

Junior League of North Little Rock
216 West Fourth Street, North Little Rock AR 72119
(501)372-1436

Rental Agreement

Lessee's
Name _____

Company _____

Address _____ City _____ State _____ Zip _____

Daytime Phone # _____ Evening Phone # _____ Email Address _____

This Rental Agreement ("Agreement") is made this _____ day of _____, 200____, between the Junior League of North Little Rock, hereinafter called the Lessor, and the Lessee listed above. The rental shall commence on (date of event) _____ and shall extend for a period of _____ hours, starting at _____ (a.m. or p.m.) and ending at _____ (a.m. or p.m.).

1. **Rental Charges:** Lessee agrees to pay Lessor the full amount of rental fee of \$ _____, this includes a security fee.
2. **Deposit:** A deposit of \$ _____ is required to cover any damages, excessive janitorial expenses or any other fees that may be necessary following Lessee's rental. The deposit is due at the time that this Agreement is executed by the Lessor's representative and Lessee. If the deposit is not needed as specified, it will be refunded within thirty (30) days of the event. This deposit is nonrefundable if the Lessee cancels Agreement.
3. **Prepayment of Rental Fee:** The full rental fee (without regard to the deposit being held in reserve) is due two (2) weeks prior to the event date, i.e., on or before _____. If the full fee is not received by this date, then this agreement shall be considered null and void, and the full deposit forfeited, but the deposit will be returned unless it is needed for any additional fees that have not been paid for any damages. _____ Initial.
4. **Security:** The Lessor will provide a security guard for all events, held by a Lessee not a member of the Junior League of North Little Rock. Lessor does not guarantee the security of the Lessee, Lessee's guest, or Lessee's equipment, merchandise, etc. at any time. Lessee may request additional security personnel for an additional fee upon written request to the Rental Manager at least two (2) weeks prior to the event.
5. **Food and/or Drink:** Lessee may use a catering company of their choice. Lessee will be liable for any damages to building and contents, and/or persons if caused by caterer. Lessee may serve a champagne or wine toast

without hiring a licensed bartender, however if hard liquor is being served Lessee must hire a licensed bartender.

6. **Use of Premises:** Lessee agrees to use the leased premises for the purpose of a _____ and for no other purpose without written consent of the Lessor obtained in advance. Lessee agrees that at the expiration of the rental term stated above, or any extension thereof, peaceable possession of the premises shall be returned to the Lessor in as good a condition as when Lessee takes possession excluding usual and reasonable wear and tear. Lessee agrees to abide by the rules of the House Rules, attached. Lessee also agrees to adhere to the capacity guidelines no more than 135 persons. Lessee is responsible for any damages resulting from failure to comply with the capacity limits.
7. **Utilities and Repairs:** Lessor shall furnish for Lessee's reasonable needs and without further charge, heating, cooling, water, and power. Lessor will keep premises in good repair and maintain the premises in the condition, quality, and class equal to its condition on the date of execution of this Agreement.
8. **Indemnification by Lessee:** By signing this Agreement, and by using the Facilities whether or not this Agreement is properly signed or signed by an authorized person. Lessee hereby agrees to indemnify the Lessor and hold the Lessor harmless against and with respect to any damage, liability, deficiency, loss, cost, expense or claim arising out of or resulting from:
 - A. Any breach by Lessee of any representation, warranty or covenant of Lessee stated herein or in any written instrument delivered by Lessor to the Lessee;
 - B. The non-fulfillment of any agreement or undertaking of Lessee contained in this Contract;
 - C. Any damage to persons or property or loss occurring in connection with or as a result of the use of the Facilities by Lessee, other than damages or loss arising from the negligence or willful misconduct of any employee or agent of the Lessor, and/or
 - D. All reasonable costs and expenses (including reasonable attorney's fees) incurred by the Lessor in connection with any action, suit proceeding, demand, assessment or judgment related to the enforcement of this Agreement, incident to any of the matters indemnified against in this Agreement and/or otherwise related to Lessee's use of the Facilities.
9. **Insurance:** Each party shall be responsible for all insurance on its own property.
10. **Other Conditions/Obligations:** It is further agreed between the parties herein as follows:
 - A. The Lessee shall pay for all damages to any part of the described premises or other areas of the building occurring through the actions or negligence of the Lessee, its agents, employees or guests.
 - B. The Lessee shall be responsible for the collection of trash in suitable trash bags or other containers and shall deposit such trash bags or other containers in the place designated by Lessor.

C. Lessee shall exonerate, protect and indemnify Lessor from and against any and all losses, claims and actions that arise and grow out of any injury to or death of persons, and damage to property, in or upon the portion of the premises used by the Lessee, except losses, claims or actions arising out of negligent acts or omissions of the Lessor, or its representatives.

D. Any band, musical group or other third party contracted by the Lessee must remove all its equipment, sound systems, and/or instruments from the building during the Lessee's check-out time. If this is impossible, then prior arrangements in writing must be made with the Lessor's representative for the removal of its items at a time and date when the building is routinely open for the transaction of its business. _____ Initial.

11. **Binding Effect:** This Agreement shall be binding upon the parties hereto and upon their personal representatives, heirs, successors and assigns, and it shall be governed under the laws of the State of Arkansas.
13. **Complete Agreement:** This Agreement, the attached fee schedule, and House Rules, constitute the entire understanding of the parties, and such understanding may not be modified or terminated except in writing signed by both parties.
14. The Lessor reserves the right to refuse rental.

