

BENTONVILLE

COMMUNITY CENTER

**Community Room Rental Agreement**

Bentonville Community Center rooms are designed to accommodate business and civic group meetings, weddings, wedding rehearsals, receptions, bridal and baby showers, birthday and anniversary celebrations, graduation parties, family reunions, and more. The facility, along with the room rentals, are available for rent on a first-come, first-serve basis. Rooms must be reserved in advance and based upon pre-determined reservation lead time.

**RESERVATION POLICIES**

* Community room rentals may be reserved up to one year in advance
* Reservations for activities that take place during hours of operation must be made a minimum of two (2) weeks in advance, unless approved by Bentonville Parks and Recreation
* Reservations for activities that take place after hours of operation must be made a minimum of four (4) weeks in advance, unless approved by Bentonville Parks and Recreation
* Lock-ins must be scheduled a minimum of four (4) weeks in advance, unless approved by Bentonville Parks and Recreation
* Renters must pay for PREP and CLEAN UP time

**RENTAL DEPOSIT**

* To reserve a community room at the Bentonville Community Center, this form must be completed, with rental and deposit fees paid in full. Deposit fees are equal to 50% of the total room rental and deposit fee (by check or credit card on file) must be submitted in full upon reservation
* Deposit fee will be held, and returned, depending on the condition the space is left in, within 3 business days after your event date. Deposit fees are refunded according to the condition that the space is left. Renters must clean up before vacating the room/s

**ROOM RENTAL RATES**

All rentals have a 2 hour minimum unless otherwise noted. Rental fee, along with the refundable deposit fee, are due at the time the reservation is made. The catering kitchen rental is mandatory in instances where food preparation is needed. Kitchen includes: commercial refrigerator, freezer, warming machines and ice maker.

**CANCELLATION POLICY**

\*A full refund (-$5 processing fee) will be granted if cancellation is made 30 days prior to the date of the event. \*If cancellation is received within 30 days of the scheduled reservation, the renter will receive 50% of rental fee payment (-$5 processing fee) and full deposit.

**COMMUNITY ROOMS**

**RATE (2 HOUR MINIMUM)**

1 Room

2 Rooms

3 Rooms

4 Rooms

Catering Kitchen

Outside Operating Hours

Dining Utensils

$50 Hour Member I $75 Hour Non Member

$75 Hour Member I $100 Hour Non Member

$100 Hour Member I $125 Hour Non Member

$125 Hour Member I $150 Hour Non Member

$25 Hour Member I $50 Hour Non Member

Additional $40 Hour

Additional $75



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NAME OF APPLICANT TODAY’S DATE

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

ADDRESS PHONE

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

CITY/ZIP DRIVER’S LICENSE #

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

EMAIL ADDRESS DOB

Please describe your event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

RENTAL DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF ATTENDEES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ END TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will food or drinks be served? \_\_\_\_\_\_\_\_\_\_

IF YES, WHO IS CATERING YOUR EVENT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No products may be sold or marketed to attendees ROOM(s) REQUESTED**

**Community Rooms (2 hour minimum)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 Room ($50/$75) |  |  | 2 Rooms ($75/$100) |  | 3 Rooms ($100/$125) |
| Catering Kitchen ($25/$50) | Dining Utensils ($75) |



4 Rooms ($125/$150)

**\*\*\*OFFICE USE ONLY\*\*\***

Rental Fees: \_\_\_\_\_\_\_\_\_\_ Deposit Fee: \_\_\_\_\_\_\_\_\_\_

**Total Due at Time of Reservation:** \_\_\_\_\_\_\_\_\_\_

Method (#): \_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_

ACTIVE Calendar: \_\_\_\_\_\_\_\_\_\_

Notes:



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ACCESSORIES AGREEMENT

Please initial next to any and all items that you plan to utilize during your rental.

Changes to your requests can NOT be made 3 days prior to your scheduled rental date.

