



**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

---

Key Number: \_\_\_\_\_ Date of Pickup: \_\_\_\_\_  
(Must be returned at the drop box. Located beside the red door at the MSP block building.)  
108 E. Emerson Street, Paragould, AR 72450

**Deposit Fee or Full Rental Rate is required to secure rental date.  
Rental Deposit will be refunded so long as agreement is upheld.**

**Rental Rates (Attached Below)  
Rental Hours: 7:00 a.m. to 11:00 p.m.**

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

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

Time of Rental: \_\_\_\_\_

Card On File

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

---

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

(Must be 21 years of age or older)

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## **RENTAL PAYMENT**

A half-day or full-day rental requires a \$100 deposit fee plus rental rate. The deposit is required to secure your rental date. The remaining balance rental fee is due before the date of booking. Failure to pay the rental fee will result in no refund of deposit. All other bookings of the facility do not require a deposit, but must be paid in full to secure the rental date.

## **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 return.

Items that may void deposit returns:

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 placed into garbage bins.
4. There is damage to the facility, furnishings, and/or grounds.
5. Any rental guest displays improper conduct as determined by MSP staff or volunteers. 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/EVENT**

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 are allowed unless appropriate training permits can be presented. If hosting an event, a Special Event Insurance policy is required. Confetti and sparklers are not permitted.

## **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 less than 7 days will not be refunded.

**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. Set thermostats to 72 degrees (summer months) or 63 degrees (winter months) when leaving.

## **LOCKING UP PROCEDURES**

All doors must be locked before leaving. Please make sure you check all doors before leaving. Renters will be held responsible for any damage done to the building if they fail to secure all doors.

**By initialing this form, you agree to hold Main Street Paragould, Inc., its employees, officers, and volunteers harmless and free from liability resulting from injury or damages of any kind which may occur.**

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

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

COMMUNITY PAVILION RENTAL RATES

Deposit Required	\$100.00
__ ½ Day Entire Facility	\$200.00
__ Full Day Entire Facility	\$400.00

No Deposit Required	
__ Meeting Room, Bathroom	\$50.00
__ Kitchen, Bathroom	\$50.00
__ Meeting Room, Kitchen, Family Restroom	\$100.00

Hours

7:00 a.m. to 11:00 p.m.

Weddings or Large Event Cleanup – 10:00 a.m. the following day



**main Street**  
DOWNTOWN PARAGOULD