

# ROGERS EVENT CENTER

## RENTAL INFORMATION PACKET

### IMPORTANT MESSAGE FOR RENTERS

ROGERS EVENT CENTER  
PROUDLY OFFERS AFFORDABLE  
RATES

“LEAVE IT LIKE YOU FOUND IT FACILITY”

PLEASE READ OUR CLEANING / DAMAGE DEPOSIT POLICY

## Cleaning / Damage Deposit

The Rogers Event Center's (REC) intention is to have renters leave the facility in a "100% rentable condition", meaning REC requires renters to thoroughly clean and prepare the space after they use it, so that the space is clean and "ready to use" for the next renter.

Upon inspection of the room by REC staff following an event, your deposit will be refunded provided there is no damage, missing equipment/property of REC and there is no need for cleaning.

A deposit is required of all groups.

**ALL ITEMS ON THE POST-EVENT CLEANING CHECKLIST MUST BE DONE**

**IN ORDER TO RECEIVE YOUR DEPOSIT.**

If you do not complete **ALL ITEMS**, the entire deposit will be retained by REC. **SORRY, NO EXCEPTIONS.**

### Paperwork and Fees Required

REC is a first come – first served facility. Reservations will only be confirmed upon receipt of fully completed and executed paperwork along with payment of the required rental fee(s) and full deposit.

### Hours Available

Meeting rooms are available Monday-Sunday - 8:00 a.m. – 11:00 pm.

**\*ALL EVENTS MUST BE OVER BY 11PM**

### Cancellation

Cancellations must be in writing and submitted by the group's primary contact person. Cancellations are accepted by email to [eventcenter.rogers@crye-leike.com](mailto:eventcenter.rogers@crye-leike.com) or may be delivered to the REC office.

- Cancelling outside 14 days of the event will result in a \$100 being withheld from security deposit.
- Cancelling inside 14 days of the event will result in forfeiture of the entire security deposit.

### Emergency Cancellation

The REC reserves the right to cancel a reservation in an emergency situation. Monies will be refunded.

### Payment Policy

Reservation is not confirmed until all deposit funds are received by REC's bank. Fees and deposits must be made in the form of money order, cashiers check or credit card. Sorry - **NO CASH or PERSONAL CHECKS** are accepted.

- 1) The entire damage deposit must be received to "hold" your reservation.
- 2) Reservation is not "confirmed" until deposit AND rental fee are received.
- 3) Entire Rental fee is due 30 days prior to event.
  - a. **If less than 3 weeks from event** - full payment including deposit is due to book date.
  - b. **If less than 60 days from event** – deposit then balance is due in 2 weeks
  - c. **If more than 60 days from event** – deposit then balance in 30 days.
- 4) Online Payment for deposit/rental: If renter prefers to pay online, the renter will receive an email with a secure link to set up an account to make their payment. Renter will enter their information and pay their deposit and rental fee securely. Please keep your reference number for your records. If paid by credit /debit card additional processing charges will apply. Payments made online must be paid 15 days prior to event.

Lessee Signature \_\_\_\_\_

### **Refund of Deposit**

Upon completion of the "Post Event Checklist", inspection and approval of the REC staff, the renter's security deposit will be refunded within 10 days. All security deposits will be returned in the form of a check, and mailed from our accounting office in Nashville, TN, to the address you provide.

### **Overage Fees**

Groups occupying the meeting room beyond the scheduled block of time will be charged extra.

### **Approval**

REC reserves the right to refuse any rental request that may be deemed inappropriate or unsafe for the general business atmosphere of the property and its other tenants.

### **Pre-Meeting and Post- Meeting Walk-Through**

At the REC's discretion, the primary contact person must walk through the meeting facility and report/record any damage to the room, the kitchen, office, all doors, all walls, furniture or equipment before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved.