**AVAILABLE WITH YOUR ROOM RENTAL**

\_\_\_\_\_ RECTANGLE TABLES \_\_\_\_\_ ROUND TABLES \_\_\_\_\_ TABLE CLOTHES \_\_\_\_\_ AUDIO / VIDEO

**AVAILABLE WITH YOUR KITCHEN RENTAL ONLY (ADDITONAL FEE)**

By initialing next to the available accessories, you agree that all items will be cleaned by the time your rental concludes.

All trash must be placed in garbage bags and all food must be thrown away at the time your rental concludes.

\_\_\_\_\_ ICE \_\_\_\_\_ COOLING UNITS \_\_\_\_\_ HEATING UNITS \_\_\_\_\_ CLEANING EQUIPMENT **($25hr/$50hr)**

\_\_\_\_\_ PLATES

\_\_\_\_\_ BOWLS

\_\_\_\_\_ CUPS/SAUCERS

\_\_\_\_\_ DESSERT PLATES \_\_\_\_\_ GLASSES

\_\_\_\_\_ SPOONS \_\_\_\_\_ KNIVES

\_\_\_\_\_ FORKS

**($75)**

**THE ROOMS MUST APPEAR THE WAY THEY DID AT THE TIME YOUR RENTAL BEGAN**

**I assume all risks and hazards directly related to and incidental to rental of the Bentonville Community Center. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Bentonville, the sponsors, supervisors and participants for any claims arising out of injury by myself or anyone who may be attending my event.**

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

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

Name

Signature

**I understand by signing this form that I assume full responsibility for the condition of the room or rooms that I am renting from the Bentonville Parks & Recreation Department. I understand that if I don’t return the room in the condition that it was before my event, I may be charged for the cost of cleaning or repairs. By signing this form I understand that as a renter I am solely responsible for any damage that occurs to the room during my rental. I also understand that I am responsible for the actions of those who are in attendance at the event for which I am renting the room.**

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

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

Name

Signature



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Any Amendments to the rental agreement executed must be made by the primary renter

Changes to the time and date of rental will be made at the discretion of the Bentonville Community Center staff and will be based on room availability

Renter must be eighteen (18) years of age to make a reservation

Cancellation of rental within 30 days prior to the event will result in forfeiture of 50% of the rental fee

Renter, whose name and signature appears on the contract, will be the main contact person and must be on-site, or in attendance, of the event, and available for contact

Renters, guests, caterers, or part of the renting party will not be allowed in the room(s) until entry time stated on the contract. It is the renter’s responsibility to notify any 3rd party vendors of this policy

Bentonville Parks and Recreation is not responsible for unattended or damaged items left in the facility

Any equipment brought in cannot be left in the facility before time designated in the contract and must be removed immediately after the event has occurred

Renter, whose name and signature appear on the contract, shall be the responsible party for any loss or damage to Bentonville Community Center property caused by an attendee of the activity during time of rental. Such responsible party shall be responsible to the extent of paying the necessary cost and expenses needed to replace or repair damages

Renter and his/her guests should remain in the designated rented room(s), other than restrooms The use of alcoholic beverages is strictly prohibited

The Bentonville Community Center is a tobacco-free campus. Smoking, and the use of any tobacco products, including electronic cigarettes, is strictly prohibited anywhere inside the facility, including the balcony

All decorations are limited to tabletop and freestanding items only. Attachments of any kind of decoration to the walls and windows is prohibited

Confetti, sequins or birdseeds inside the facility, or within 25 feet of the building entryway is prohibited. Bubbles can be used outside the building only

Candles, or any open flame device, are prohibited and cannot be used inside the building

Renter must remove all food and personal items in the room and place all trash in provided containers prior to vacating the

premises. If the kitchen is included in the rental, kitchen floor must be swept and mopped, and kitchen counters wiped down. If not, the security deposit will be applied to the rental fee

Failure to comply with these policies will result in forfeiture of the deposit fee and denial of any future rental of the Bentonville Community Center rooms

**I assume all risks and hazards directly related to, or incidental to, rental of the Bentonville Community Center. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Bentonville, the sponsors, supervisors and participants for any claim arising out of injury by myself or anyone who may be attending my event.**

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

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

Name

Signature

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

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

Name

Signature