Lessor: **Junior League of North Little Rock**

Lessee:

Signature of Lessor's Representative

Signature or Lessee's Representative

Printed Name of Lessor's Representative

Printed Name of Lessee's Representative

Junior League of North Little Rock
HOUSE RENTAL AGREEMENT

HOUSE RULES

- _____ FIRE REGULATIONS
- (1) No smoking anywhere inside the House. Lessee will be subject to an additional charge if he/she and/or his/her guests, employees or agents smoke in the building.
 - (2) A unity candle is permitted at wedding ceremonies provided that proper provision is made to prevent drips and it is extinguished before the reception begins. Other candles are permitted if the flame is enclosed (i.e. in votive holders or hurricane shades) and has proper drip protection. All arrangements for candles must be approved before the event.
 - (3) Maximum capacity of 135 people.
- _____ RESERVATIONS
- (1) The House may be reserved by calling the League office. A \$150 deposit (\$250 deposit if alcohol is served) will be required for all parties to cover any damages or janitorial expenses which might be necessary. This deposit will be due upon reserving the House and will be completely refunded within ten business days after rental date IF ALL HOUSE RULES ARE MET.
 - (2) The Rental Agreement shall be signed within two (2) weeks after deposit is received. No date will be held without the deposit specified in the Rental Agreement.
 - (3) No verbal agreements will be honored (i.e. deposits, payments, and rental times). Any addendum to the Rental Agreement must be made in writing.
 - (4) Rental fees are due fifteen (15) days before rental date.
 - (5) At least two weeks notification of cancellation is required for refund of deposit.
- _____ CATERING
- All caterers must be pre-approved.
- _____ ALCOHOLIC BEVERAGES
- (1) Cocktails may be served by a licensed bartender. Wine, champagne, and beer may be served without a bartender's services.
 - (2) Only one (1) bar may be set up due to limited space.
 - (3) Alcoholic beverages may be served for no longer than two (2) hours and must stop being served and beverages secured no later than 15 minutes before closing unless preapproved.
 - (4) If alcoholic beverages are to be served, an additional \$100 security deposit is required.
 - (5) Use of daiquiri machines are allowed, but must be pre-approved.
- _____ TIME LIMITS
- (1) The standard rental period allows two hours for the event, one hour for set up and one hour for clean up.
 - (2) Wedding rehearsals will be limited to one (1) hour and may be no more than twentyfour (24) hours before the actual event.
 - (3) Extra rental time must be arranged at the time of booking (see Fee Schedule).
 - (4) Unscheduled overtime is \$100 per hour.
- _____ FURNISHINGS
- (1) No furniture to be moved under any circumstances. Lessee will be charged for any damages to the house in an amount to be determined by the JLNLR.
 - (2) The piano and green couch shall not be moved under any circumstances.
 - (3) For weddings, birdseed, rice or rose petals must be distributed and used OUTSIDE ONLY and must be cleaned up promptly.
 - (4) The lessor is not responsible for personal property and equipment brought onto the property by the Lessee and/or his/her agents, employees or guests.
- _____ CLEAN UP
- (1) The lessee and caterer are responsible for complete clean up of the House. This includes (a) removal of all dirty dishes, food and debris from the entire House, porch and yard; (b) thorough cleaning of kitchen, counters, equipment and floors, (c) unloading dishwashers and putting clean dishes away in their proper place, and (d) emptying all trash cans.
 - (2) Clean up must be completed within the allotted time frame (see TIME LIMITS). Overtime will be charged at \$25 per 15 minute segment or part thereof.
 - (3) Directions in the House Manual must be followed.
- _____ SECURITY
- (1) A worker employed by the League will be at all parties or functions for security purposes.
 - (2) The JLNLR is not responsible for any articles left in the House overnight.
 - (3) Access to the balcony overlooking the front of the house is limited to the bride, groom, photographer and security guard.
- _____ HOLIDAYS
- The House may be available for rental on the following dates, if proper security can be secured by the League: Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. An additional fee is charged while the House is decorated for Christmas. No Christmas decorations are to be moved.

The Renter is responsible for making sure the caterer and all guests abide by the above regulations. Failure to do so will result in forfeiture of deposit.

I, _____, agree to rent the Junior League of North Little Rock House on _____ from _____ (a)(p).m. until _____ (a)(p).m. My deposit is \$ _____ and the amount of rent owed is \$ _____. I have read and understand the House Rules and agree to abide by the.

Renter

Fee Schedule for Public

DEPOSIT: **DUE AT TIME OF RESERVATION**

Basic\$150.00
With Alcoholic Beverages.....\$250.00

RENTAL: **Business Meeting Rentals**

Offered Monday –Friday, 8:00 a.m.-5:00 p.m.

By the hour.....\$60.00

Catered Meeting involving League
dishes and silverware.....\$100.00 /in addition
to hourly fee

Meeting Rentals

Offered weekdays- during regular Business hours

By the hour.....\$60.00

Facility Rental Package

Parities, Receptions, Showers, Socials, Etc.

4 Hours*.....\$450.00

Wedding Rental Package

5 Hours*.....\$550.00

This includes one hour rehearsal prior to the event

Photography

During office hours.....\$25.00/hour

Outside office hours.....\$50.00/hour

Tables and Chairs

Five-5 ft rectangular tables.....\$50.00

50 White plastic folding Chairs.....\$100.00

*Security Costs are included in the rental package as required for insurance purposes

Please complete for office use. Please print all information:

Renter's name: _____

Contact address: _____

Contact phone numbers: _____

This rental is for the purpose of _____
(Wedding, reception, rehearsal dinner, baby shower, ect.)

For _____

Caterer _____

Photographer: _____

Please return to: **Junior League of North Little Rock**
P.O. Box 9043
North Little Rock, AR 72119-9043
(501)372-1436 or Fax (501)375-9700