



# JUNIOR LEAGUE OF FORT SMITH

## Marble Hall Facility Rental Agreement - EXHIBIT A

### Rental Fees

#### **CAPACITY:**

Upstairs Occupancy: 146

Downstairs Occupancy: 146

Total Building Occupancy: 292

#### **USE OF THE WHOLE BUILDING:**

2 Hours: \$200

3 Hours: \$250

4 Hours: \$300

6 Hours: \$350

8 Hours: \$400

10 Hours: \$450

12 Hours: \$500

**DEPOSIT:** \$75, which is refundable within fourteen (14) days after the day of the rental if no damages or extra cleaning is required. A deposit is required to secure the rental and a reservation cannot be held until the deposit is paid.

**DAMAGES TO PROPERTY:** Lessee will be responsible, at Lessee's expense, for any damage to property, theft of property, or excessive cleaning that is needed due to negligence of Lessee, or any guests of Lessee, over and above the deposit fee.

**OVERTIME FEE:** Any Lessee who remains on the premises or arrives prior to the agreed upon rental times will be subject to an additional hourly rate of \$150 outside of that agreed upon by the parties in the Agreement. Any overtime that is less than an hour will be charged \$150.

**ODD HOURS FEE:** Typical rental time is between 7am – 10pm. If your event falls outside of this timeframe, an additional \$50/per hour will be added to each odd hour.

**CANCELLATION:** The deposit is nonrefundable if the Lessee cancels this Agreement. If there has been no damage to the facility, no excessive cleaning required, and no additional fees incurred by Lessor on behalf of Lessee, the deposit will be refunded within fourteen (14) days of the date of the rental under this Agreement. The deposit is due at the time that this Agreement is executed by Lessor and Lessee.

**PREPAYMENT OF RENTAL FEE:** A full rental fee (in addition to the deposit being held in reserve) is due fourteen (14) days prior to the rental Event date. If the full fee is not received by this date, then this Agreement will be considered null and void, and the full deposit will be forfeited by lessee.

After full payment is received, if the Lessee cancels the Event within fourteen (14) days prior to the Event date, the entire fee will be forfeited by Lessee, but the deposit will be returned unless it is needed to cover the following: any fees incurred by Lessor on behalf of Lessee, any additional fees owed to Lessor that have not yet been paid by Lessee. See Exhibit C for exception.

**NONPROFIT DISCOUNT:** Nonprofit organizations are eligible to receive a half price discount of the rental fee. Nonprofits must furnish the necessary documentation proving their status upon execution of the rental contract. The deposit, overtime fee, odd hours fee, and any charges occurring from theft or damage to the property will remain at full price.

**DONOR DISCOUNT:** Any donor having donated \$1,000 or more to the Junior League of Fort Smith (JLFS) within the rolling year will receive a half price discount of the rental fee. The deposit, overtime fee, odd hours fee, and any charges occurring from theft or damage to the property will remain at full price.

**JLFS MEMBER DISCOUNT:** Active, sustaining, and new members of JLFS who are in good standing at the time of the Event and current on all requirements will be given a half price discount of the rental fee. The deposit, overtime fee, odd hours fee, and any charges occurring from theft or damage to the property will remain at full price.

**ALCOHOL PERMITTED:** Yes. See Rental Agreement and Exhibit B concerning rules and liability.

**PARKING:** Meter parking on Garrison Avenue is available and is free after 5pm and on weekends.

Please do not park in front of neighboring storefront, Creative Kitchen, during their normal business hours.

**RESTROOMS:** (2) One downstairs, one upstairs

**KITCHEN:** Available with stove, oven, sink, microwave, coffee maker, and refrigerator

**TABLES & CHAIRS:** 7 round tables (two downstairs, five upstairs), 1 conference table (downstairs), 1 dining room table (upstairs), 50 chairs, and 3 rectangle tables

*Tables and chairs may be moved within reason but must be put back in place by the end of rental time. Take care not to cause damage to the Facility when moving.*