



601 Dr. Spurlin Circle • Berryville, AR 72616 • 870-423-3139

601 Dr. Spurlin Circle, Berryville, AR 72616

Phone: (870)423-3139 Fax: (870)423-5957

## MEETING ROOM RESERVATION FORM

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Address: \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**DETAILS OF EVENT** Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 # Attending \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Room Reservation

Room	X	Fee	Theater Seating Chairs Only	Classroom Seating 3 per rectangle table	Preferred Number of Chairs and Tables
Half Meeting room for 1-4 hours		\$40	30	12 (4 tables)	
Half Meeting room for 4-8 hours		\$75	30	12 (4 tables)	
Full Meeting Room for 1-4 hours		\$60	65	24 (8 tables)	
Full Meeting Room for 4-8 hours		\$100	65	24 (8 tables)	

### Equipment Reservations

Projector		Podium	
Marker Board			

### Requirements

- This facility is available for informal events only. For example: birthday parties, showers, business meetings, etc.
- Refreshments allowed. For example: crockpots, carry out, cake, punch, etc.
- See attached cleaning check sheet.
- **Deposit \$100** for all events.

### FOR OFFICE USE ONLY:

Deposit Amount: \$ \_\_\_\_\_ Check/Card \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
 Payment Received \$ \_\_\_\_\_ Check/Card \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
 Deposit Returned \$ \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
 Signature for cash return: \_\_\_\_\_

## Rules and regulations for use of Berryville Community Center Meeting Rooms.

1. BCC closes at 8 p.m. weekdays and Saturdays and at 5 p.m. Sundays when available. Meeting Room events must end by 7:30 p.m., and 30 minutes will be allowed for breakdown and cleaning. Requests for ending times later than closing times must be made to the Director, so that staff can be scheduled.
2. The BCC staff reserves the right to require security services when deemed necessary. The person who reserves the facility is responsible for coordinating plans with the BCC staff, scheduling qualified security officers, and paying the officers.
3. The person responsible for the event must check in at the Front Desk before entering the reserved area to make payment and to receive a **checklist of cleaning responsibilities**.
4. Children must be closely supervised by a responsible adult at all times.
5. Rental fees include use of the **reserved area only**. Event participants who want to use other areas must check in at the Front Desk to verify their membership or purchase a \$4 day pass.
6. The presence or use of alcoholic beverages on City property, including parking lots, is *strictly* prohibited. BCC is *strictly* a tobacco and smoke free facility.
7. Confetti, glitter and lit candles are not allowed.
8. The utilized area must be left as clean and orderly as it was before the event started. Please follow the cleaning check list and use the cleaning supplies provided by the Front Desk. Pick up the trash in the restrooms.
9. Trash containers must be emptied into the dumpster located outside the building, near the loading dock located on the Northwest side of the building.
10. The requested number of tables and chairs will be provided. However, you are responsible for setting them up and breaking them down. Tables must be folded and stored **table top to table top** against the wall. Chairs must be restacked **12 high**.
11. Your deposit check will be returned the business day following the event **if** all BCC rules were followed and the staff agrees that the facility was left in acceptable condition: clean and no damage to furniture, fixtures, or the building. Failure to comply with all BCC facility usage rules will result in forfeiture of your deposit and the opportunity to rent BCC facilities in the future.
12. Exceptions and deposit deductions can include.
  - \*Excessive spills on carpet---\$100
  - \*Carpet not vacuumed---\$50
  - \*Trash not carried out---\$25
  - \*Tape used and/or left on walls---\$25

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Signature of person responsible for Rental

Date

I understand by signing the above, I am completely responsible for all the rules and regulations as set forth. My questions regarding use of the Berryville Community Center have been answered in full by the staff.