

Please sign and return

Forrest City Civic Center Contract

Cedric Williams, Mayor

224 N. Rosser • PO Box 1074
Forrest City, AR 72336

www.cityofforrestcityar.com

Civic Center Site Location
Jimmy Gains, Site Manager

1335 N. Washington
870-633-0041

Civic Center Booking Site
Markita Anthony, Booking Agent

224 N. Rosser
870-633-1315

Today's Date: _____ Renter's Name: _____ Address: _____ City: _____	Organization: _____ Telephone: _____ Purpose of Rental: _____
--	--

Nonprofit Rental Rates					
WEEKDAYS			WEEKENDS		
Date	Room	Time	Date	Room	Time
_____	Auditorium & Club (\$300)	_____	_____	Auditorium & Club (\$375)	_____
_____	Auditorium (\$240 up to 6 hours)	_____	_____	Auditorium (\$300 up to 6 hours)	_____
_____	Henley & Ferguson (\$60.00 6 hours)	_____	_____	Henley or Ferguson (\$90.00 (6 hours)	_____
_____	Conference Room (\$25 for 2 hours)	_____	_____	Conference Room (\$25 for 2 hours)	_____

For Profit Rental Rates					
_____	Auditorium & Club (\$450.00 plus \$200 damage deposit)	_____	_____	Auditorium & Club (\$450.00 plus \$200 damage deposit)	_____
_____	Auditorium (\$650 plus \$200 damage deposit)	_____	_____	Auditorium (\$650 plus \$200 damage deposit)	_____
_____	Henley or Ferguson (\$325 plus \$200 damage deposit)	_____	_____	Henley or Ferguson (\$325 plus \$200 damage deposit)	_____
_____	Conference Room (\$25 for 2 hours \$15.00 for additional hour)	_____	_____	Conference Room (\$25 for 2 hours \$15.00 for additional hour)	_____
_____	Entire Building 1,200.00 plus 200.00 damage deposit	_____	_____	Entire Building 1,200.00 plus 200.00 damage deposit	_____

Decorating/Rehearsal Time and Additional Hours					
_____	Auditorium (\$65.00 per hour)	_____	_____	Henley or Ferguson (\$25 per hour)	_____
_____	Auditorium & Club (\$ 85.00 per hour)	_____	_____	Entire Building (\$175.00 per hour)	_____

Equipment: •61" Television • VCR •DVD player •Overhead Projector • Marquee Message Center
 The fee for Equipment is \$35.00 Outside Caterer \$50.00 No Fee for Marquee Message Center

I, _____, representative of _____, agree to the rental of the Forrest City Civic Center on the dates and times listed above.

Total Cost:	Deposit Amount:	Date Deposit Paid	Receipt #	Remaining Amount Due:	Date Paid	Receipt #

•A 50% deposit is due within seven days of the booking date. •Rooms are subject to cancellation if deposit is not made within the time period. •Deposits are nonrefundable if date of cancellation is less than 14 days in advance of the event. •Rooms must be paid in full at least two weeks prior to the event. •An additional \$50.00 will be added to the rental if the event is catered by someone other than the Civic Center Caterer. •The kitchen is only for the use of the Civic Center Catering Staff.

There will be a 25% non refundable fee of the entire rental cost for ALL CANCELLATIONS

***A LIST OF SECURITY OFFICERS MUST BE SUBMITTED TO THE CITY HALL AT LEAST TEN (10) DAYS PRIOR TO THE EVENT**

Renter's Signature: _____ **Date:** _____

Booking Agent: _____ **Date:** _____