

North Little Rock Chamber of Commerce
100 Main Street
North Little Rock, AR 72114

RENTAL AGREEMENT

This rental agreement dated _____ is between the North Little Rock Chamber of Commerce, 100 Main Street North Little Rock, Arkansas, herein referred to as OWNER, and _____ herein referred to as RENTER,

Responsible Person: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

For and in consideration of the amount of \$ _____ the owner hereby rents the following room _____ to the renter.

The following conditions are hereby agreed to:

1. The facility will be rented on _____ between the hour's of _____ AM/PM and _____ AM/PM.
2. The renter will not leave the facility unattended or unlocked.
The renter will not admit or permit to be admitted onto the premises any person not a member or guest of the undersigned organization.
3. Prior to leaving the facility, the renter will see that all debris, trash, and similar items are picked up and deposited in proper receptacles and the facilities are in the same condition they were prior to the renters use thereof. Upon inspection of the property the \$400.00 cleaning deposit will be refunded if everything is left in the condition it was prior to rental.
4. The renter, in addition to the rental agreement, will promptly pay the owner the full amount required to repair or replace any property, real or personal which shall have been damaged during the use of the facilities whether or not said damages were caused by the renter or his or her guests.
5. The renter will indemnify and hold harmless the North Little Rock Chamber of Commerce, and any and all employees and/or volunteers, for said entities from any claims or judgment, including attorney's fees and cost incurred in defense thereof made or entered against any of the above bodies or individuals by any of the undersigned's members or guests for damages or injury arising by reason of the use of such facilities by the undersigned organization or individual.
6. The renter will report immediately to a representative of the North Little Rock Chamber of Commerce any problems, defects, or unusual events which may have occurred on or to the facilities or persons during the use thereof.
7. The undersigned signatory states hereby that he or she has full authority to execute this

agreement on behalf of the renter.

8. No glitter, confetti, rice or birdseed may be used inside or outside of the building. No thumb tacks or tape may be used on the walls. Any candles used must be inside a container such as a bowl or hurricane lamp. Do not throw cigarette butts off of the balcony onto the sidewalk and parking lot. These actions will result in the loss of all or a portion of your refundable cleaning deposit.
9. Full payment is due 60 days prior to the date of the scheduled event. A cancellation 6 months prior to renter's event will result in a 75% refund of renter's deposit. A cancellation 3 months prior to renter's event will result in a 50% refund of renter's deposit. There is no refund for cancellations less than 3 months prior to renter's event. If an event is scheduled at Simmons Bank Arena on the same date as renter's date, only 30 parking spaces can be guaranteed.
10. If using the facility outside of normal working hours renter will need to pick up a key and be instructed on how to arm and disarm the alarm system. If your event is on the weekend renter must pick up the key and alarm instructions no later than 4:30pm Friday.

Date: _____

Name: _____
Print Signature

Name of Organization: _____

North Little Rock Chamber of Commerce

NLR Chamber of Commerce Representative

Date

***Items that are a violation of rental agreement and could decrease or negate your refund
Specific cost will be assessed according to the amount of damage***

- Spilled candle wax.
- Stain or floor damage that is not cleanable by dust mop or vacuum.
- Leaving trash in the conference center.
- Glitter on chairs or floor.
- Confetti, rice or birdseed inside or outside of building.
- Cigarette butts thrown over the balcony onto the sidewalk or parking lot.
- If the air conditioning or heat is not turned up or down after your event.
- Failure to vacate the premises when instructed. This could effect the next event.
- Damaging the walls with thumb tacks or tape.

North Little Rock Chamber of Commerce

**SUPPLEMENT RENTAL AGREEMENT FOR
FOOD AND BEVERAGE**

As a part of the Rental Agreement for space in the North Little Rock Chamber of Commerce, the following Supplement is made in conjunction with the provision and consumption of food or beverages on site.

- The sponsor (renter) of the event agrees to accept full responsibility for the quality and content of food or beverages consumed on site. It is expressly understood that the Chamber is herewith held without liability concerning food or beverages dispensed by the renter or their agents or attendees.
- No Food or beverage shall be left at the North Little Rock Chamber of Commerce after the event.

I hereby agree to the above requirements and further agree to hold the North Little Rock Chamber of Commerce and its staff harmless in any liability that may occur in conjunction with the event scheduled and with respect to the agreement. I further agree to indemnify the above mentioned persons or entities in any action arising from agreement.

Signature

NLR Chamber of Commerce Representative

Date

Date