

Forrest City Civic Center



1335 N. Washington Forrest City, Arkansas

For meetings, conferences, workshops, social events, weddings, etc., the place to choose is the Forrest City Civic Center. Offering a large spacious auditorium, two club rooms and two small conference rooms.

Forrest City Civic Center

Rental Regulations

www.forrestcity-ar.com

Indemnification Clause

The City shall assume no responsibility for any property placed on or in its facility or grounds. Facility users shall indemnify, save and hold harmless the City, its officers, agents, and employees from any and all claims for losses, injuries, damages, and liabilities to persons or property, caused wholly or in part by the acts or omission of users, its agents, officers, employees, guests, patrons, or any other person or persons admitted to the premises by the facility user. The facility user assumes full responsibility for character, acts, and conduct of all persons admitted to the premises by the consent of the facility user, its officers, employees, or agents.

The facility user shall indemnify and save harmless the City from all suits brought against the City on account of any injuries or damages received or sustained by any party or parties by and from the facility user, its officers, agents, employees, members, or any person admitted to the premises by user in the exercise or right and privileges granted here or on account of any admission of the facility user.

I. Leasing Regulations

Operational Hours

The FORREST CITY Civic Center is available for rental during the following time periods:

Monday through Thursday	8:00a.m. – 12:00a.m. (Midnight)
Friday and Saturday	8:00a.m. – 12:00a.m. (Midnight)
Sunday	8:00a.m. – 12:00a.m. (Midnight)

Normal closing hours for meetings and dances will be considered as being **12:00 a.m.** Advance arrangements may be made to have the time extended. A **\$50.00 fee for the Auditorium and \$25.00 fee for the club room** will be added for **each hour after 12:00a.m.**

Normal Civic Center Hours are 8:00 a.m. to 5:00 p.m. M-F. Advance Notice must be given when it is necessary to open the building for event setups.

In the event of inclement weather conditions, updated facility information can be obtained by calling (870) 633-1315.

Reservations

- 1.) Reservations must be made at the Forrest City City-Hall Administration Office, Monday through Friday, from 8:00a.m. to 4:00p.m. at least 2 weeks (10 working days) prior to the rental.
- 2.) Reservations may be made by Mail, Phone Fax or in person, by an individual at least 21 years of age. All persons signing the facility rental contract shall be liable and responsible for any problems and damages that occur during the rental period. The City of Forrest City City-Hall Administration Office accepts:
 - Checks and Purchase Orders made payable to the city of Forrest City Civic Center Rental
 - Cash
- 3.) No person, firm, or corporation shall use any space or the facilities at the Civic Center without completing a Facility Contract. The type of agreement required shall be at the discretion of the Supervisor.
- 4.) Reservations are accepted on a first-come, first-serve basis. All reservations must be made a minimum of ten (10) working days in advance. Any exceptions to this must be approved by the booking agent, facility manager or designated representative and depends on room availability.
- 5.) In the event of scheduling conflicts or upon occasions when a more extensive use of the facilities can be scheduled, the booking agent facility manager or designated representative reserves the right to give the renting party thirty (30) days notification and to fully refund any fees and deposits paid by the renting party for the cancelled events. This applies to City of Forrest City sponsored activities, and only if other accommodations are unavailable.
- 6.) Groups having reservations at the facilities shall be permitted to use only the areas designated to them at the time the reservation was confirmed.

There shall be no tables/chairs/signs/equipment/etc. placed in the hallway/foyer area of the facility.

(Exception: Registration Tables & Chairs for scheduled event).

- 7.) No group shall schedule an event, which will have a larger attendance than the posted maximum occupancy of the area they have rented.
- 8.) All rentals are required to notify the facility staff when they have completed use of an area.

- 9.) Set-Up: The Civic Center Staff will set-up and take down all tables and chairs. Renters should have their floor plans returned to the Civic Center Administrative Office no less than 3 days (3 working days) prior to the scheduled event. Floor plans can be sent to the Forrest City City-Hall Administration Office in person, by mail, or by fax. The fax number is (870) 261-1424. It is the renter's responsibility to confirm that a floor plan was received.

Rental Fees and Deposits

All fees for the Forrest City Civic Center are set by the Civic Center Commission and Approved by Forrest City City-Council and are subject to change.

All fee schedules are established on a For Profit /Non-Profit basis.

