

NORTH HALL EVENTS CENTER
USER GUIDELINES

FEES & CHARGES

- Fees are due as indicated on the Rental Agreement.
- Payments or forms not made or turned in in a timely manner (10 days prior to event date) will result in dates not being held.
- Security Deposit amounts are based on type of event and space reserved and is required of all groups.

CANCELLATION POLICY

- Security Deposits & Rental payments paid by Credit/Debit card must be refunded back on the Credit/Debit card. Likewise, payments made by cash/check must be mailed back to the address listed on the Rental Agreement.
- Dates listed below include date of event:

| | | |
|-------------------------------------|-------------|---------------------|
| ○ 61 days or more calendar notice | FULL REFUND | |
| ○ Less than 60 days calendar notice | 75% Refund | |
| ○ Less than 45 days calendar notice | 50% Refund | |
| ○ Less than 30 days calendar notice | 25% Refund | |
| ○ Less than 15 days calendar notice | NO REFUND | INITIAL HERE: _____ |

SECURITY DEPOSIT GUIDELINES

Reservations in North Hall Event Center are confirmed upon receipt of a Security Deposit prior to the event, along with a signed and dated User Guidelines form. This Security Deposit is ADDITIONAL, and is *not* a part of the reservation fee. The designated Security Deposit will be refunded if the responsible person / group does the following:

1. Area is cleaned up, and everyone is gone by 11:00pm.
 - a. Tables are wiped clean of spills, crumbs, etc.
 - b. Trash is put into receptacles.
 - c. Reserved areas and restrooms are left clean and orderly. No decorations, dishes, etc. left in room at completion of event.
 - d. Room is vacuumed for crumbs, glitter, etc. (vacuums are provided in coat closets).
2. NO tampering with thermostats. AC/Heat temperature should be set by staff only.
3. NO use of red-based refreshments (fruit punch, etc.)
4. Candles are allowed, however they must have a container under/around them to catch any wax.
5. NO hanging items from sprinkler heads or lights.
6. Nothing occurred to trigger fire or security alarms.
7. NO usage of push pins, nails, tacks, duct tape, staples, etc. used on any surface. Renters may use painters tape or command strips, however if these items damage walls, this will be taken out of security deposit. All tape should be removed from stage floor.
8. No damaged, missing, or adjusted equipment, props, decorations, furniture, etc. during event.
 - a. *NOTE: Christmas Decorations will be displayed November 15th-January 5th each year.*
9. NO pets (aside from service animals) allowed within the building.
10. All outside doors are closed and locked when leaving.
11. In case of an emergency or unexpected cancellation, Jacksonville Parks & Recreation is not liable for any payments made to outside vendors/planners/coordinators.
12. JP&R Staff is not responsible for breaking down or setting up equipment for Sunday Rentals.
13. Responsibility also falls upon the renter for any damage/vandalism, etc. that might occur in the building as a result of unsecured entrances. Damage repair that exceeds the amount of security deposit will be charged to person/group responsible.

IN CASE OF EMERGENCY OR DISTURBANCES AFTER HOURS, CALL POLICE DISPATCH AT 501-985-2802.

NORTH HALL EVENTS CENTER
USER GUIDELINES cont.

SPECIAL NEEDS

Our staff is committed to helping make your event a success and to assist in meeting your event's requirements. Discuss your needs when making arrangements. The Jacksonville Community Center meets all ADA Guidelines.

USE OF FITNESS AREAS & POOL

Event participants may enjoy any of our fitness areas by simply paying the daily user rate or presenting their current membership pass. Groups of 25 or more should give advance notice to assure availability and staffing.

PHOTO RELEASE

I hereby consent to the use, reproduction, editing and/or broadcasting by the City of Jacksonville, AR of any photographs, video recordings, and audio recordings of me and/or my family, taken by or on behalf of the Jacksonville Parks & Recreation department, without any compensation to me. All prints, videos, or voice-messages shall constitute the property of the City of Jacksonville solely and completely.

