

The City of Sherwood Event Center Policies

Sherwood Forest
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RENTAL FEE: The total rental fee is due 10 days from the time of scheduling. If your rental fee is not remitted with your final signed contract, the event space will have no further obligations under this agreement. A copy of your Driver's License is required.

PAYMENT METHODS: Payment for rental fee and other rental fees may be made by check, cash, credit or cashier's check.

CANCELLATIONS/REFUNDS: For events canceled 90 days or more prior to the event date, 50% of your rental fee will be refunded. For events canceled 31-89 days prior to the event date, 25% of your rental fee will be refunded. For events canceled 30 days prior to the event date, 0% of your rental fee will be refunded. Refunds will be processed by check within 14 days of cancellation.

RENTAL TIME: Your event starts and ends at the contracted time. This means that the doors will be opened at the contract time and doors are locked at the end of that contract time. A staff member will be onsite for opening and closing the facility. Guest, event planners, all decorations, all catering staff, DJ staff, and other hired staff must be out of the room at contract end time.

ADDITIONAL TIME: No additional time is available after midnight. Additional time must be arranged with management at least 14 days before your event date. Management cannot guarantee additional time will be allowed if not given the 14 days of lead time.

DATE CHANGE: Renters must give 30 day notice to change their event date and/or time of their event. If less than 30 day notice is given a \$100 change fee will be added to their rental fee balance.

INCLUDED IN RENTAL: The rental includes event space, round and long tables and chairs, and access to the kitchen.

ROOM DIAGRAM: A room diagram with the arrangement for tables and chairs must be agreed upon 10 days prior to your event. If the diagram is not received, management cannot guarantee the room to be set. Staff will set up the room only one time. Any changes that the renter wants to make after the room has already been set, will be their responsibility, including breaking down and resetting the room between a wedding ceremony and reception.

DECORATIONS: Candles, table centerpieces or other decorations must meet all local fire regulations, health department regulations and any other applicable government regulations. All candles must be used in a candle holder or suitable glass Container. Open flames are not allowed. Nails, screws, heavy glue, and anything else that could leave permanent marks or damage to the facility may not be used at any time. Nothing may be hung from light fixtures, ceiling or painted walls. Ink stamp pads and paint may not be used for guest books. Fog machines, glitter, confetti, rice, sand, duct tape and birdseed are not permitted. Sparklers, fireworks or other pyrotechnic materials are not permitted indoors or outdoors. Renters may bring in outside rental items for their event. Management reserves the right to refuse decorations from patrons should they feel it is necessary to do so. When in doubt, please ask management. All decorations and rentals must be removed by the contracted end time.

CHRISTMAS DECORATIONS: During the month of December, Christmas decorations may be in place. These are to remain up throughout the entire month of December. No party is to take down or move any of the decorations for any reason. No exceptions.

ALCOHOL: Alcohol service is allowed at The Greens and Sherwood Forest. The City of Sherwood does not permit the serving of alcoholic beverages to anyone younger than the age of 21. Hired security is required for all functions where alcohol is served (see below under SECURITY). No exceptions. Cash bars may only operate with approval from the Arkansas Alcohol Beverage Control and any permits obtained for that purpose must be on site at the time of service. Alcohol service must cease one hour before the end of the event. If at any time management or staff deem it necessary to stop the service of alcohol earlier, the renter will be notified and the service shall cease. The City of Sherwood accepts no liability for the actions of the group or its guests at alcohol-related events. The renter will accept full responsibility for adherence to all ABC regulations, regardless if an open bar or cash bar is in service. No beverages are to leave the premises. **BHRC does not allow alcohol on the premise.**

FOOD: The Greens at North Hills Banquet Hall- All food served must be prepared off site or prepackaged. Food preparation is not permitted. Caterers are not required, but are welcome. Red/Purple beverages are not allowed. **Sherwood Forest** – Licensed caterers are welcome and may bring prepared foods or prepare foods in the kitchen with access to all cooking amenities. Some amenities require a license for use. If fryers are used by caterers, there is a \$100.00 clean up fee. Unlicensed guest must bring prepared or prepackaged food. They may use warmers for prepared foods. The kitchen is to be shared by rental guest of both event rooms. Renters are responsible for making sure clean-up is adhered to. **BHRC** – Food must be prepared or prepackaged. Licensed caterers are welcome. Red/Purple beverages are not allowed on carpet areas.

LOST ARTICLES: The City of Sherwood is not responsible for any articles left or lost at the premises prior to or after your event. Security arrangements should be made should items be left unattended.

CLEAN-UP RESPONSIBILITY: Make sure all trash is collected and placed in the containers provided. Clean up any spills. This includes kitchen, bar and restrooms. Staff can provide items needed for cleaning. All items including rentals must be out of the building at the close of your event. Damages resulting from renter/renter's guest will be charged to the renter.

SECURITY: The City of Sherwood event spaces receive security from the Sherwood Police Department by scheduling through Extra Duty Solutions. Their responsibility is to watch the parking lot as well as the entire facility. They are not responsible for vehicles left unattended or unattended items on the premises prior to or after the event. If the event includes alcoholic beverages, security is required. Security will be at the facility 30 minutes before the scheduled event start time to meet the event contact person(s) and will remain until the end of the event. There is a minimum of 4 hours required by Sherwood Police. This time does not include setup or decorating time frame. If the attendance is less than 100 people, one police officer is required. If the attendance is 100 or more people, two police officers are required. The renter is required to pay for security directly to Extra Duty Solutions at the rate of \$44.00 per hour per officer within 10 business days of the event. Extra Duty Solutions may be contacted by calling 501-478-2133. This fee is not collected by City of Sherwood Rental Spaces or the Sherwood Police Department. If the renter is not serving alcohol and still would like security, the same hiring process will occur. If security is not scheduled prior to the event, alcohol will not be served. If management is not notified that alcohol will be served and alcohol is brought onto the premises, or if alcohol is served or consumed before the contracted security time, management/staff will call Sherwood Police who may terminate the event. Open or concealed carry of weapons is prohibited in all of the City of Sherwood's property and facilities, including Sherwood Forest.

HOLD HARMLESS AND INDEMNIFICATIONS: Renter agrees by signature below, to hold harmless and indemnify the City of Sherwood, agents and employees against (I) any and all claims of losses for services rendered by any subcontractor, person or firm performing or supplying services, materials in connection with the performance of this contract; (II) any claims or losses resulting to any person or firm injured or damaged by the erroneous, willful or negligent acts or omissions, including disregard of Federal and State Statutes or regulations, by the organizer, its officers, or subcontractors in the performance of this contract; (III) any damage to or loss of property organizer or of any other person entity.

ARBITRATION: Should a dispute arise to the enforceability or breaches of any term of this agreement, the parties agree to submit their dispute to binding arbitration under the rules of the American Arbitration Association.

CONDITIONS OF AGREEMENT AND RENTER RESPONSIBILITY: The renter agrees to begin the function at its scheduled time and to have guests and invitees vacate the premises at the designated time. The renter agrees to assume full responsibility for the conduct of their guest. Damages resulting from renter's guest will be charged to the renter. The renter further agrees to reimburse the City of Sherwood for any overtime wage payments, other expenses of damages incurred by the City of Sherwood because of the patron to comply with facility regulations. The renter agrees to leave the rental space in the same condition as it was when they arrive or the damage deposit will not be returned.

ITEMS AT THE CITY OF SHERWOOD EVENT SPACES ARE THE PROPERTY OF THE CITY OF SHERWOOD.

I, _____, have read the general policies and will comply with all regulations.

Patron Signature _____ Date _____

City Representative _____ Date _____