



Reservation & Rental

Thank you for choosing the Heber Springs Conference Center for your upcoming event. The following is information to help you in your planning process.

Room Rental Rates

Main Floor	<u>4hrs</u>	<u>8hrs</u>
<u>Meeting Room 1 (kitchenette)</u>	<u>\$125</u>	<u>\$200</u>
<u>Meeting Room 2</u>	<u>\$125</u>	<u>\$200</u>
<u>Rooms 1&2</u>	<u>\$250</u>	<u>\$350</u>

Seating Capacity 32per room 64 together

Upstairs	<u>4hrs</u>	<u>8hrs</u>
<u>Room 3</u>	<u>\$200</u>	<u>\$250</u>
<u>Room 4 (kitchenette)</u>	<u>\$200</u>	<u>\$250</u>
<u>Rooms 3&4</u>	<u>\$300</u>	<u>\$400</u>

Seating Capacity 128per room 256 together

Gymnasium	<u>4hrs</u>	<u>8hrs</u>
<u>Gym Floor ONLY</u>	<u>\$250</u>	<u>\$400</u>

8hrs
Multi-purpose Gym \$1500 (per Day)
 (Includes stage, audio /visual equipment, floor covering, tables and chairs. Does not include track closer)

Facility Rental	<u>8hrs</u>
<u>Community Center ONLY</u>	<u>\$2500</u>
(Includes complete use of facility for specified time)	
<u>Catering Kitchen</u>	<u>\$150</u>

Specialty Equipment
 (Indicate number needed)
 _____ Fountain Drinks- Coke, Diet Coke, Sprite, Dr. Pepper
 Sodas: \$150.00 minimum purchase/\$4.00 per pitcher
 _____ \$1 per person –Coffee Service
 _____ \$1 per place setting – (tumbler, coffee cup, plate, dessert plate, silverware)
 _____ \$10.00 Table Cloths (black & white only)
 _____ \$1.00 Napkins (black, white & red only)

Overtime Rental- Call for more information

Rental Agreement

Name of Responsible Party: _____

Business Name: _____

Contact Person (s): _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Cell Phone: _____ Fax# _____ Email: _____

Type of Function: _____

Rental Date: _____ Number of Guest: _____ Event Time: _____; _____ to _____; _____

Room (s) Being Rented: _____

Events Name or Title you would like on the white board/welcome board:

Additional Equipment being rented or details needed

Standard Equipment Available

60" Round Tables

6' Rectangle Tables

Ice Machine

Full size refrigerator with freezer, Microwave and Coffee Maker (kitchenette ONLY)

Chairs

Audio/Visual- Wireless and/or lapel mic

Wireless internet

Rental Rules and Regulations

The rented room and kitchenette must be left in the same condition it was prior to rental. All decorations, food and other items brought into the room must be removed. All food and any trash must be disposed of prior to event end time. Do Not put food in the sink. Trash cans are provided. A \$100 cleaning fee can be charged at the discretion of HSCC in the event this criteria has not been maintained.

_____ (initial)

Clients using a caterer for the scheduled event, which requires any use of the HSCC catering kitchen, the caterer must have a catering contract with deposit on file with the HSCC. This will be a separate contract between the HSCC and caterer.

_____ (initial)

Clients shall have access to the room rented only during the specified times and only after checking in at the Front Desk to make payment. This allocated time shall include client's set-up, catering deliveries, decorating, and removal of persons, personal belongings, rental equipment and display materials.

_____ (initial)

The Heber Springs Community Center and/or facility management is not responsible for damages or loss to personal property of the client, guest, invites, independent contractors and/or entertainers/vendors, which are left on the premises before, during and after the venue.

_____ (initial)

The party leasing the room shall assume all responsibility for all actions of their guest(s) and shall allow no unlawful or disruptive activities. The venue shall be supervised during the entire period of use by the client. A chaperone must accompany anyone under the age of 18. Children must be closely supervised by a responsible adult at all times. No pets allowed in the facility. (Exception- an approved assistant animal)

_____ (initial)

Attendees agree to use specified rented areas ONLY. Attendees agree not to use other office work areas, staff computers, phones or the other areas of the building. Use is limited to the common and public areas such as restrooms and entry way along with the room rented.

_____ (initial)

No decorations may be affixed to any wall, ceiling or light fixture with tape, nails, tacks, screws, staples or any type of adhesive. No staples or tape are to be used on tables. No candles may be used unless they are flameless candles. No glitter, sprinkles, bubbles, "silly string" or confetti may be used in the facility. Garlands, ribbons, etc. may be used on exterior entry railings or doors with permission. Couches, chairs and end tables must remain in original location, they cannot be moved. No pictures may be taken off the walls. Possible damages done to the facility exceeding \$50 will be charged accordingly.

_____ (initial)

The use of alcoholic beverages on City property is strictly prohibited. Heber Springs Community Center is a tobacco-free facility. Smoking is not permitted anywhere on the property.

_____ (initial)

Bands and DJs are permitted in the facility during the venue. Any special requirements necessary for the band or DJ system are to be brought to the attention of the management at least 2 weeks prior to the venue date. These requirements may be charged as an additional expense. Equipment can only be delivered on the day of the venue, assisted by management and must be removed immediately following the end of the venue. Problems with equipment belonging to the facility must be reported immediately to management when detected.

_____ (initial)

The Heber Springs Community Center management reserves the right to require security services when deemed necessary. The person who reserves the facility is responsible for coordinating plans with the management, scheduling qualified security officers and paying the officers.

_____ (initial)

Cancellations

All cancellations must be submitted in writing. HSCC reserves the right, at any time, prior to or during the use of the facility to cancel the reservation and terminate the agreement in the event of emergency, physical damage to the building or other occurrence which at the sole discretion of the HSCC renders unsuitable or unsafe for use. In the event that the reservation and this agreement are terminated pursuant to this provision, HSCC will refund the rental fee. HSCC shall not however be held responsible for any direct, indirect, incidental or consequential damages resulting from such termination.

Cancellations given up to 60 days prior to venue, results in a FULL refund.

Cancellations given up to 30 days prior to venue, results in a 50% refund.

No refund given without a 30 days' notice of cancellation.

If the group does not appear at the scheduled time, client shall be responsible for the full venue fee.

Signature of person responsible for compliance

Date

I understand by signing the above, I am personally responsible for (a) the prompt payment of all amounts due and owing the City of Heber Springs and (b) compliance with all rules and regulations set forth. My questions regarding use of the Heber Springs Community Center have been answered in full by the staff and/or management.

_____ (initial)

I have read and understand the Reservation and Rental information provided

_____ (initial)