ALCOHOL

The following guidelines are in conjunction with Ordinance No 1616 (#23-2019)

- A refundable Security Deposit of **\$500** will be required at the time of reservation to hold the space.
- North Hall Events Center, in its entirety, must be reserved in order to have alcohol at any event.
- Events that contain any type of alcohol consumption are required to have a minimum of two (2) Off-Duty Security Officers at all times, with an additional officer per 100 guests.
- Under no circumstances should an open container of alcohol leave the doors of the North Hall Events Center. Alcohol consumption should take place only within the walls of the building.
- Any reservations for events which contain alcohol must be made by parties aged 21 or older. A copy of the party's state-issued ID will be required upon reservation of the facility.
- Any event in which alcohol is sold (cash bar, etc.) must provide proof of an Alcohol, Tobacco, and Firearms (ATF) license. A copy must be provided to the Jacksonville Parks & Recreation Department at least 10 days prior to the event date. If one cannot be provided, the reservation will be cancelled at the discretion of the Jacksonville Parks & Recreation Department.
- Along with the above requirements, any party reserving the facility with the intention of having alcohol on the premises is required to purchase event insurance in the amount of \$1,000,000.00. Proof of this insurance must be provided to the Jacksonville Parks & Recreation Department at least 10 days prior to the event date. If one cannot be provided, the reservation will be cancelled at the discretion of the Jacksonville Parks & Recreation Department.
- Consumption of alcohol must cease **one hour before the end of the event.** If at any time, the Jacksonville Parks & Recreation Department staff or the hired Off-Duty Security Officer deems it necessary to stop the consumption of alcohol earlier, then the renter will be notified and the services shall cease.

By signing below, the renter agrees that they have read, understood, and intend to comply with all of the above requirements and regulations as directed from the Jacksonville Parks & Recreation Department.

Signature of Renter

Date

NORTH HALL EVENTS CENTER
SECURITY REQUIREMENTS DOCUMENT

SECURITY REQUIREMENTS

The following events must hire (and pay) a minimum of two (2) Off-Duty Law Enforcement Officers on staff at all times, with one additional officer per 100 guests.

Example: Events with 100 guests should have 2 officers, 200 guests = 3 officers, 300 guests = 4 officers, and so on.

Officers for this Security Detail will be hired from the Jacksonville Police Department first. If JPD cannot provide officers, paid on staff security will be hired within Jacksonville's Jurisdiction. Payment pricing to hire these Law Enforcement Officers is at the discretion of JPD or other officers within jurisdiction. Security Detail will be scheduled through the Jacksonville Parks & Recreation Department, however the renter will be invoiced for the fee.

YOUTH EVENTS

Events that are centered on YOUTH (ages 13-21) must have at least one adult (Ages 21+) with a valid driver's license in order to make the reservation. This person is responsible for the event and will accept any and all liability. It is required that there is at least one adult for every (10) youth. **Youth events will only require hired Off-Duty Security if they are open to the public.**

EVENTS OPEN TO THE PUBLIC

Events that are open to the public and require payment for entry to the event will be required to hire Off-Duty Security.

ALCOHOL EVENTS

Events that contain any type of alcohol consumption are required to have a minimum of two (2) Off-Duty Security Officers at all times, with an additional officer per 100 guests.

By signing below, the renter agrees that they have read, understood, and intend to comply with all of the above Security Requirements and regulations as directed from the Jacksonville Parks & Recreation Department.

Signature of Renter

Date

FOR INTERNAL USE ONLY:

A Jacksonville Parks & Recreation Staff Member is Requesting Off-Duty Security for the following:

Date of Request: _____ Date of Event: _____

Number of guests: _____ Amount of officers needed: _____

Officers Assigned: _____

Date of Invoice sent to Client: _____

Staff Member: _____