *(Please Read Carefully)*:**

The paying client is responsible and shall reimburse Maumelle Center on the Lake for ANY damage, loss of revenue, loss of property, or liability caused by the client or guests, invitees, and subcontractors as management deems necessary beyond the deposit. The paying client will pay for any damages assessed before, during, or after their party with a dollar amount stipulated by the director. Renter agrees to pay all attorney fees and court costs incurred by Maumelle Center on the Lake in enforcing any part of this agreement or collecting amounts due. This agreement is contingent upon the ability of Maumelle Center on the Lake to provide the above services and is subject to strikes, labor disputes, accidents, power failure, acts of God, or other causes beyond its control. If any of the above shall occur, Maumelle Center on the Lake shall not be liable beyond the deposit paid by the client for the event. Maumelle Center on the Lake shall not assume responsibility for damage, loss, or theft of items left on property or for any injury caused to any guest before, during, or following an event. Maumelle Center on the Lake reserves the right to cease service before or during an event if difficult customers become bothersome or threatening toward each other, restaurant patrons, or Maumelle Center on the Lake.

**Thank you for allowing *Maumelle Center on the Lake* to assist with your upcoming event!**

**Fees:**

Refundable deposit: $500- after event, provided

Rental Rate: $800 nonresident/$650 Maumelle Resident

Clean Up: $300

Security Fee Maumelle Police Department: $35 hour

**Agreement:**

You, for yourself, and on behalf of all Permitted invitees, hereby release, remise and forever discharge Maumelle Center on the Lake and each of its respective agents, directors, officers, employees, information providers, service providers, suppliers, licensors, and licensees, and all other related associated, or connected persons from any and all manner of rights, claims, complaints, demands, causes of action, proceedings, liabilities, obligations, legal fees, costs, and disbursements of any nature and kind whatsoever and howsoever arising, whether known or unknown, which now or hereafter exist, which arise from, or related, or are connected with your use of the Property.

Renter agrees to indemnify and hold the City of Maumelle, its partners, subsidiaries, affiliates, officers, employees, and service providers harmless from any claim or demand made by any third party due to or arising out of you or your permitted invitees’ use of the property , or any violation of this rental agreement by you or your permitted invitees, or any inaccuracy of any information you provide to Maumelle Center on the Lake, and any expenses incurred in connection therewith, including without limitation reasonable attorney’s fees.

Renter’s Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maumelle Center on the Lake Director or Designee Signature Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REMIT PAYMENT:

MAUMELLE CENTER ON THE LAKE

2 CLUB MANOR COVE

MAUMELLE, AR 72113

(501)851-4344