### **Room Setup**

**The renter is responsible for setting up and break down of the room, including tables and chairs, and for all materials they require. Staff will not be available to set up room or to move chairs or tables. Tables and chairs are heavy and often require more than one person to move or set up.**

### **Food**

REC allows renters to use outside caterers or bring their own food / drinks. Food cannot be "prepared" in the REC. The REC is not set up as a food preparation facility. If you bring your own food, it must already be cooked / prepared before setting up food. NO grilling allowed on the property. Renter should consider that certain food items have very strong aromas that can permeate walls and carpets. If REC has to clean walls or carpets due to food odors renter will lose their deposit. Renter is responsible for all costs and labor associated with setup, preparation, serving and clean up of food. It is HIGHLY RECOMMENDED that renter communicate with food providers the REC cleaning / damage deposit policy. Please don't lose your deposit because your food vendor left a mess inside or out. The renter will be held completely responsible for adhering to all state and local regulations governing the consumption and serving of food and beverages.

### **Access to Emergency Exit Doors**

It is against the law to block any access door. No tables, chairs, or other items should be placed in front of these doors. Any injury or death to any person occurring due to the blockage of these exit ways will be the sole liability and responsibility of the renter.

### **Chewing Gum**

It is highly advised that the responsible party not provide or allow chewing gum at their event. Chewing gum stuck in the carpet, floors, and/or chairs, etc. will result in loss of your damage/cleaning deposit and additional cleaning charges may be charged.

### **Sound and Noise**

Use of a sound system must not interfere with other tenants or the overall peace and quiet of the entire property.

**Lessee Signature**\_\_\_\_\_

### Decorations and Signs

No decorations are allowed to be attached to the ceilings, sprinkler heads, walls or cabinetry. Free standing accents only. Confetti and fireworks prohibited.

Traditional flame candles prohibited. Battery powered L.E.D. votive candles are suggested.

Live plants must be in appropriate storage containers to protect furniture and floors.

No storage is allowed before or after your event. Any items left at the REC's premises will be discarded at REC's discretion.

### Advertising

Renter is responsible for all advertising and notification of event.

### Open Access

REC representatives must be allowed to enter the room at any time.

### Smoking and Alcohol

**SMOKING INSIDE ANY SPACE IS STRICTLY PROHIBITED. ANY VISIBLE OR RESIDUAL EVIDENCE THAT THERE HAS BEEN SMOKING INSIDE WILL RESULT IN A FULL LOSS OF YOUR DEPOSIT. NO EXCEPTIONS.**

The renter will be held completely responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.

### Clean Up

In order to receive your deposit back, you must clean the REC immediately after your function. There will be no return access allowed for clean up.

**Renter must thoroughly perform every item on the "POST EVENT CLEAN UP CHECKLIST" in order to receive their deposit back.**

Renter is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs must be carefully put away properly without damage.

If applicable, a vacuum cleaner for the Renters use is located in the REC. Vacuuming is required after every event. Removal of the vacuum from the REC will result in loss of full deposit. Floors must be mopped.

### Failure to Clean

If the REC is left unclean, damaged and not in the same condition as rented, the renter will forfeit the full deposit. (Examples of failure to clean are: floors not cleaned, all stains because of spills, etc., damage to wall requiring repainting, unclean kitchen, tables and chairs properly and neatly returned to storage, refrigerator empty and clean, trash deposited INSIDE the dumpster, etc.)

Lessee Signature \_\_\_\_\_

## Leaving the Building

Leaving at scheduled time is MANDATORY or the Deposit will be automatically forfeited. Please be aware you need to clean and vacate the building before the scheduled time.

## Parking

Lessee and guests must use designated parking spaces. Under no circumstance will parking on walkways, curbs or grass be tolerated. All trash/debris in parking lot must be disposed of. At no time, can there be gathering, fireworks, music, etc. in the parking lot. Deposit will be automatically forfeited for any of these parking lot violations.