A 50% rental fee deposit is required **within seven days of the booking date**. The BALANCE of the rental is required to be paid two (2) weeks in advance of event.

Rooms are subject to cancellation if rental fee deposit and balance is not paid within the time period. (Rooms will not be reserved and will be available for rental upon cancellation).

Rentals cancelled due to non compliance of payment schedule shall make payment in full and a 25% room rebooking fee.

Re Booking Fee: Fee will be 25% the of room rental rate.

BOOKING FEES & CONTRACT

[Download Contract \(PDF\)](#)

Contract:

Forrest City, City Hall and or Civic Center Booking Agent will provide a duplicate copy of the signed contract to the Forrest City Police Department and Forrest City Civic Center Manager no later than one week prior to the event.

Damage Deposit:

A Damage deposit of \$ **200.00** is required on for profit events. Damage deposits are due with in seven (7) days of the booking date. The damage deposit will be refunded to the signer of the contract and the address that is listed on the contract by mail approximately four (4) weeks after the event, provided all policies were followed.

Cancellations and Refunds

Any facility user who wishes to cancel an event must do so in writing or by phone during normal business hours. Written cancellations can be sent to the Forrest City City-Hall Administrative Office in person, by mail, or by fax at (870) 261-1424.

Auditorium - 50% up to fifteen (15) days prior to the event – No refunds if cancelled fourteen (14) days or less prior to the event.

All Other Rooms - 50% up to eight (8) days prior to the event – No refunds if cancelled seven (14) days or less prior to the event.

Subleasing

At no time shall a user sublease or assign its reservation to another individual, group, or organization. Facility users are not allowed to change rooms with other facility users.

Security Requirements

1. Events involving teenagers
2. Events involving alcohol
3. Events For-Profit

By making a reservation for use of the Forrest City Civic Center for an event involving teenagers, you will be required to provide police security. The officer **MUST** be an APPROVED off-duty Law Enforcement Officer and must be present during the time that the guests will be at the function and must remain 1 hour after the event has ended to cover exiting of attendants and assist the Forrest City Police

Department with pedestrians departing the Civic Center through the neighborhoods adjacent to the Civic Center property.

Curfew:

EVENTS INVOLVING SCHOOL STUDENTS AND OTHERS AS REQUIRED BY FORRST CITY CURFEW ORDINANCE SHALL END ONE (1) HOUR PRIOR TO FORREST CITY CURFEW ORDINANCE.

Age 14 & under:

Sunday through Thursday nights from 9:00 p.m. until 5:00 a.m.
Friday & Saturday nights from 11:00 p.m. until 5: a.m.

Age 15 to 17:

Sunday through Thursday nights from 10:00 p.m. until 5:00 a.m.
Friday & Saturday nights from 12:00 a.m. until 5: a.m.

Public Admission Dances: A Sponsor of the for profit group must sign the contract and be 21 years old.

The cost for security will be determined by the following standards:

SECURITY: One (1) Uniform Security Officer is required for each 50 attendants.

All Security must be a Uniform Certified Officer.

Security Definition: Off Duty Forrest City Police Officer, Deputy Sheriff, State Police or Law Enforcement Officer approved by the Forrest City Police Department Administration .

Approved Security Officers are:

1. Forrest City Police Department Officers – reserve officers may be used but have a full time officer present for direct supervision.
2. St. Francis County Sheriff’s Office Deputies – reserve officers may be used but have a full time officer present for direct supervision.
3. Arkansas State Police Troopers
4. Arkansas Game and Fish Officers
5. Arkansas Highway Police

Uniforms: Reserve officers working under the direction of St. Francis County Sheriff's Department must be properly dressed in a St. Francis County Sheriff uniform. Another city agency officer that works under the reserve from St. Francis County, can NOT wear their home town uniform and be approved.

Security Attendance: Scheduled events requiring security to be present during their event and will pay 1 (one) additional hour past the time their event ends.

Security Officer's pay rate is \$20.00 per hour

Contact Forrest City Police Department at (870) 633-3434 for verification and approval of Security Officers. A List of selected Security Officers must be returned to the Forrest City City-Hall Administrative Office a minimum of ten (10) business days prior to your event or your function WILL BE CANCELLED and NO REFUND will be given.

