



### THE STATION RENTAL AGREEMENT

Main Street Paragould, Inc.

Office Address: 200 N. Pruett Street, Paragould, AR 72450

Email: info@downtownparagould.com

Phone: 870-240-0544

The Station Address: 201 N. 2<sup>nd</sup> Avenue, Paragould, AR 72450

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For Office Use:

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

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**Deposit Fee or Full Rental Rate is required to secure rental date.**

**Rental Rates (Attached Below)**

**Rental Hours: 7:00 a.m. to 11:00 p.m.**

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

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

Card On File (Must be a Credit Card)

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

(Must be 21 years of age or older)

Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ Same as Billing Address

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

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## **RENTAL PAYMENT**

The rental requires half of the total rental fee to reserve the rental date. The remaining balance must be paid within 30 days of your rental date.

## **DEPOSITS & KEY RETURN**

Weekend rental (Fri, Sat & Sun) keys should be returned as soon as the event concludes. An inspection of the building can be made the following business day. Weekday renters must return key(s) on the same day once your rental concludes.

If keys are not returned, renters will face a charge to the card on file of \$50.00. Renters will be charged \$50.00 for each item below if it is not completed once the rental concludes:

1. Doors left unlocked 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 is placed into dumpster.

If renters exceed rental time, an automatic \$500.00 will be charged to the saved card on file.

Renters will be charged the equivalent to compensation to the card on file for damage to the facility, furnishings, and/or grounds.

## **PIANO**

The piano in the facility shall remain untouched or moved unless approval is granted to use. Any blemishes, damages, or other issues will result in an automatic \$500.00 charge to your card on file.

An additional form must be signed.

## **DECORATIONS/ENTERTAINMENT/EVENT**

Ignited candles, confetti, glitter, sparklers, and silly string are not permitted.

Dancing is allowed so long as no scuffs or marks are made on the floors. If this occurs, you will be charged for damages.

Decorations can be hung from the metal beams so long as no damage occurs to any electrical conduits or lights. Nothing can be attached to the walls.

Entertainment is subject to approval.

Jump Houses: No jump houses are allowed unless appropriate training permits can be presented.

If hosting an event, a Special Event Insurance policy is required.

No fog or smoke machines can be used.

## **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

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

## **CANCELLATION REFUND**

The renter must notify Main Street Paragould no less than 60 days prior to the reservation date in order to receive a 50% refund. Any cancellations less than 60 days will not be refunded.

## **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 the event.

Any rental guest displays improper conduct as determined by MSP staff or volunteers. Improper conduct shall include, but not limited to, apparent intoxication, abusive or threatening language, physical violence, and lewd behavior.

There is a capacity of 652 persons allowed in the facility at any given time.

## **ROOM SET-UP**

Leave tables folded/stacked. Stack chairs in sets of 12 along the east brick wall.

## **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. Chairs must be stacked.
2. Renters can add on an optional cleaning by a commercial cleaning service. This will occur the following business day.
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.
4. Kitchen must have counters cleaned, sink clean and free of food and trash, all leftover food removed, and refrigerator cleaned and spills on the floor cleaned.

## **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 that may occur.**

BUILDING ADDRESS: 201 N Second Avenue, Paragould, AR 72450

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

## THE STATION RENTAL RATES

### Deposit:

Half of the Rental Fee must be paid to reserve the rental date.

### Rental Fee:

Full Payment must be made within 60 days of the rental date.

Please check the day/payment that applies to your rental:

<input type="checkbox"/> Monday-Thursday	\$500.00
<input type="checkbox"/> Friday	\$1,500.00
<input type="checkbox"/> Saturday	\$1,500.00
<input type="checkbox"/> Sunday	\$1,500.00
<input type="checkbox"/> Friday and Saturday	\$2,500.00
<input type="checkbox"/> Saturday and Sunday	\$2,500.00
<input type="checkbox"/> Friday, Saturday, and Sunday	\$3,500.00
<input type="checkbox"/> Cleaning Service	\$200.00

If renters exceed rental time, an automatic \$500.00 will be charged to the saved card on file.

### Hours

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



## Steinway Piano Form

- ☐ I do not plan to use the Steinway Piano at my rental.
- ☐ I plan on using the Steinway Piano at my rental.

If you marked the second box, please read and sign the following document:

I understand that this piano is a donated instrument to The Station made possible by a volunteer group of people who fundraised to purchase this item.

I agree only to use the piano for professional and tasteful purposes.

I agree not to place items on the piano other than sheet music.

I agree to close and place the cover back on the piano once the event concludes. The piano keys should be locked as well. The swag ropes should be placed around the piano.

I agree to have the safekeeping of the piano while it is under my watch.

If I fail to agree to these terms, an automatic \$500.00 charge will be placed to my card on file.



*main street*  
DOWNTOWN PARAGOULD

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

Applicant's Signature: \_\_\_\_\_