## Responsibility

REC does/will not accept any responsibility for damage or loss of any merchandise or any personal items prior to, during or after your event. REC staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the groups. REC staff or representatives will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

## Alcohol Policy

REC demands strict adherence to state laws regarding alcohol consumption at The Event Center. If the renter elects to offer alcohol during their Private Event, the renter must understand and adhere to the following:

- Any and all liabilities arising from the consumption of alcoholic beverages on the premises are the responsibility of the renter.
- All State Law and Federal Laws must be adhered to at all times.
- All alcoholic beverages are served without a charge.
- There is no admission cost for the event, including ticket price, required donation or charge.
- The hosts or bona fide guests of the event are providing all of the alcoholic beverages.
- The event is private and includes a bona fide guest list restricting access – invited guests only.
- Renter is responsible for the conduct of their guest. REC staff reserve the right to evict renter and/or their guests from the property in result of disorderly behavior.

**Lessee Signature:** \_\_\_\_\_.

## Event Worksheet

Name of Lessee / Responsible Party: \_\_\_\_\_

Contact Cell Phone Number \_\_\_\_\_

Contact Employer \_\_\_\_\_

Contact Employer Phone Number \_\_\_\_\_

Contact email (important) \_\_\_\_\_

Contact Address \_\_\_\_\_ CITY \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Additional Contact Person \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time the meeting(s) Starts \_\_\_\_\_ (circle a.m. or p.m.)

Rental Hours (including set up & clean up)

Beginning rental time \_\_\_\_\_ (circle a.m. or p.m.)      Ending rental time \_\_\_\_\_ (circle a.m. or p.m.)

(The REC will work with this contact person exclusively during the rental period of this agreement. This contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

### Describe Your Plans:

What type of meeting will take place? (HOA, Reception, etc.) \_\_\_\_\_

Number of expected guests \_\_\_\_\_

### Total Fees for Meeting Room Services

Deposit \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

## RENTER ACKNOWLEDGEMENT & ACCEPTANCE OF ROGERS EVENT CENTER CONDITIONS OF RENTAL:

**These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Rogers Event Center (REC) and the renter. This instrument made and entered into on the date shown below, by and between the REC, hereinafter referred to as "Lessor" and the renter represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the REC's meeting room space for the rental period specified on the Event Worksheet.**

### **Said lease is made under the following terms and conditions.**

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release, acquit and discharge the REC (including all of the REC's affiliated and subsidiary corporations and entities), its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims and demands, damages, cost, compensation, attorney's fees, liability and loss of services which the Lessee may have against the REC, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the REC. Its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.
4. The cleaning/damage deposit is refundable after the event, subject to the inspection and approval that all "POST-EVENT CLEAN UP CHECKLIST" items have been adhered to and completed.
5. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.
6. The Lessee does further agree to replace and/or repair any and all damage to the building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred, the entire cleaning/damage deposit shall not be returned and any such damages or losses exceeding over the cleaning/damage deposit amount shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. Lessee acknowledges that failure to pay for any damages above and beyond the cleaning/damage deposit may/will result in legal action against lessee to collect the remainder of the repair / cleaning costs, court costs, attorney's fees and collection costs. It is strongly suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.
7. The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

**I / WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND IT'S LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.**

Executed at \_\_\_\_\_, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

### **AGREED AND ACCEPTED BY LESSEE:**

Printed Name of Contact/Person Responsible for Lessee/Group\_\_\_\_\_.