II. Civic Organizations

Civic Organizations are defined as:

Forrest City based non-profit organizations whose purpose is to serve the citizens and community of Forrest City. It is the responsibility of these groups to provide proof of non-profit status Tax I.D. or 501-c-3 document. Any rentals scheduled on a Friday through Sunday must be paid for at regular rates. Any additional rentals or additional time frames will be billed at regular rates.

Possible groups /organizations include:

- Lion's Clubs International
- Rotary International
- Kiwanis International

III. Recurring Rentals

Recurring Rentals are groups, organizations, or individuals who rent at the Forrest City Civic Center on a regular basis.

- 1.) Recurring contracts will be valid for a full year from the original contract date. After the contract year has passed, the recurring renter is required to fill out a new contract, and pay a new damage deposit or request a refund.
- 2.) Any recurring renter who wishes to add dates, or make changes to their existing contract must do so in person by fax, or mail. Only the person on the contract may make changes.
- 3.) Cancellations must be received during normal business hours 3 weeks (15 working days) prior to the rental date. If a cancellation is not received 15 business days prior to the event, the person/group is still required to pay for the cancelled reservation. If payment is not made for cancelled rentals, all further reservations will be cancelled. Written cancellations can be sent to the Forrest City City-Hall Administrative Office in person, by mail, by fax or by email. The fax number is (870) 261-1424.
- 4.) Recurring rentals must be paid a minimum of two 2 weeks (10 working days) in advance. If no payment is received by this time frame the reservation will be cancelled and the recurring group/person is still required to pay for the reserved space. If non-payment or late payments occur more than TWICE within a year, all remaining reservations will be cancelled and the person/group will be denied “recurring rental privileges”. The floor plan must also be turned in 3 days (3 working days) prior to the rental. If the floor plan is not received during this time, the set up and take down of tables and chairs will be the responsibility of the renter.
- 5.) In the event of scheduling conflicts or upon occasions when a more extensive use of the facilities can be scheduled, the facility manager reserves the right to give the renting party thirty (30) days notification and to fully refund any fees and deposits paid by the renting party for the cancelled events. This applies to City of Forrest City sponsored activities, and only if other accommodations are unavailable.
- 6.) Groups having reservations at the facilities shall be permitted to use only the area(s) which were designated to them at the time the reservation was confirmed. No tables/chairs will be allowed outside of the reserved room.

(Exception: Registration Tables & Chairs for scheduled event).
- 7.) No group shall schedule an event which will have a larger attendance than the posted maximum occupancy of the area they have rented.
- 8.) All rentals are required to notify the facility staff when they have completed use of an area.
- 9.) At no time shall a user sublease or assign its reservation to another individual, group, or organization. Facility users are not allowed to change rooms with another facility user.

IV. Facility and Grounds Usage

General Use Stipulations

- 1.) Any group using the facility agrees to assume all responsibility for any injuries or damages beyond normal wear (as determined by the City) incurred as a result of their usage.
- 2.) NO personal or rented property shall be left, before rental time frame, after rented time frame or overnight unless prior arrangement is made with Civic Center Manager.
- 3.) NO personal or rented property shall be delivered to the Civic Center outside of the rented time frame. The renter must be present for all deliveries unless prior arrangement is made with Civic Center Manager.
- 4.) Everyone entering the facility shall wear proper attire. Improper attire consists of, but is not limited to, swimsuits, and lack of shirt, lack of shoes. Anyone entering the facility improperly attired shall be asked to leave by the facility manager or his/her designated representative.
- 5.) Gambling and loitering are NOT PERMITTED within the facilities. This includes the parking lot and park areas surrounding the Civic Center.
- 6.) Smoking or any other type of tobacco products is NOT PERMITTED inside the Civic Center.

The designated smoking area is outside of the EAST BUILDING ENTRANCE.
Receptacles are provided for smokers in this area only

Smoking at or near the SOUTH ENTRANCE is strictly prohibited.

A minimum of a 25' buffer zone from all other entrances to the Civic Center Entrance must be maintained at all times. (Observe Postings and Markings in designated areas).

7.) FUNCTIONS WITH ALCOHOL:

If Alcohol is served or the event is a BYOB (Bring Your Own Bottle) a minimum of one (1) Uniformed Police Officer is required per 50 attendants.

If more than one event is scheduled each event is required to have a minimum of one (1) Security Officer.

The Leasee shall be responsible for contracting and Payment of Security Officers.

ALCOHOL IS NOT PERMITTED out side.

The Leasee on the contract of an event where alcohol is supplied will be held criminally liable for any minor in possession of alcohol during their function.

8.) Conduct:

The use of profane, vulgar, indecent or inappropriate language gestures or actions will be cause for immediate removal from the facility and premises.

Decorations:

To avoid damage to walls or ceilings, the following decorating guidelines MUST be followed.

- 1.) Tacky/Sticky Putty is the ONLY adhesive allowed for securing decorations on walls, table, doors, etc.
- 2.) DO NOT use nails, staples, tacks, or any type of tape.
- 3.) Open Flames and Candles:
 - a. Arkansas Fire Prevention Code Volume I Paragraph's 105.6.32, 308.3, 308.3.1.4, 308.5.2.4 and 804.3 shall be adhered to for the use of Open Flames and Candles.
 - b. Permits / approval are required to use open flames or candles. Permits / approval are available by calling the Forrest City Fire Department at 870-633-1424.
 - c. The device or candle holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.
 - d. EXCEPTION: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26ml per minute) if tipped over.
 - e. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat producing devices at least equal to the height of the tree.
 - f. Flame retardant or flame resistant table coverings and decorations shall be used when an open flame or candle are used.
- 4.) DO NOT hang any decorations from the ceilings.
- 5.) Wedding parties are PROHIBITED from throwing rice or confetti, Birdseed may be thrown OUTSIDE the Civic Center.

6.) Failure to adhere to the above will result in the loss of the renter's damage deposit.

Decorating or Rehearsal Fee:

See page 5 of this publication

Animals and Pets

Animals and pets are not permitted in the facilities except in cases of the physically impaired or other special activities. The Facility Manager MUST approve special activities involving animals and pets.

Time Frames

Your time starts at the time of your rental.

Clean-Up

Renters are required to clean their rented area and check out BEFORE the end of the rented time frame. In order to protect your Damage Deposit, the room should be left as it was found. All food, beverages, and decorations must be placed in trash receptacles.

V. Special Services and Equipment

Additional services which are not normally provided by the facility, such as sound and lighting equipment, extra electrical and utility services, etc..., must be furnished by the facility user, who must also assume all necessary expenses.

Equipment

All of the facility's equipment (tables, chairs, linens, etc.) will remain in the building at all times. Renters MUST NOT sit or stand on tables, as they are designed for limited weight capacity.

Amplified Sound

Amplified sound is available in all three (3) Ferguson or Henley Room and Auditorium rooms. Amplified sound includes, but is not limited to microphones, DJ's, bands, musical instruments, etc.

Set-Up: The Civic Center Staff will set-up and take down all tables and chairs. Renters should have their floor plans returned to the Civic Center

Administrative Office no less than 3 days (3 working days) prior to the scheduled event.

Floor plans can be sent to the Forrest City City-Hall Administration Office in person, by mail, or by fax. The fax number is (870) 2612-1424. It is the renter's responsibility to confirm that a floor plan was received.

Henley Room: Holds approximately 150 people with tables and chairs, 175 people with chairs only.

Ferguson Room: Holds approximately 150 people with tables and chairs, 175 people with chairs only.

Conference Room: Holds approximately 25 people with tables and chairs, 40 people with chairs only.

Small Conference Room: Holds approximately 10 people with tables and chairs, 15 people with chairs only.

Auditorium: Holds approximately 500 people with tables and chairs, 650 people with chairs only.

**Room occupancy shall not exceed posted occupancy limit as set by:
Forrest City Fire Marshal**

ROUND TABLES ARE 60" IN DIAMETER AND WILL SEAT 6 PEOPLE COMFORTABLY.

RECTANGLE TABLES ARE 6' x 3' and 9' x 3' AND WILL SEAT 3-4 PEOPLE ON EACH SIDE.

Table Linens

Table linens are not supplied with room rental.

Facility Attendants

During scheduled events, the Facility Attendants shall be available in a control center area of the building to oversee all activities in the building. The Facility Attendants shall have unlimited, unrestricted access to any room in the facility. At no time shall the Facility Attendants be asked to perform any personal services in conjunction with the scheduled event.

VI. Food and Concessions

Catering

OFF SITE CATERER REQUIREMENTS:

1. **Proof of Insurance, 1,000,000.00**
2. **Payment of Forrest City A&P Tax**
3. **Current Tax ID Certificate**
4. **Forrest City Occupational license or Occupational License from another city.**

ON SITE CATERER

On-site Caterer shall comply with Contents of the current Civic Center Caterer Contract Agreement.