**Lessee Signature:** \_\_\_\_\_.

## Post – Event Clean Up List

**Failure to complete all items will result in loss of your full deposit.**

- \_\_\_\_\_ Bag and remove all trash from inside building (including from restrooms and kitchen) and place inside trash receptacles outside of building. Please “break-down” cardboard boxes.
- \_\_\_\_\_ ALL trash and cardboard boxes which cannot be properly contained by the provided dumpsters MUST BE removed from REC property. **No trash can be left on the ground.** All bags must be placed INSIDE the dumpster.
- \_\_\_\_\_ Replace clean trash bags into empty cans
- \_\_\_\_\_ Spills, splashes, or major stains on walls, cabinets or doors should be cleaned completely.
- \_\_\_\_\_ Spot-clean carpet or chairs
- \_\_\_\_\_ If the floors are badly stained or has a lot of visible dirt, spills, stains, etc. from rental, deposit will be forfeited so please be sure to properly clean entire floor area! Additional charges may apply
- \_\_\_\_\_ Spray, wipe down and leave restrooms clean (toilets, urinals, mirrors, sinks, floors, lights off, trash emptied)
- \_\_\_\_\_ Clean kitchen area – (countertops, sink, refrigerator and cabinets)
- \_\_\_\_\_ Clean all floors (sweep and mop kitchen and restrooms)
- \_\_\_\_\_ Wipe off tables, chairs and carefully return to storage closet to avoid damage
- \_\_\_\_\_ Remove all personal items
- \_\_\_\_\_ Clean sidewalk and parking lot area used by renters (pick up all trash, cigarette butts, etc.)
- \_\_\_\_\_ DO NOT pour liquids out or dispose of food on sidewalk or parking lot. All liquids and food must be disposed of with trash.
- \_\_\_\_\_ Renter MUST be fully exited (clean-up and items removed) from facility at contracted time or deposit will be forfeited and additional charges could be incurred.

**Lessee Signature:** \_\_\_\_\_.



# THANK YOU FOR CHOOSING ROGERS EVENT CENTER

2023 RATES: \_\_\_\_\_

*\*Rates vary depending on day of the week, rental term length, and season.*

	Mon-Thurs		Fri - Sat		Holiday	
Time Slots	Rental Rate +	Deposit	Rental Rate +	Deposit	Rental Rate +	Deposit
½ Day Morning (8am-2pm)	\$345.00	\$350.00	\$495.00	\$350.00	\$695	\$350.00
½ Day Evening (4pm-11pm)	\$345.00	\$500.00	\$545.00	\$500.00	\$695.00	\$500.00
Extended ½ Day (3pm-11 pm)	\$450.00	\$500.00	\$650.00	\$500.00	\$795.00	\$500.00
Mid Day (8am-6pm)	\$450.00	\$500.00	\$650.00	\$500.00	\$795.00	\$500.00
All Day (8am-11pm)	\$550.00	\$500.00	\$795.00	\$500.00	\$925.00	\$500.00
Extended All Day (8am-11pm)	\$650.00	\$500.00	\$850.00	\$500.00	\$1,025.00	\$500.00

*\*Additional time maybe added to the above rental rates at \$50 per hour, depending upon availability.  
(Max is up to 2 hrs over)*

**\* ALL EVENTS MUST BE OVER BY 11PM**

***\*No early entry – you may enter at the time you have paid for, per contract.***

A Refundable Security Deposit of \$\_\_\_\_\_ has been added above to 'HOLD' the event date and cover 'cleaning/damage'. The Security Deposit is 100% refundable upon cleaning, exiting, returning key and inspection of your event. *(For complete Security Deposit Policy visit our website and download Rental Information Packet or request in person.)*

Payment is by MONEY ORDER or CASHIER CHECKS (Made payable to Rogers Event Center)

Credit / Debit Card or Electronic Check is available by a link sent to your personal email.  
No processing fee for Electronic check.

Event Capacity is 154 Occupants

Main Event floor is approx. 3953 sq ft.

Adjacent Rooms Included in Rental – Lounge, Reception, Kitchen, Restrooms, Utility & Storage. Galley Kitchen includes 1 full size refrigerators, cabinets, & counter space (no icemaker or cooking appliances on site)

Rental Include approx. 20 - (60') round tables, , and 119 banquet chairs. ROGERS EVENT CENTER

Rental Personnel Located at Crye-Leike Property Management

3003 W. Walnut Street, Rogers, AR

Phone 479-659-9000

Please visit us at [WWW.ROGERSEVENTCENTER.COM](http://WWW.ROGERSEVENTCENTER.COM) or find us on FACEBOOK

Lessee Signature: \_\_\_\_\_

Rev 2.27.2023