CATERED EVENTS

The Forrest City Civic Center Commission must approve all caterers. Caterers are required to register to be included on the Approved Caterers List as an authorized outside caterer.

When lessee uses an outside caterer, Lessee is responsible for caterer's compliance. Under no circumstances will caterer be allowed to provide food services in or on the Civic Center premises without a proof of caterer requirements.

The lessee is totally responsible for its food service and shall hold lessor harmless for all liability, illness, or any damages arising from lessee bringing such food into the "Civic Center"

Moreover, lessee shall be responsible for cleanup. The caterer or lessee must setup and breakdown within the rental period outlined on the client rental contract.

No renter or his/her caterer will be allowed to use the kitchen. (Kitchen is reserved for on-site caterers use).

Ice and or water may be furnished if requested.

Concessions: Any person or persons renting the Civic Center Facilities, SHALL NOT have the right to offer for sale articles of food, i.e. sandwiches, soft drinks or other lunch items. ALL concession rights remain the property of the Civic Center.

Food Preparation and Food Services

Groups and Individuals preparing food and served at events held at the Civic Center will be required to pay: A \$50.00 CLEAN UP FEE.

“Center’s Approved Caterers List”

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For Information Call 870-633-1315

or

Visit www.forrestcity-ar.com

VII. Advertising

Facility users may not distribute brochures, fliers, or other printed materials except within the confines of their rented area.

VIII. Civic Center Marquee Guidelines

1. Any group/persons/clubs renting the CIVIC CENTER may have their event displayed on the Message Center. (Except for-profit events).
2. For Profit groups/person/clubs may have their event displayed for a fee of **\$ 25.00** per day.
3. No group/persons/clubs shall have their message posted more than seven (7) days prior than the day of the event.
4. Birthdays, Anniversaries, or Weddings shall not be displayed on the message center unless the event is held at the Civic Center.
5. Sporting events as related to Forrest City Public School activities may be displayed on the day of the event. (i.e. Go Mustangs, 2006 State Track Champions).
6. Sporting events as related to the Forrest City Parks & Recreation Department (i.e. Softball, Baseball Tournaments).
7. Any local community-wide special events and holidays (i.e. Christmas parade, 4th of July celebration, CRTI, EACC, special announcements, Ridgefest, Election day please vote, Greetings and Welcomes to Special Guest, ect.) may be displayed at least (7) days prior to the event.
8. Any event which will attract visitors to Forrest City (i.e. Mightymite, Charity Rodeo, Ridgefest, Fallen Firefighters Motorcycle Rally, High School Band Competition, ect.) may be displayed at least (7) days prior to day of the event. **THIS LIST IS SUBJECT TO CHANGES AND ADDITIONS WHEN WARRENTED.**
9. Safety and Emergency announcements shall supersede any and all general announcements during the time the emergency is declared to exist.

10. Only persons aged 18 or older may make request for message displays.

11. Daily Message Display

- Welcome to Forrest City
- Date and Time

Prohibited Advertisement:

1. Political endorsements, promotion, or advertisement shall not be displayed on the community message center.

Use of the City Logo

The FORREST CITY Civic Center falls under the jurisdiction of the Forrest City City-Council Requests to use the City Logo must be approved by the FORREST CITY City-Council.

IX. Violations of the FORREST CITY Civic Center Policies

- 1.) The Forrest City Civic Center Commission and the City of Forrest City reserve the right to refuse any individual or group the privilege of using the facilities due to abuse of any facility policies.
- 2.) Renters who abuse facility policies will be subject to losing their Damage Deposit. The renter may also be subject to paying other assessed fees associated with the damage incurred to City property and will be denied further use of the facility.
- 3.) Renters failing to vacate the building by the end of their rental period will forfeit their Damage Deposit.
- 4.) Renters shall comply with all laws: federal, state, and local. This includes the City of FORREST CITY Police and Fire Departments. Failure to comply with any and all policies will result in loss of Damage Deposit and/or cancellation of contract.
- 5.) Returned Check Policy - Any returned checks on a damage deposit or rental fee will result in a service fee as assessed by the city clerk to recover bank charges. Upon receipt of a returned check, any and all reservations will be immediately cancelled. If no payment is received within 7 working days, the check will be filed with the Hot Check Coordinator and the customer is responsible for paying all fees incurred

Forrest City Civic Center Commission

Commissioner, Glenn Shepherd, Chairman
Commissioner, Gwin Lofton, Secretary
Commissioner, Chaney Murray
Commissioner, Joey Astin
Commissioner, Ernestine Weaver

Date Adopted: July 17, 2007
Revisions:

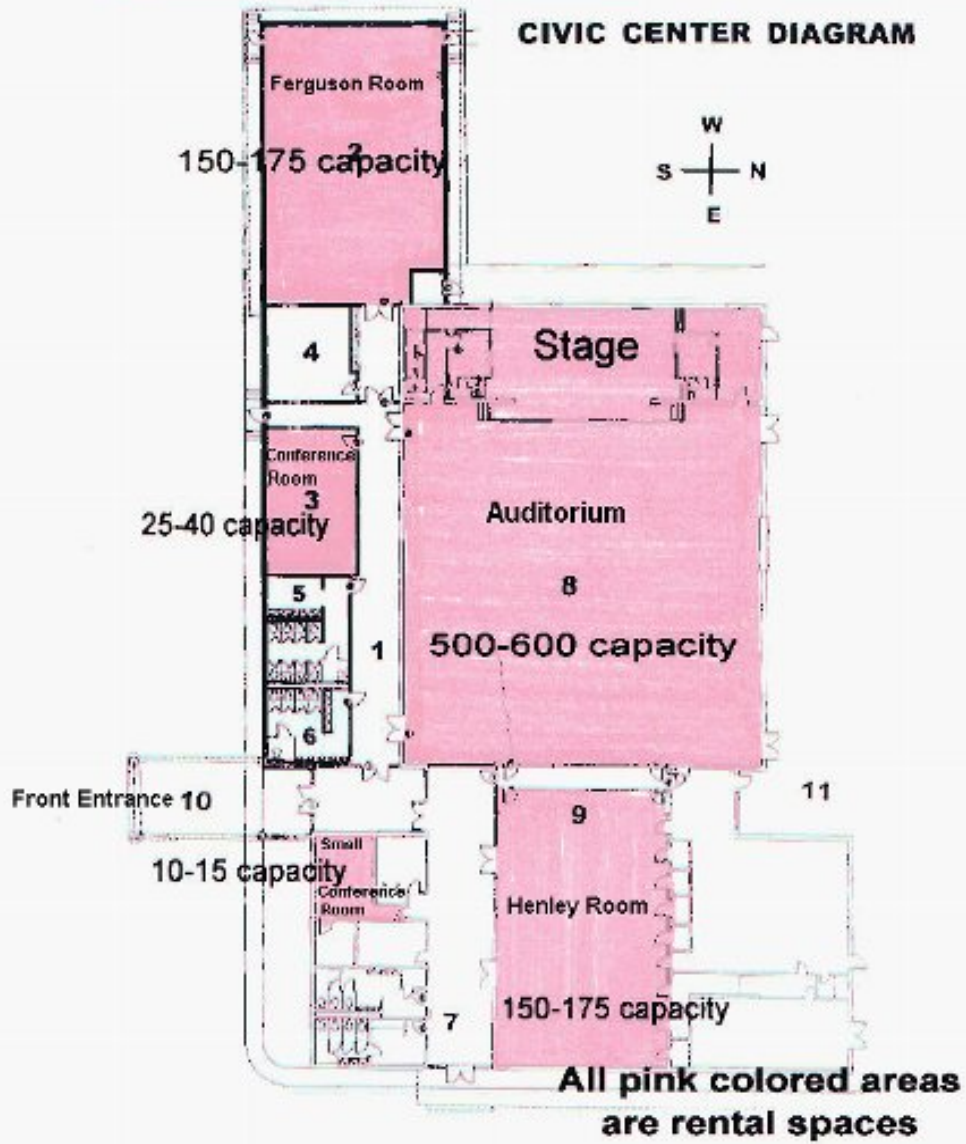
Revised: April 8, 2008
Revised: July 8, 2008

Secretary

Date

FORREST CITY CIVIC CENTER

CIVIC CENTER DIAGRAM



WE HOPE YOUR EVENT AT THE
FORREST CITY CIVIC CENTER
IS A PLEASANT
ONE!

THANK YOU

THE FORREST CITY CIVIC CENTER COMMISSION

www.forrestcity-ar.com